

KITSAP COUNTY SOLID WASTE ADVISORY COMMITTEE BYLAWS

ARTICLE 1 **Introduction**

Per RCW 70.95.165(3), each county is required to establish a local solid waste advisory committee (SWAC) to assist in the development of programs and policies concerning solid waste handling and disposal and to review and comment upon proposed rules, policies, or ordinances prior to adoption. In addition, counties may not submit a Comprehensive Solid Waste Management Plan without the active assistance and participation of the SWAC.

ARTICLE 2 **Membership**

Members

The Kitsap County Solid Waste Advisory Committee will be comprised of fifteen members that represent a balance of interests from the following entities:

- a. One member representing each incorporated city (Bainbridge Island, Bremerton, Port Orchard and Poulsbo) – 4 voting members total
- b. One member representing each local Tribe (Suquamish and Port Gamble S'Klallam) – 2 voting members total
- c. Two members representing the solid waste industry – 2 voting members total
- d. One member representing Commander Navy Region Northwest – 1 voting member
- e. One member representing commercial customers – 1 voting member
- f. Three members representing each Kitsap County Commissioner district – 3 voting members total
- g. One member representing organics management – 1 voting member
- h. One member representing the agricultural community – 1 voting member

Alternates

Alternates may be appointed for each voting member and may vote in the absence of the regular voting member. It shall be the responsibility of the regular voting member to make arrangements for the alternate to attend a given meeting.

Solid waste industry representation

Solid waste industry representatives shall rotate annually if there are more than two companies that service Kitsap County and desire to participate in the SWAC. All solid waste industry representatives may attend meetings and participate in discussions.

Commercial, organics management, and agricultural representation

Commercial, organics, and agricultural representatives may be recommended by the Solid Waste Advisory Committee. These members are appointed by the Board of County Commissioners.

Agency participation

Kitsap County Public Works, Solid Waste Division staff shall take minutes of the meeting and provide information of interest relating to solid waste issues as well as feedback to the SWAC on issues from the perspective of the solid waste division. Staff shall not have a vote. Kitsap Public Health District (KPHD) staff is invited to attend SWAC in order to provide information of interest relating to solid waste issues as well as feedback to the SWAC on issues from the perspective of public health. KPHD staff shall not have a vote.

Term

Term of membership for members appointed by elected officials (positions a, e, f, g, and h) shall be four (4) years. Members may be reappointed for additional terms. Appointed members and alternates of the SWAC shall serve until resignation, replacement by the entity represented or the expiration of the member's term. Members appointed to fill vacancies shall serve the remainder of the unexpired term.

Voting members not appointed by elected officials shall serve as long as they are directed to do so by their individual entity. Appointing entities may replace their representative at their discretion or as needed. Representatives may resign, if desired, at which time a new representative will be appointed by the associated entity.

Voting solid waste industry representative from the hauler servicing the most residents in the county shall be a permanent voting member of the SWAC. Representatives of the remaining haulers shall rotate annually if they desire to participate in the SWAC.

Withdrawal of participation from the SWAC by an entity with a voting membership slot shall be formally recorded in the meeting minutes. The bylaws will subsequently be amended following the action. Upon the official date of withdrawal, the entity will no longer have a vote within the community on solid waste issues.

Attendance

Active, ongoing participation of the membership is critical to SWAC success. Each member is responsible to regularly attend and actively participate in SWAC meetings. More than two absences in a twelve-month period may be cause for recommending membership termination; however, such a decision shall be made by the appointing elected official or appointing entity.

ARTICLE 3

Officers

Number

The officers of the SWAC shall be a Chairperson and a Vice-Chairperson, who shall be elected by the SWAC. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the SWAC.

Election and Term of Office

The officers of the SWAC shall be elected at the annual meeting or as soon thereafter as possible if a quorum is not present. Each officer shall hold the office one year until his/her successor has been elected unless he/she resigns or is removed.

Chairperson

The Chairperson shall be the principal executive officer of the SWAC and subject to SWAC control. He/she shall:

- a. Preside over all SWAC meetings
- b. Act as a liaison between the SWAC and the Solid Waste Division to set the agenda and arrange for timely presentations
- c. Act as spokesperson for the SWAC, or may, under special circumstances, delegate another SWAC member to serve as spokesperson

Vice-Chairperson

In the absence of the Chairperson or in the event of his/her death or inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson. When so acting, the Vice-Chairperson shall have the powers of and be subject to all the restrictions upon the Chairperson.

Resignation

An officer may resign at any time by delivering written notice to the Chairperson and the Solid Waste Division at 614 Division St. MS-27, Port Orchard, Washington, 98366.

Vacancies

If a vacancy occurs prior to the expiration of the term, the SWAC shall conduct an election at the next scheduled meeting.

ARTICLE 4

Meetings, Quorum, Voting

All SWAC meetings shall be held and conducted in compliance with any special requirements of RCW 42.30, the Open Public Meetings Act.

Annual Meeting

The annual meeting of the SWAC shall be held on or after the first Wednesday of January, but no later than April 30th each calendar year. Following the call to order, approval of the minutes, and the report on correspondence, the next item on the agenda shall be to elect officers for the year. Other business may follow.

Regular Meetings

The frequency of regular meetings of the SWAC shall be determined by the SWAC membership, but shall be held at least quarterly.

Other Meetings

Upon request of the Chairperson or written petition of the majority of the members, special meetings may be scheduled. The location of the special meeting shall be established by the person(s) who called the meeting and shall be announced, along with the reason for the special meeting, in a notice

sent out at least five (5) business days prior to the scheduled date.

Notice

Written notice of all SWAC meetings shall be delivered to each member and alternate personally or by mail to the mailing address provided to the Solid Waste Division staff at least five (5) business days prior to the meeting date specified in the notice. Members may request notification by e-mail in lieu of hard copy. Legal notice of all SWAC meetings will be published in the local newspaper awarded the bid by the Kitsap County Board of Commissioners.

Quorum

Seven (7) voting members of the SWAC shall constitute a quorum for the transaction of business at any SWAC meeting. A member may participate in a meeting by a conference telephone, or similar communication equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

Voting

Passage of motions shall be by a majority vote of those present and voting, when a quorum is present. The SWAC may choose to handle specific issues by consensus.

In the absence of a quorum, for time-sensitive issues only, e-mail voting will be allowed.

Manner of Acting

Only the SWAC Chairperson or his/her designee may make statements or commitments, written or verbal, on behalf of the SWAC. Statements and commitments made on behalf of the SWAC will reflect policies and positions agreed upon in advance by the SWAC.

ARTICLE 5

Staff Support

Kitsap County Public Works, Solid Waste Division will provide appropriate staff support to the SWAC.

ARTICLE 6

Amendments

These bylaws may be amended by a majority vote of the current voting membership of the SWAC. Members may vote by absentee ballot. Prior notice (written or electronic), together with proposed written amendments to the bylaws, shall be distributed to each voting member and alternate at least two (2) weeks prior to the vote.

ARTICLE 7
Rules of Order

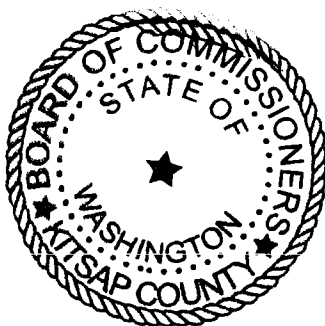
The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern all meetings of the SWAC except when those rules are inconsistent with these bylaws or special rules of order of the SWAC.

ADOPTION

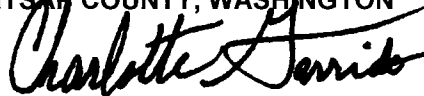
Bylaws are in full force and effect when approved by the Board of County Commissioners.

BYLAWS APPROVAL

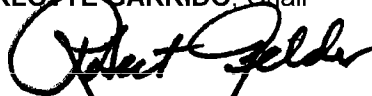
DATED this 23rd day of March, 2020.



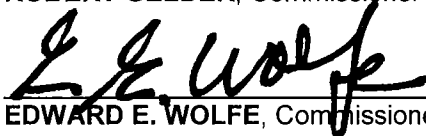
BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON



CHARLOTTE GARRIDO, Chair



ROBERT GELDER, Commissioner



EDWARD E. WOLFE, Commissioner

ATTEST:


Dana Daniels, Clerk of the Board

Bylaws adopted by the SWAC on September 2, 1987.
Revised by the SWAC on December 7, 1988.
Revised by the SWAC on April 3, 1991.
Revised by the SWAC on June 5, 2002.
Revised by the SWAC on December 4, 2003.
Approved by the BCC on September 12, 2005.
Approved by the BCC on August 27, 2007.
Approved by the BCC on January 11, 2010.
Approved by the BCC on February 11, 2013.
Approved by the BCC on August 8, 2016.
Approved by the BCC on March 23, 2020.