

**CITY AND BOROUGH OF SITKA, ALASKA  
SOLID WASTE ADVISORY COMMITTEE (SWAC)  
BY – LAWS AND OPERATING PROCEDURES**

**1. NAME**

This set of By – Laws and Operating Procedures pertains to the Solid Waste Advisory Committee or SWAC as established by City and Borough of Sitka (CBS).

**2. MISSION AND PURPOSE**

To provide a forum for input to the CBS Assembly, CBS staff, and consultants regarding the development and implementation of a Solid Waste Management Plan (SWMP). The SWAC shall provide input during the development of the SWMP with the aim of developing consensus on future solid waste programs and recommending that the Assembly adopt the final SWMP. The SWAC is an Advisory Group to the Plan and not a formal committee of the Assembly.

**3. MEMBERSHIP**

As listed below, there are 7 different sectors represented on the SWAC by \_\_\_ individuals (number to be finalized at May 28 SWAC meeting):

<u>Sector</u>	<u>Number of Representatives</u>
A - CBS Assembly	1
B - Solid Waste Industry	2
C - Environmental Groups	3
D - Local Business	2
E - Sitka Committees/Workgroups	2
F - Tribal	2
G - Public/At-Large	—

**4. MEMBERS DUTIES AND EXPECTATIONS**

Members are expected to attend scheduled meetings; participate in discussions on topics brought before the SWAC; work collaboratively with other SWAC members, stakeholders, and other involved parties; and inform themselves and the SWAC on related topics through reading of handout materials and other sources of information.

**5. MEETINGS**

- 5.1 Meeting dates for the SWAC have been established as May 28, 2014; July 23, 2014; and August 27, 2014.
- 5.2 Minutes shall be a summary of the actual discussions and proceedings that transpired at the SWAC meeting.
- 5.3 Minutes shall be distributed to all members and interested persons who have requested

to be on the mailing list prior to the next scheduled meeting.

- 5.4 SWAC members may submit clarification of their own comments, positions, votes or other member activity at the next regularly scheduled meeting for inclusion in the minutes of the meeting being clarified.

## **6. VOTING MEMBERS**

Each representative of the SWAC shall be considered a voting member.

## **7. QUORUM**

A quorum shall be present in order to conduct the business of the SWAC. A quorum shall be a simple majority of the SWAC.

## **8. DECISION – MAKING METHOD**

A motion must be pending before a decision may be made. For a motion to be pending it must be proposed by one SWAC member and seconded by another member. Every effort will be made to reach consensus when the SWAC is deliberating toward a decision. If consensus cannot be reached, any member may call for a vote but it must be seconded by another member. For the vote on an item to be considered a valid position of the SWAC it must be supported by a majority of the total SWAC membership.

## **9. GUIDELINES FOR COMMUNITY RELATIONS**

Any member of the public is welcome to attend, participate in, and provide input at SWAC meetings, at the approved agenda time. Public comments are encouraged and may be accepted verbally or in writing.