

**DRAFT**

**Metropolitan Solid Waste Management Advisory Committee**

**Bylaws**

**Adopted ~~February 11, 2005~~ November 14, 2014**

**Article 1**

**Name**

The name of this committee shall be the “Metropolitan Solid Waste Management Advisory Committee.” The acronym “MSWMAC” may also be used for identification purposes.

**Article II**

**Purpose**

The MSWMAC functions under authority of King County Ordinance No. 14971 and the 2012 Interlocal Agreement (ILA) as an advisory body to the County Council on solid waste system planning. The MSWMAC shall advise the County Council, the Executive, and the Solid Waste Interlocal Forum (SWIF) on all matters related to solid waste management issues. Initially, the MSWMAC will work with King County’s Solid Waste Division to evaluate solid waste transfer system capacity, public and private alternatives for transfer capacity and waste export, site evaluation criteria, and the siting of new facilities, as needed. The MSWMAC will also review and make recommendations on all solid waste planning efforts, such as the next update of the comprehensive solid waste management plan and the waste export system plan before transmittal to the Executive and the Council.

**Article III**

**Membership**

Each City with a signed Interlocal Agreement participating in the King County solid waste system is eligible for membership on the MSWMAC. Each City shall identify-appoint elected officials

23 and/or staff as representatives and alternates to the Solid Waste Division for appointment to the  
24 MSWMAC. Representatives will serve until a city notifies MSWMAC of a change. The Solid  
25 Waste Division shall maintain a current roster of all participating cities and their representatives,  
26 ~~and alternates.~~

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28 Any eligible City can choose to participate on the MSWMAC at any time by providing written  
29 notice to the Chair of the MSWMAC and the Solid Waste Division Director or designee. As well,  
30 any City can resign from the MSWMAC by providing a written notification of withdrawal to the  
31 Chair of the MSWMAC and the Solid Waste Division Director or designee.

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## 33 **Article IV**

### 34 **Officers**

35 The MSWMAC shall ~~appoint~~ elect a Chair to preside over the meetings. The Chair will direct  
36 preparation of the agenda and approve the final agenda before it is sent to the members. The  
37 MSWMAC will also ~~appoint~~ elect a Vice Chair, who will preside over meetings in the Chair's  
38 absence. The term for the Chair and Vice Chair shall be one ~~calendar~~ year.

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40 Nominations and elections shall occur at the February meeting. The Solid Waste Division's Staff  
41 MSWMAC liaison will preside over the election of the Chair and the new Chair will preside over  
42 the election of the Vice Chair. The election process will begin with the presiding officers calling  
43 for nominations and accepting as many as provided. Elections will be done by written ballot unless  
44 there is only one nomination.

## 45 **Article V**

### 46 **Meetings**

47 ~~Per Ordinance No. 14971, the MSWMAC will begin meeting on or after January 2, 2005. At its~~  
48 ~~first meeting, the MSWMAC shall appoint a Chair and Vice Chair and establish the meeting~~  
49 ~~schedule for 2005.—At the last October meeting of each year, the meeting schedule for the~~  
50 ~~following year shall be established.~~MSWMAC shall establish meetings for the following year and  
51 a work plan will be provided to MSWMAC for review and approval.

52

53 The Solid Waste Division shall staff the MSWMAC, including arranging the meetings, preparing  
54 meeting agendas for the Chair’s review and approval, and drafting meeting minutes for the  
55 MSWMAC’s review and approval.

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57 Section 1. Agenda. At the direction of the Chair, an agenda shall be prepared and distributed to  
58 the MSWMAC members at least 7 days prior to the date of the meeting. Any member may cause  
59 an item to be placed on the agenda, making such request to the Chair at least 14 days prior to the  
60 date of such meeting.

61

62 Section 2. Notice. The following items shall be e-mailed not less than 7 days prior to the date of  
63 a meeting: a meeting notice, containing an agenda of items to be discussed; background papers or  
64 documents, as necessary; and minutes of the last MSWMAC meeting.

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66 Section 3. Quorum. A quorum shall consist of ~~a majority~~ a majority 40 percent of cities that have  
67 designated members to participate in the MSWMAC.

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69 Section 4. Voting. Decisions shall be made using a consensus model whenever possible. Each  
70 city agrees to use its best efforts and exercise good faith in consensus decision-making. If  
71 consensus cannot be achieved, a voice vote, consisting of one vote per city, may be requested by  
72 any member.

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74 Except for amendments of the Bylaws, all decisions will require approval of a majority of  
75 representatives of member cities present.

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78 Section 5. Proxy. No proxy shall be valid for any reason.

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80 Section 6. Presiding Officer. At any meeting of the MSWMAC one of the following shall preside  
81 in accordance with these bylaws in the following order of precedence:

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a) Chair

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b) Vice Chair

84 c) Temporary Chair selected from nominations taken from the floor to serve for that  
85 meeting only  
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87 Section 7. Conduct of Meetings. The Chair shall have flexibility in the conduct of meetings and  
88 may make decisions to facilitate open discussion. More than one representative of each city may  
89 sit at the table and participate in the meeting unless this results in another city being excluded from  
90 participation. The chair should generally recognize cities that have not yet had a chance to speak  
91 on an agenda item before giving a city an opportunity to speak a second time. The chair will  
92 attempt to give equal time for all cities who wish to speak and may request an opinion from cities  
93 that have not yet spoken on an agenda item if deemed necessary to reach consensus or determine  
94 the will of the body.  
95

96 Section 8. Discipline. The Chair shall be responsible for maintaining order during meetings and  
97 shall exercise disciplinary power including, but not limited to, limiting discussion and ruling  
98 statements or motions not related to the topic of discussion to be out of order.  
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## 100 **Article VI**

### 101 **Subcommittees**

102 Section 1. Subcommittees. MSWMAC shall establish subcommittees as needed.  
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104 Section 2. Title and Responsibilities of Subcommittees. The responsibilities of each subcommittee  
105 shall be as assigned by the MSWMAC.  
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107 Section 3. Subcommittee Meetings. The Solid Waste Division shall be responsible for notifying  
108 all subcommittee members of the place, date and time, and purpose of each subcommittee meeting.  
109 Minutes in brief shall be taken by King County Solid Waste Division staff and distributed to all  
110 MSWMAC members.  
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112 Section 4. Activities of Subcommittee. Each subcommittee shall report all activities to the full  
113 committee.  
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**ARTICLE VII**

**Parliamentary Authority (Rules of Order)**

Section 1. Rules of Procedure for Meetings. When invoked, meetings of the MSWMAC and/or subcommittees shall be conducted in accordance with the most current issue of Robert’s Rules of Order, except where such are in conflict with the Bylaws, whereupon the latter shall govern over said Rules of Order.

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**ARTICLE VIII**

**Amendment of Bylaws**

These bylaws may be repealed or amended or new bylaws may be adopted at any meeting with a 2/3 majority vote of the representatives at the meeting, provided that written notice of intent to amend, repeal, or adopt new bylaws shall be e-mailed not less than 14 days prior to the date of such meeting. Such notice shall include a copy of the motion to be made, as well as the written alteration, amendment, or substitution proposed.