

**Metropolitan Solid Waste Management Advisory Committee**

**Bylaws**

**Adopted February 11, 2005**

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**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 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 elected officials and/or staff as representatives and alternates to the Solid Waste Division for appointment to the

24 MSWMAC. The Solid Waste Division shall maintain a current roster of all participating cities  
25 and their representatives and alternates.

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

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## **Article IV**

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### **Officers**

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

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## **Article V**

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### **Meetings**

41 Per Ordinance No. 14971, the MSWMAC will begin meeting on or after January 2, 2005. At its  
42 first meeting, the MSWMAC shall appoint a Chair and Vice Chair and establish the meeting  
43 schedule for 2005. At the last meeting of each year, the MSWMAC shall establish meetings for  
44 the following year.

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46 The Solid Waste Division shall staff the MSWMAC, including arranging the meetings, preparing  
47 meeting agendas for the Chair's review and approval, and drafting meeting minutes for the  
48 MSWMAC's review and approval.

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

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

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59 Section 3. Quorum. A quorum shall consist of a majority of cities that have designated  
60 members to participate in the MSWMAC.

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

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

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

- 71 a) Chair
- 72 b) Vice Chair
- 73 c) Temporary Chair selected from nominations taken from the floor to serve for that  
74 meeting only

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76 Section 7. Conduct of Meetings. The Chair shall have flexibility in the conduct of meetings and  
77 may make decisions to facilitate open discussion.

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79 Section 8. Discipline. The Chair shall be responsible for maintaining order during meetings and  
80 shall exercise disciplinary power including, but not limited to, limiting discussion and ruling  
81 statements or motions not related to the topic of discussion to be out of order.

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83 **Article VI**

84 **Subcommittees**

85 Section 1. Subcommittees. MSWMAC shall establish subcommittees as needed.

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87 Section 2. Title and Responsibilities of Subcommittees. The responsibilities of each  
88 subcommittee shall be as assigned by the MSWMAC.

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90 Section 3. Subcommittee Meetings. The Solid Waste Division shall be responsible for notifying  
91 all subcommittee members of the place, date and time, and purpose of each subcommittee  
92 meeting. Minutes in brief shall be taken and distributed to all MSWMAC members.

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94 Section 4. Activities of Subcommittee. Each subcommittee shall report all activities to the full  
95 committee.

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## 97 **ARTICLE VII**

### 98 **Parliamentary Authority (Rules of Order)**

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

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## 104 **ARTICLE VIII**

### 105 **Amendment of Bylaws**

106 These bylaws may be repealed or amended or new bylaws may be adopted at any meeting with a  
107 2/3 majority vote of the representatives at the meeting, provided that written notice of intent to  
108 amend, repeal, or adopt new bylaws shall be e-mailed not less than 14 days prior to the date of  
109 such meeting. Such notice shall include a copy of the motion to be made, as well as the written  
110 alteration, amendment, or substitution proposed.