

Eliot Solid Waste / Recycling Committee By-laws (September, 2016)

ARTICLE 1: PURPOSE

- a. The purpose of the Eliot Solid Waste / Recycling Committee, (hereafter referred to as the Committee) is to act in an advisory capacity to the Select Board and the residents of Eliot, Maine.

In this capacity, the Committee shall evaluate and recommend municipal policies and practices that:

- 1) Adhere to the basic conservation philosophy of Reduce, Reuse and Recycle.
- 2) Have the potential to increase recycling and composting in an effort to minimize municipal solid waste.
- 3) Working in conjunction with the Public Works Director, minimize the net operating expense of the Transfer Station.

The Committee, in cooperation with the Public Works Director, shall assess if coordination with the local school district or surrounding communities on municipal solid waste issues could be of mutual benefit.

ARTICLE 2: DUTIES

The Committee shall:

- a. Prepare by-laws and operate under these approved by-laws
- b. Meet monthly or as necessary
- c. Maintain minutes of each meeting that are forwarded to the Town Clerk as soon as practicable after approval
- d. Keep the Select Board informed of Committee activities
- e. Annually make a report to the Town in the Town Book
- f. If funding of the Committee is sought, a detailed budget request must be submitted to the Town Manager no later than November 1 of each year.

ARTICLE 3: MEMBERSHIP

3.1 Appointments and Terms

- a. The Committee shall consist of six (6) members appointed by the Select Board. A liaison from the Select Board may also be appointed (non-voting).
- b. All members of the Committee shall be residents of the Town and not an owner, partner, or employee of a private business providing solid waste/recycling services in Eliot.
- c. Members shall be eligible for reappointment.

3.2 Staff Support

- a. The Public Works Department shall provide staff support to the Committee.

ARTICLE 4: OFFICERS AND ELECTIONS

4.1 Officers and Responsibilities

The officers of the Committee shall consist of the Chair, Vice Chair and Secretary. The duties of the Committee officers shall be as follows:

- a. **Chair.** The Chair is the official spokesperson for the Committee and while speaking publically for the Committee shall express only those points of view that are reflective of and have been agreed upon by the Committee. The Chair shall preside at meetings of the Committee; call special meetings when necessary; issue an agenda for each meeting; assign members to sub-committees; monitor conflict of interest in all of the Committee's activities; ensure adherence to local Ordinances, Town Charter and State Statutes; ensure proper training of the Committee's members; recruit new members when a Committee vacancy occurs; keep the Select Board apprised of the Committee's activities; and perform all other duties necessary or incidental to the office. The Chair shall decide all points of order and procedure during meetings and his/her decision shall be final unless overruled by a majority of the members present. The Chairperson is a voting member of the Committee.
- b. **Vice Chair.** In the absence of the Chair, or in the event of the Chair's inability to act, the Vice Chair shall perform the Chair's duties. In the event of the absence or inability to act of both the Chair and the Vice Chair, the remaining members shall appoint one of their members to act temporarily as Chair.
- c. **Secretary.** The Secretary shall record the minutes of the Committee meetings and be responsible for maintaining the Committee's records.

4.2 Elections

- a. Officers shall be elected annually by a majority of the Committee membership at the first meeting of the Town's fiscal year.
- b. No member may serve in the position of Chair for more than four consecutive terms.

4.3 Removal from Office

- a. Members are expected to attend scheduled meetings on a regular basis. Failure to attend at least 50% of all regular monthly meetings over a one (1) year period shall constitute a resignation that must be acted on by a majority vote of the Select Board.
- b. Committee members may be removed by the Select Board for malfeasance in office.

ARTICLE 5: SUBCOMMITTEES

- a. The Chair shall appoint members to those subcommittees that are necessary to accomplish the Committee's work, subject to the approval of a majority vote of the Committee.
- b. The Chair shall be an ex-officio member of every subcommittee.

ARTICLE 6: MEETINGS

6.1 Regular Meetings

- a. The Committee shall normally meet monthly, on the third Tuesday at the Town Hall, date and time so designated by an agenda approved by the Chair.
- b. The Committee may meet more frequently as determined by the Chair or a majority of the Committee.
- c. Agendas shall be posted on the Eliot website and other locations designated by the Select Board.
- d. Public notice shall be given seven (7) days prior to a meeting, except that for regularly occurring meetings or unusual and sudden circumstances, when a minimum of three (3) days' notice shall be provided.
- e. All meetings shall be open to the public. Every agenda shall have a section that is specifically for people to offer public comment, though time restrictions for speaking may be adopted as deemed required.

6.2 Special Meetings & Emergency Meetings

- a. The Chair may call a special meeting of the Committee provided that the agenda is posted three (3) days prior to the meeting.

6.3 Executive Sessions

The Committee may call for an executive session only under the provisions and terms specified in the Maine State Statutes.

6.4 Quorum & Voting

- a. A quorum of the Committee shall consist of a majority of the membership.
- b. No official action or binding resolution shall be made by the Committee without a quorum of the membership.
- c. The Committee will take action pursuant to motions and seconds made by Committee members. A roll call vote count shall be maintained on any Committee vote. The action will be approved if a quorum is present at a meeting and a majority of those present at a meeting vote in favor of the action.

- d. Proxy voting shall not be allowed.

6.5 Presiding Rules

Parliamentary procedure in Committee meetings shall be governed by the adopted rules of order, Robert's Rules of Order Newly Revised, current edition.

ARTICLE 7: PERFORMANCE ISSUES

Committee members serve as official representatives of the Town of Eliot to the business community, to other governmental units, to the press, and to the public at large and therefore are expected to comport themselves accordingly. All members shall adhere to the Maine Freedom of Access Act Laws (1 MRS § 401 et seq.) and, where applicable, the Eliot Personnel Policies and Procedures Manual. The Town Manager is the FOAA Officer for the Town and all such requests to the Committee shall be immediately conveyed to the FOAA Officer.

ARTICLE 8: AMENDMENT OF THE BYLAWS

These by-laws may be amended, and recommended for amendment to Select Board, by a 2/3 vote of the Committee after two (2) weeks advanced notice of the intent to change has been given in writing to each Committee member.


ARTICLE 9: EFFECTIVE DATE

These by-laws shall become effective upon a vote of the majority of Committee members in a regular meeting and a majority vote of Select Board.



Committee Chair
10/18/16

Date



Select Board Chair
10/27/16

Date