

# **CLACKAMAS COUNTY SOLID WASTE COMMISSION BYLAWS AND OPERATING PROCEDURES**

## **ARTICLE I**

The name of the organization shall be the Clackamas County Solid Waste Commission (the "Commission").

## **ARTICLE II**

**BOUNDARIES.** The boundaries of the Commission shall be the same as those established by Clackamas County.

## **ARTICLE III**

**PURPOSE, GOALS AND DUTIES.** The purpose, general goals and duties of the Commission are as set forth in Chapter 10 of the Clackamas County Code

## **ARTICLE IV**

**MEMBERSHIP.** The Commission shall be made up of five voting members as set forth in Chapter 10 of the Clackamas County Code.

- a. Membership shall not be limited by race, creed, color, sex, age, heritage, national origin or income. Membership will be granted upon signing the official membership register. All new members signing up will be required to show proof of eligibility.
- b. Members of the Commission representing the public at-large and collection service franchise holders shall be 18 years of age or older and shall be selected from a pool of applicants solicited, received and appointed by the Clackamas County Board of County Commissioners. Those members of the Commission representing the public at-large shall be a resident of the recognized area.
- c. Except for public employees who serve by reason of and for the term of the position they hold, members shall have an appointment term of four (4) years. Members of the Commission shall serve until their successors are appointed and qualified. Expiration dates for the terms shall be staggered so that no more than one-third of the members' terms will expire in any year. Current public members seeking a new term on the Commission shall submit an application at least ninety (90) days prior to the expiration of their current term. Collection service franchise holder members may not serve consecutive terms. The Clackamas County Refuse and Recycling Association (CCRRA) shall submit two candidates for consideration for each term appointment.

- d. The following shall be advisors to the Commission, if they so elect or desire:
  - i. Representatives of the Metro Council.
  - ii. The Director of D.E.Q., or his/her authorized representative.
  - iii. The Clackamas County Extension Agent, or his/her authorized representative.
  - iv. Clackamas County Counsel, or his/her authorized representative.
  - v. The Advisor to the Clackamas County Refuse and Recycling Association or its authorized representative.
  - vi. Representatives from the recycling Industry or persons interested or associated with recycling.
- e. Public employee members, or advisors or the Commission may designate alternatives to serve in their place.

## **ARTICLE V**

**OFFICERS.** The officers of the Commission shall include the following:

- a. Chairperson. The Chairperson shall preside over all meetings of the Commission and shall co-sign for all authorized expenditures, appoint committee heads and have the responsibility of the performance of such duties as prescribed in these bylaws. The Chairperson shall act as an ex-officio member of all committees.
- b. Vice-Chairperson: The Vice-Chairperson shall aid the Chairperson and perform the duties of the Chairperson in his/her absence or disability. The Vice-Chairperson shall maintain an accurate record of all income and expenses of the Commission and co-sign authorized expenditures. The Vice-Chairperson may maintain a bank account, if applicable, and present a statement of account at every meeting. The Vice-Chairperson's records shall be made available to any member or the public as required by the Oregon Public Records Law.
- c. The Commission shall provide the County Public and Government Affairs Department with a current list of officers and members.

**SELECTION OF OFFICERS.** The election of officers of the Commission shall be held in conjunction with the annual meeting. Members shall assume their duties immediately upon election to office. All members are eligible for election to officer positions. The Chairperson shall not vote for an officer except in the event of a tie when the Chairperson shall cast the deciding vote.

**TERM OF OFFICE.** The term of office for all officers shall be two (2) years, however, the officer shall continue to serve until a successor is elected or appointed to that office.

VACANCIES. A vacancy occurs when an officer dies, resigns, is removed, or has more than three (3) unexcused absences from meetings during a calendar year. A vacancy shall be filled by appointment by the Board of County Commissioners. The person appointed to fill the vacancy shall serve the remainder of the unexpired term and until a successor is elected or appointed to that office.

## **ARTICLE VI**

MEETINGS. Meetings of the Commission shall be held in accordance with the Oregon Public Meetings Laws. An annual meeting shall be held once per year for the purpose of electing officers and such other business as deemed necessary.

The Chairperson, the Board, or any three members of the Commission may call special meetings at any time upon ten days notice to other members of the Commission; provided however, members may waive such notice. The time and location shall be determined by the Commission. Notice of all meetings shall be provided as required by ORS 192.640 of the Oregon Public Meetings Law. Minutes of all meetings shall be kept and shall be available for public inspection as required by ORS 192.650 of the Oregon Public Meetings Law. A copy of all meeting minutes shall be provided to the County Public and Government Relations Office.

QUORUM and VOTING. A quorum shall be present at a meeting in order for the Commission to transact business. A quorum consists of four members of the Commission, not just those present. A vacancy on the board does not affect the quorum requirements. The Commission can take official action only with the affirmative vote of a majority of the quorum present.

RECORDS. All records of the Commission shall be subject to disclosure except as allowed by exemptions of the Oregon Public Records Law.

## **ARTICLE VII**

HEARING PROCESS AND PROCEDURE. The principles of parliamentary rules of procedures such as Robert's Rules of Order shall govern proceedings at any meeting of the Commission. The Chair shall be guided by these principles in deciding any procedural questions. The Chair's decision on procedural matters may be overruled by a majority of the members voting on the question. The Commission may establish a more detailed hearing procedure to provide for an orderly process for holding a public hearing.

## **ARTICLE VIII**

COMMITTEES. The Commission may create committees as required to promote the purposes and objectives of the Commission. A chairperson for each committee shall be selected by the Commission Chairperson.

## ARTICLE IX

AMENDMENTS. These by laws may be amended. Proposed amendments shall be submitted to the County Counsel for approval. Upon approval of the County Counsel, the proposed amendments shall be approved by the members of the Commission. However, the amendments shall not be in effect until approved by the Board of County Commissioners and that approval has been communicated back to the Chairperson.

The amended bylaws shall supersede all previous bylaws and become the governing rules for the Commission.