

**Second Amended Ada County
Solid Waste Advisory Committee
By-Laws**

ARTICLE 1 – CREATION, LEGAL BASIS, PURPOSE

The Ada County Solid Waste Advisory Committee (hereinafter called the “SWAC”) was established by the Board of Ada County Commissioners (hereinafter called the “Board”) on August 12, 2014 via Resolution No. 1994.

The scope and charge of the SWAC shall be to:

- A. Assist in the development of programs and policies concerning solid, hazardous, and special waste reduction, handling, and/or disposal.
- B. Review and comment upon proposed programs, rules, policies, or ordinances dealing with solid, hazardous, and special waste reduction, handling, and/or disposal prior to their adoption by the Board.

ARTICLE 2 – COMPOSITION

A. Members – The SWAC shall be composed of at least five (5) members. Members of the SWAC shall serve without compensation. The composition of the SWAC members shall consist of three classes: Ada County residents; representatives of the cities located in Ada County; and persons connected with the solid waste/recycling industries. The Board may also appoint *ex officio* members.

B. Appointment – Members shall be appointed by the Board.

C. Terms – The three classes of members shall serve a term of two (2) years. Appointments shall be subject to any applicable County term limit policies. The terms of appointment may be staggered. To achieve staggered terms, the Board may appoint some members to an initial or a reappointment term of one (1) year after which the succeeding terms shall be for 2 years. The term of a member of the SWAC starts on the date that the member is appointed. Members serve until their successor is appointed. Members may be reappointed to serve succeeding terms. *Ex officio* members are not subject to term limits but serve at the pleasure of the Board.

D. Chair – A majority of SWAC members shall elect one of its members as Chairman. The SWAC member so elected shall assume Chairman responsibilities/duties on the date of election. The Chairman shall serve a term of one (1) year and may be re-elected for succeeding terms, limited to two (2) terms. The Chairman shall preside at all meetings of the SWAC and act as liaison with the Board and designated staff of the Solid Waste Management Department.

E. Vice Chair – A majority of SWAC members shall elect one of its members as Vice Chairman. The term of the Vice Chair shall correspond to that of the term of the Chairman. The Vice Chair will assume the duties of Chair during his/her absence, disability, or disqualification.

F. Vacancies – Vacancies occurring for any reason other than expiration of term shall be filled by appointment by the Board in the same manner as the original appointment. SWAC members appointed to fill vacancies shall serve the un-expired portion of the term.

G. Subcommittees – Subcommittees may be formed, as needed, for the purpose of exploring issues before the SWAC in more detail than regular SWAC meetings may allow. Standing or ad hoc subcommittees may be formed if a majority of SWAC members elect to do so. Subcommittee members shall be appointed by the SWAC Chairman from those SWAC members volunteering to serve on said subcommittees. Subcommittees shall report to the full SWAC at the regularly scheduled SWAC meetings.

H. Attendance – A SWAC member who misses two (2) consecutive regular SWAC meetings shall be contacted by the SWAC Chairman to ascertain the reason for non-attendance. The Chairman will report the findings to the SWAC at the next regular meeting. The SWAC may then vote to report the matter to the Board. The Board may dismiss the non-attending SWAC member and replace said member with a new appointee to fill the remainder of the term.

I. Reappointment – Reappointment of SWAC members to additional terms shall be at the discretion of the Board.

ARTICLE 3 – STAFF

The Solid Waste Management Department shall, within budgetary and time constraints, provide the SWAC technical assistance, reports, data, maps, local ordinances, contracts, etc. needed for the SWAC to make informed and reliable recommendations to the Board. Additionally, the Solid Waste Management Department will coordinate facilities for SWAC meetings and will prepare and distribute agendas. The Solid Waste Management Department will insure that at least one (1) staff member attends all SWAC meetings.

ARTICLE 4 – MEETINGS

A. Regular Meetings – It is anticipated that the SWAC will meet and conduct at least four (4) quorum-voting meetings per calendar year. These meetings shall be held on a quarterly basis and scheduled on the last Wednesday of the months of: January, April, July, and October.

B. Special Meetings – SWAC meetings shall be called, when necessary, as determined by the SWAC membership and/or as recommended by the Solid Waste Management Department.

C. Agendas – Agendas shall be prepared by staff, at the discretion of the SWAC Chairman, and distributed to the SWAC members at least ten (10) days in advance of any regularly scheduled meeting. In accordance with the Open Meeting Laws, agendas shall be made available

to the public no later than forty-eight (48) hours prior to the meeting date. Items may be placed on the agenda by any member of the Committee.

D. Minutes – Solid Waste Management Department staff shall take minutes during SWAC meetings. Meeting minutes shall be approved at regularly scheduled SWAC meetings and said minutes shall be distributed to SWAC members by the Solid Waste Management Department staff within twenty (20) days of their approval. Solid Waste Management Department staff will ensure that the minutes are retained for a minimum of three (3) years.

E. Public Access – All SWAC meeting shall be open to the public. Provision shall be made for public comment at each meeting. Approved meeting minutes shall be available to the public on request.

F. Quorum/Voting – for the purpose of transaction of SWAC business, a quorum shall be a majority of appointed, confirmed voting members of the SWAC. Members appointed as Ada County residents or representatives of the cities in Ada County shall be voting members. *Ex-officio* members and members connected with the solid waste/recycling industries shall be nonvoting members. Any voting member who has a personal interest or who personally stands to gain or lose financially by any issues before the Committee shall notify the Committee Chairman and abstain from voting on that issue. All votes will be by roll call voice vote.

ARTICLE 5 – UPDATES AND RECOMMENDATIONS

A. The SWAC shall advise and make recommendations to the Board on matters within the SWAC scope and charge. All recommendations shall first be presented to the Solid Waste Management Department Director prior to presentation to the Board. Any recommendation made in the name of the SWAC shall be approved by a majority vote of the SWAC members present at the scheduled SWAC meeting where said recommendation was discussed.

B. The Chair for SWAC will provide updates to the Board during a scheduled meeting with Ada County Staff within thirty (30) days of the regular meeting.

ARTICLE 6 – AMENDMENTS

SWAC members can recommend amending these by-laws to the Board by a majority vote of SWAC members provided that any by-law amendment is listed as an agenda item at a regularly scheduled SWAC meeting.

ARTICLE 7 – RULES OF ORDER

The order of business for the SWAC shall be the following:

1. Call to Order
2. Roll Call
3. Changes to the Agenda
4. Old Business

- 5. New Business
- 6. Other Business
- 7. Approval of Minutes
- 8. Adjourn

ARTICLE 8 – SEVERENCE CLAUSE

Should any portion of these by-laws be declared unconstitutional or otherwise contrary to law, such decision shall not affect the validity of the remaining portion of these by-laws.

ADOPTED by the Board of Ada County Commissioners on this 14th day of December, 2022.


Board of Ada County Commissioners

By: 
Rod Beck, Commissioner

By: 
Ryan Davidson, Commissioner

By: 
Kendra Kenyon, Commissioner

ATTEST:


Phil McGrane, Ada County Clerk

by **Katie Reed, Assistant Deputy Clerk**