

# SOLID WASTE TECHNICAL ADVISORY COMMITTEE

## BY LAWS

### ARTICLE I

#### FUNCTIONS

The Solid Waste Technical Advisory Committee (SWTAC) serves as the advisory committee to the Integrated Waste Management Authority (IWMA). The functions of the SWTAC are as follows:

- A. Assist in the development, implementation and monitoring of City and County Source Reduction and Recycling Elements (SRREs) and Household Hazardous Waste (HHWE) prepared pursuant to the California Integrated Solid Waste Management Act of 1989 (AB 939, Sher).
- B. Provide assistance, advice and recommendations to the IWMA on all matters relating to the AB 939 and other solid waste issues and/or legislation enacted by the State of California, including related regulations.
- C. To the extent possible, facilitate the resolution of conflicts and inconsistencies between or among, SRREs and encourage inter-agency cooperation and coordination in other aspects of solid waste management, including planning and implementation.
- D. Review the Elements and Plans as they are developed and provide assistance, advice and recommendations to the IWMA.

### ARTICLE II

#### MEMBERSHIP

##### Section 1: Voting Members

The SWTAC shall be comprised of voting members appointed by their respective agencies and shall possess appropriate technical qualifications as determined by the appointing agency. The appointing agency shall notify the IWMA in writing of its appointment.

The SWTAC shall consist of one (1) voting member from each of the following jurisdictions:

- City of Arroyo Grande
- City of Grover Beach
- City of Morro Bay
- City of Pismo Beach

City of San Luis Obispo  
County of San Luis Obispo

**Section 2:**

Non-voting members shall be appointed to a term of two years from the date of their appointment. The areas of concern and/or experience from which these members shall be appointed are as follows:

- Cal Poly
- Recycling industry representative
- Waste hauling industry representative
- Landfill industry representative
- Representatives from Special Districts (3)
- Environmental Organizations
- Local Enforcement Agency
- The general public
- Business

Non-voting members generally include individuals representing organizations concerned about or involved in solid waste matter and are not eligible to vote. Non-voting members may be appointed to the SWTAC at the discretion of the IWMA.

**Section 3: Vacancies**

In the event of a vacancy on the SWTAC due to resignation, disability or otherwise, the appointing agency shall then appoint a member to fill the vacancy and send a notification to the IWMA. Non-voting members shall be recruited and appointed by the IWMA.

**ARTICLE III**

**OFFICERS**

**Section 1: Officers**

The officers of the SWTAC shall consist of a Chair and a Vice-Chair. A staff secretary will be provided to perform the following duties:

1. Prepare the minutes of all meetings.
2. Give or serve all notices required by these Bylaws.
3. Prepare and distribute the agenda packet for all meetings.
4. Maintain Committee records.

**Section 2: Selection of Officers**

The Chair and Vice-Chair shall be selected from the voting members of the SWTAC and shall be

chosen by majority vote of the voting SWTAC members present at the election.

**Section 3: Term of Office**

Officers shall serve for a term of one year.

**Section 4: Vacancies**

When a vacancy occurs it shall be filled by an election at the next regular meeting to follow such vacancy by a majority vote of members present.

**Section 5: Duties of Officers**

A. Chair:

1. To preside at all SWTAC meetings.
2. To call special meetings of the SWTAC in accordance with these Bylaws.
3. To assure actions of the SWTAC are properly taken.
4. To appoint subcommittees.
5. To attend IWMA meetings to convey SWTAC positions as appropriate.

B. Vice-Chair

1. To exercise or perform all duties and responsibilities of the Chair during the absence, disability or resignation of the Chair.
2. To assist the Chair in conducting Committee business.

**ARTICLE IV**

**MEETINGS**

**Section 1: Regular Meetings**

A regular meeting of the SWTAC shall be held at least once every quarter. Notice shall be sent to members stating the time and place of the meeting. A regular meeting may be canceled or rescheduled by the SWTAC at any meeting or by Staff with the consent of the Chair.

**Section 2: Special Meetings**

The Chair may call a special meeting of the SWTAC, provided written notice is given to all members at least forty-eight (48) hours in advance.

**Section 3: Quorum**

A quorum shall consist of any four (4) voting members. No formal action shall be taken in the absence of a quorum, except to adjourn the meeting to a later date.

**Section 4: Agenda**

Items for the agenda shall be provided to the Chair by Staff at least seven days in advance of the regular meetings. The Chair, at his/her discretion may add items of business to the agenda. The agenda and agenda packet for each regular meeting shall be mailed to the SWTAC members at least six (6) days in advance of a regular meeting.

**Section 5: Proceedings**

All meetings of the SWTAC shall be conducted in accordance with the same Parliamentary Rules as adopted by the Integrated Waste Management Authority.

**ARTICLE V**

**SUBCOMMITTEES**

**Section 1:** The Chair shall appoint the members and determine the duties of subcommittees as needed, or as requested by the Committee.

**Section 2:** Subcommittees shall make and submit recommendations to the full Committee for appropriate action.

**ARTICLE VI**

**AMENDMENT PROCESS AND APPROVAL**

**Section 1:** Any member may suggest amendments. A majority of the quorum is required to forward to IWMA for consideration.

**ARTICLE VII**

**EFFECTIVE DATE**

**Section 1:** These Bylaws and any amendments shall become effective upon the date of approval and adoption by the IWMA.