

**CLARK COUNTY  
SOLID WASTE ADVISORY COMMISSION  
BYLAWS AND RULES**

**I. PURPOSE**

- A. The Clark County Solid Waste Advisory Commission (SWAC) has been established by [Chapter 24.16](#) of the Clark County Code, pursuant to [RCW 70A.205.110](#). The powers, purpose, and scope of the Clark County SWAC shall be limited to those described in [Chapters 24.12.110](#) and [24.16.020](#) of the Clark County Code and set forth in these bylaws.

**II. COMPOSITION AND TERMS**

- A. Members - The SWAC shall be composed of at least ten (10) members who shall provide ongoing public input, coordination, and information exchange between the SWAC and the groups they represent and serve without compensation.
- B. Appointment - Members shall be appointed by the Clark County Councilors with recommendations from the Solid Waste Program staff ("Staff") and shall represent the following interests
- City of Vancouver
  - Clark County Business
  - Southeast Clark County
  - Agriculture
  - Small Cities & Towns
  - Solid Waste Industry
  - Southwest Clark County
  - Public Interest Groups
  - North Clark County
  - County-at-Large
- C. Terms - Each member's term shall be for three (3) years' duration, and all vacancies shall be filled within sixty (60) days. Members may be reappointed to serve consecutive terms.

**III. OFFICERS**

- A. The officers of SWAC shall consist of a Chair and Vice-Chair elected by a majority of the appointed members of SWAC.
- B. The election of officers shall take place when an office becomes vacant, either at the current officer's last meeting in office, or the meeting immediately following the notice of a vacancy of office.
- C. In the event of a vacancy in the position of Chair, the Vice-Chair will assume the position of Chair to complete the remainder of the Chair's term. In the event of a vacancy in the position of Vice-Chair due to the Vice-Chair assuming the position of Chair or for any other reason, the Vice-Chair position shall be replaced by majority vote of all members of SWAC to complete the remainder of the Vice-Chair's term.
- D. The term for each officer shall be two years unless the officer's position on SWAC expires or becomes vacant earlier.

- E. There is no limit to the number of terms an officer may serve.

**IV. ATTENDANCE**

- A. Members will notify the Chair and Staff if the member is unable to attend and provide reason, if no reason or notification is provided the absence shall be considered unexcused.
- B. In the event a member is absent from over 50 percent of all meetings during a twelve (12) month period or has accrued two (2) or more unexcused absences, that member shall lose his/her position on SWAC, barring exceptional circumstances that will be considered on an individual basis by the Officers and Staff.

**V. MEETINGS**

- A. Regular meetings of SWAC will be held quarterly on the first Thursday with a minimum of four (4) meetings per year held in February, May, August, and November.
- B. Special meetings may be called by the Chair or by majority vote of the commission.
- C. When expedient and/or necessary, SWAC meetings may be held virtually via available technology(ies) with notification and communication following regular processes.
- D. Informal or extra meetings of the SWAC which are educationally focused or that incorporate site tours towards the objective of familiarizing members with background, facilities or programs may be scheduled from time to time, or on a periodic schedule, as warranted.
- E. A meeting may be canceled by the Chair for lack of a quorum, scheduling conflicts, or lack of need to meet.
- F. The conduct of meetings shall be governed by Robert's Rules of Order, unless these bylaws conflict, in which case these bylaws shall supersede.
- G. The Chair shall preside over the meetings of SWAC. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both officers, the members present shall select from among themselves a Chair Pro-Tem who shall preside over the meeting until the return of one of the officers.
- H. Quorum -A simple majority of filled seats.
- I. Voting
  - i. Minutes of previous meetings may be approved by majority vote of the members present at the meeting for which the minutes were prepared.
  - ii. Approval of all other actions will require a majority vote of the entire membership of SWAC.

- iii. A vote may be taken by email with the approval of the Chair.
- iv. In the event of a tie, the Chair will decide the vote.

**VI. COMMITTEES**

- A. The SWAC may choose to form standing or ad hoc committees to accomplish particular assignments and purposes related to either optimal functioning of the SWAC or in support of policy positions relevant to the Clark County Solid Waste Management Program. Examples of standing committees includes recruitment, or review and input on state legislative proposals and priorities. Ad hoc roles for individual or multiple SWAC members might include support to staff in the review of consultant projects or in the selection of vendors.
- B. Standing Committees shall be established through approval of a Charter which is developed and reviewed, then adopted by the full SWAC membership by vote at a regular or special meeting or through email. Individuals or multiple SWAC members agreeing to participate in an ad hoc role for a limited term may be noted in the meeting minutes following a statement of the purpose and agreement by an appointed SWAC member(s) to participate in a specific project that may require additional time.

**VII. STAFF**

- A. The SWAC shall be staffed by the Clark County Solid Waste Program, as necessary, to provide support to the SWAC.
- B. Solid Waste Program Staff shall serve in a professional capacity as the SWAC's technical advisory and administrative officer/ s.
- C. Minutes will be prepared by Staff and distributed prior to the next regularly scheduled meeting.
- D. Agendas will be prepared by Staff from input from the Chair.
  - i. Staff will engage with Chair one month prior to regular meetings, to identify agenda items.

**VIII. COMMUNICATIONS**

- A. Communications related to SWAC topics or the Solid Waste Program, outside of meetings, by a SWAC member to outside groups, policy makers, or the media shall be directed through the SWAC Chair and the Solid Waste Program Manager, unless in an assigned capacity as a SWAC representative.
- B. Communications by SWAC members with Clark County staff, related to SWAC topics, shall be directed through the Chair and the Solid Waste Program Manager.

- C. SWAC members shall keep any confidential information acquired during their service protected and secured.

**IX. AMENDMENTS**

- A. These Bylaws and Rules may be amended at any regular or special meeting of SWAC by majority vote of the entire SWAC membership. Amendments should be submitted in writing for discussion prior to the meeting. Final action will not be taken until a subsequent meeting. These bylaws will be reviewed at least every two years (normally odd years) at the Spring meeting.

**X. SEVERANCE CLAUSE**

- A. Should any portion of these bylaws be declared unconstitutional or otherwise contrary to law, such decision shall not affect the validity of the remaining portion of these Bylaws and Rules.

Revised – March 17, 2021

These Bylaws and Rules are hereby amended and adopted in a duly noticed meeting held on May 6, 2021, by a majority vote by a majority of the SWAC members.

  
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SWAC Chair

05/17/21

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Date