



San Benito County Integrated Waste Management Regional Agency Local Task Force

BY-LAWS OF THE SAN BENITO COUNTY INTEGRATED WASTE MANAGEMENT LOCAL TASK FORCE

ARTICLE I: NAME

The name of this organization is the SAN BENITO COUNTY INTEGRATED WASTE MANAGEMENT LOCAL TASK FORCE, or "IWM Local Task Force"

ARTICLE II: PURPOSE

The IWM Local Task Force, as defined by Public Resource Code 40950, is an advisory committee to the San Benito County Integrated Waste Management Agency and will review its annual budget per the IWM Regional Agency Cost Sharing Agreement. The Local Task Force is charged with the following tasks per the Cost Sharing Agreement:

- Provide recommendations to the Regional Agency's diversion programs to meet solid waste and recycling state mandates
- Forward a recommended budget to their respective governing bodies for approval
- Review actual expenditures at least quarterly and make recommendations
- Review and approve any IWM Regional Agency contracts which contemplate a charge to residents and commercial industrial businesses. The approved contracts shall be further reviewed and approved by the representative governing bodies according to their statutory authority.

ARTICLE IV: MEMBERSHIP

The Local Task Force shall be composed of at least three (3) members. The members shall be appointed by the following public agencies or organizations:

- At least two appointments from the City of Hollister City Council, where one appointee will be placed as an alternate.
- At least one appointment from the City of San Juan Bautista City Council, where one appointee will be placed as an alternate.
- At least one appointment from the San Benito County Board of Supervisors, where one appointee will be placed as an alternate.

Absence:



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- Attendance by Local Task Force members at all Task Force meetings is vital to the proper functioning of the Local Task Force. Two (2) consecutive absences are sufficient grounds to warrant the Chairperson to request a replacement.

Termination:

- Any member of the IWM Local Task Force may resign at any time, provided, however, that for courtesy and efficiency purposes, notice of resignation shall be in writing to the staff liaison.

The Local Task Force members may appoint up to two representatives from the San Benito County Office of Education, where one appointee will be placed as an alternate, to serve as an ongoing Local Task Force non-voting liaison for school recycling and diversion programming.

ARTICLE V: TERM OF OFFICE

The term of the Local Task Force members shall be appointed for a one-year term, and may be reappointed by the Regional Agency Member governing body.

ARTICLE VI: VACANCY

Should a vacancy occur, the respective Regional Agency member will appoint a new Local Task Force member.

ARTICLE VII: OFFICERS

The officers of this organization shall be the Chairperson and Vice-Chairperson who shall be elected by the Local Task Force at the first meeting following January 1 of each year and shall serve at the pleasure of the IWM Local Task Force.

The Chairperson shall preside at meetings of the IWM Local Task Force, call special meetings where necessary, and perform other duties customarily performed by a chairperson. The Vice-Chairperson shall serve in the absence, inability, or unwillingness of the Chairperson to act.

ARTICLE IX: MEETINGS



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Unless otherwise determined by the Chairman, the order of business at regular meetings shall be:

1. Ascertain a Quorum
2. Call to Order which would include the following:
 - Pledge of Allegiance
 - Roll Call
 - Acknowledge Certificate of Posting
 - Approve minutes from prior meeting
3. Public Comment
4. Staff Announcements
5. IWM Local Task Force Member Announcements
6. Consent
7. Presentations
8. Discussion Items
9. Action Items
10. Adjournment

Changes in the order of business, or dispensing with any item, may be made by request and approval of the IWM Local Task Force. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings of the meetings of the IWM Local Task Force.

ARTICLE X: QUORUM

Two of the seated membership shall constitute a quorum. The number of votes necessary to make decisions at all meetings shall be two (2). A lesser number than 2 may call a meeting to order for the purpose of setting a new meeting or may vote to adjourn a meeting.

ARTICLE XI: VOTING

When a decision or recommendation of the IWM Local Task Force is required, the Chairperson requests a motion for a vote. Any member, including the Chairperson, may make a motion for a vote. Actions of the IWM Local Task Force shall be taken by majority vote.

ARTICLE XII: CONFLICT OF INTEREST

No member of the IWM Local Task Force shall appear for or represent any business, firm or corporation or other entity in any matter pending before the IWM Local Task Force if the member is directly or indirectly interested in a financial sense, and such member



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shall disqualify himself/herself from voting stating the reason therefore. When disqualification is questioned, the IWM Local Task Force shall make the final decision.

ARTICLE XIII: REPORTING

Local Task Force members are expected to report back to their governing bodies at the next available meeting. Local Task Force members are to forward a recommended budget to their respective governing bodies for approval.

ARTICLE XIV: COUNTY STAFF RESPONSIBILITIES

County staff shall:

1. Schedule and staff meetings
2. Prepare and distribute agendas, agenda packets, summary minutes, reports, recommendations, and other materials;
3. Inform the IWM Local Task Force on issues and Regional Agency responsibilities under State laws and regulations;
4. Submit a proposed budget to the IWM Local Task Force no later than April preceding the fiscal year of proposed expenditure

ARTICLE XV: FISCAL POLICY

The fiscal year of the Regional Agency Members shall be July 1st to June 30th.

ARTICLE XVI: FINANCES

All of the members of the Local Task Force shall serve without compensation.

ARTICLE XVII: ROBERTS RULES OF ORDER

Wherever these bylaws are silent with respect to procedure, Robert's Rules of Order shall apply.

ARTICLE XVIII: AMENDMENTS

These by-laws may be amended by a majority vote of the existing membership of the IWM Local Task Force, after full notice has been given in writing to all members.

