

**ST. CLAIR COUNTY SOLID WASTE MANAGEMENT PLANNING COMMITTEE
BY LAWS**

**ARTICLE I
AUTHORITY**

The Committee, appointed by the St. Clair County Board of Commissioners, shall exercise such powers and perform such duties as are established pursuant to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). The Committee serves as the policy body in the preparation and drafting of the solid waste plan as stated in Memorandum of Understanding Solid Waste Management Process.¹

**ARTICLE II
DUTIES AND RESPONSIBILITIES**

- Section 1: The Committee shall assist in the preparation of the Solid Waste Management Plan by providing advice and consultation to the planning agency's representative.
- Section 2: The Committee shall review the designated planning agency's work program for consistency with the rules of Part 115, PA 451.
- Section 3: The Committee shall identify local policies and priorities, as related to solid waste management. These local policies shall be generated by the Committee's contacting local municipalities for their input.
- Section 4: The Committee shall insure coordination and public participation in the preparation of the Solid Waste Management Plan.
- Section 5: The Committee shall, based on its expertise, advise the County and municipalities as related to solid waste management.
- Section 6: The Committee shall review the work elements of the work program as they are completed. If there are any seeming deficiencies of the work elements, the Committee shall notify the planning agency in writing of these apparent deficiencies. Hence, the Committee shall monitor the plan's content and public participation to assure that the planning agency is fulfilling the requirements of Part 115 and the rules.

¹See Memorandum of Understanding attachment.

Section 7: The Committee shall, after consideration of required content, review and approve the County's Solid Waste Management Plan.

ARTICLE III MEMBERSHIP

Section 1: The County Solid Waste Planning Committee shall consist of (14) members. Of the members appointed, four (4) shall represent the solid waste management industry, two (2) shall represent environmental interest groups, one (1) shall represent county government, one (1) shall represent city government, one (1) shall represent township government, one (1) shall represent the regional solid waste planning agency, one (1) shall represent industrial waste generators, and three (3) shall represent the general government.

Section 2: All members shall be appointed by the Board of Commissioners for two (2) year terms.

Section 3: When the term of a committee member expires, he or she shall continue to serve until a successor is appointed by the Board of Commissioners.

ARTICLE IV COMMITTEE MEETINGS

Section 1: Regular meetings shall be held in accordance with the St. Clair County Solid Waste Management Plan Work Program. All regular meetings shall be held at a public meeting place where said meetings shall be open to the public.

Section 2: Special meetings of the Committee may be called at any time by the Committee at such time or place as may be deemed necessary.

Section 3: All members of the Committee shall be notified in writing of the time and place of all meetings at least five (5) days prior to said meeting.

Section 4: Notice of Committee meetings shall be posted, twenty-four (24) hours prior to said meetings, at the office of the designated planning agency.

Section 5: A quorum of any Committee meeting shall consist of seven (7) Committee members.

Section 6: Any Committee member who misses three (3) consecutive meetings without being excused may be removed from appointment by the County Board of Commissioners upon recommendation of the Committee.

**ARTICLE V
ADVISORY COMMITTEES**

The Committee may authorize advisory committees or councils, whose membership may consist of individuals whose experience, training and interest in the Committee's work qualifies them to lend valuable assistance to the Committee on technical and special phases of the Committee's program. The Committee may also appoint committees of the Committee members with such duties and functions as it may deem advisable.

**ARTICLE VI
OFFICERS OF THE COMMISSION**

Section 1: The Officers of the Committee shall consist of a Chairman, Vice-Chairman, and Secretary.

Section 2: Said Officers shall be elected by the Committee from among its members and shall serve until their successors are elected.

Section 3: The Committee may hold an election to fill a vacancy by the departure of one of the Officers.

**ARTICLE VII
DUTIES OF THE CHAIRMAN**

The Chairman shall be the chief executive officer of the Committee and shall preside at all meetings of the Committee. He shall appoint all advisory committees or councils established by the Committee unless otherwise provided by the Committee, and shall be an ex-officio member of all advisory committees. He shall have a vote upon all issues before the Committee as a member of the Solid Waste Committee.

**ARTICLE VIII
DUTIES OF THE VICE-CHAIRMAN**

In the event the office of Chairman shall become vacant by death, resignation, or otherwise, the Vice-Chairman shall become Chairman for the unexpired term of Chairman.

In the event of the absence of the Vice-Chairman or his inability to discharge the duties of his office, such duties shall for the time being devolve upon the Secretary.

**ARTICLE IX
DUTIES OF THE SECRETARY**

The Secretary shall perform the usual duties of this office, and such other duties as the Committee may direct.

**ARTICLE X
AMENDMENT OF THE BY-LAWS**

These Rules of Procedure, in whole or in part, may be altered, amended, added to or repealed by a majority of the Committee members at any meeting provided that notice of the proposed alternations, amendment or repeal shall be submitted by mail to all members of the Committee at least fifteen (15) days before the regular or special meeting of the Committee at which they are to be considered.

**ARTICLE XI
PARLIAMENTARY PRACTICE**

The Chair shall strictly conduct meetings of this Committee relative to the agenda of the meeting, recognizing those persons wishing to speak about pertinent items on the agenda. The Chair can allow spontaneous discussion amongst Committee members to occur relative to the subject of the discussion, provided it's to the subject and is not repetitious. On items requiring a vote the motion shall be hand recorded, then seconded (if desired), discussed (if necessary), then voted on before other issues are presented or discussed. The Chair shall receive public comment, those other than members of committee or planner, only during that item of the agenda.