



SONOMA COUNTY/CITY SOLID WASTE ADVISORY GROUP

RULES OF GOVERNANCE

ARTICLE I NAME

This Task Group shall be known as the “Sonoma County/City Solid Waste Advisory Group” and is a California “Brown Act” committee formed by the respective legislative acts of the County of Sonoma, the incorporated cities of Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and Town of Windsor.

ARTICLE II PURPOSE AND GUIDING PRINCIPALS

Section 1. Purpose

The purpose of the Sonoma County/City Solid Waste Advisory Group is to make recommendations on solid waste system planning and operations, such as, appropriate regional solid waste projects, priorities, schedules and funding sources to be considered by the Member Jurisdictions. The Task Group shall develop its recommendations through an open and transparent process which encourages input, cooperation and coordination with all stakeholders, including: the local task force, the Sonoma County Waste Management Agency and the public.

Section 2. Guiding Principles

The Guiding Principles of the Sonoma County/City Solid Waste Advisory Group are:

- a. **Local Control:** Local decision making bodies retain their authority to set rates, commit their waste flow and control their waste management system to meet their respective goals.
- b. **Regional Services:** A multi-jurisdictional partnered approach that allows varying levels of community participation in a solid waste management system. It creates opportunities to optimize services regionally, including consistency of services and rates, economies of scale, effective use of sites and facilities, and other community goals.
- c. **Waste Diversion:** To meet and exceed legal mandates by recovery of resources from the wastestream and reducing dependency on landfilling.
- d. **Economic Efficiencies:** Balancing the achievement of respective community goals while recognizing the need for responsible fiscal management and fiscal restraints.
- e. **Reliability:** A commitment to provide high-quality, consistent and dependable long-term waste management services.

- f. **Flexibility:** An integrated system that is flexible to accommodate both advances in technologies and various levels of jurisdictional participation in system components.
- g. **Climate Change:** A commitment to meet goals established in the Sonoma County Community Climate Action Plan dated October 2008 for the Solid Waste Sector.

ARTICLE III MEMBERSHIP

Section 1. Membership

- a. The Sonoma County/City Solid Waste Advisory Group shall be composed of eleven voting members which shall consist of one elected city council official from each of the incorporated cities of Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and Town of Windsor and two board of supervisors from the County of Sonoma (hereinafter “Member Jurisdictions”).
- b. Each City Member Jurisdiction shall appoint an elected official to serve on the Sonoma County/City Solid Waste Advisory Group, along with a designated alternate, who shall also be an elected official. The designated alternate shall attend Sonoma County/City Solid Waste Advisory Group meetings in the event that the appointed Member is unable to attend. It shall be the responsibility of the appointed Member to inform their designated alternate when they are unable to attend a meeting of the Sonoma County/City Solid Waste Advisory Group. The name of the alternate shall be on file with the Sonoma County/City Solid Waste Advisory Group .
- c. One of the Two County Members shall serve as the Chair of the Sonoma County/City Solid Waste Advisory Group. The other County Member shall be the alternate Chair when the Chair is absent.

Section 2. Termination

Membership in the Sonoma County/City Solid Waste Advisory Group shall cease upon formal action by the legislative body of the respective Member Jurisdiction terminating that Jurisdiction’s membership on the Sonoma County/City Solid Waste Advisory Group.

ARTICLE IV GOVERNANCE

Section 1. Quorum

A simple majority of the Member Jurisdictions shall constitute a quorum at any duly noticed meeting.

Section 2. Voting

The Member Jurisdictions understand that the Sonoma County/City Solid Waste Advisory Group is

only an advisory committee and cannot bind any one jurisdiction if such jurisdiction does not agree with the recommendation of the Advisory Group. Policy recommendations of the Sonoma County/City Solid Waste Advisory Group shall be determined by consensus agreement whenever possible. Where consensus is not reached, two or more recommendations shall be identified by the Advisory Group. If consensus cannot be reached on what recommendations and/or alternatives to be forwarded to the Member Jurisdictions for their consideration, then the Chair shall call for a final vote and the policy recommendation that receives a majority of the jurisdictions with a majority of the population shall be forwarded to the Member Jurisdictions for their consideration. An abstention shall not be deemed to be either “yes” or “no” vote. When any Member abstains or is disqualified because of a conflict of interest, that Member shall be deemed absent during consideration of that matter for purposes of determining whether a quorum is present. A Member who abstains for any other reason shall be considered present for purposes of a quorum.

Section 3. Chair/Vice Chairs

The Sonoma County/City Solid Waste Advisory Group shall have a Chair and two Co-Vice Chairs. One of the two County Members shall be selected as the Chair, with the other County Member serving as the alternate Chair when the Chair is absent. Two of the 9 city Members shall be selected as the Co-Vice Chairs. The Chair, or in their absence the alternate Chair, shall preside at all meetings of the Sonoma County/City Solid Waste Advisory Group and he/she shall exercise and perform such other duties as may be assigned to him/her from time to time by the Sonoma County/City Solid Waste Advisory Group. In addition, the Chair, the Co-Vice Chairs and the alternate Chair shall be responsible for the administration of all meetings, including, but not limited to, maintaining order, agenda facilitation and recognizing speakers, both as to Members of the Sonoma County/City Solid Waste Advisory Group and members of the public. Other than the selection of the Chair, Co-Vice Chairs, and alternate Chair there shall be no officers or directors of the Sonoma County/City Solid Waste Advisory Group.

ARTICLE V MEETINGS

Section 1. Notice

The Sonoma County/City Solid Waste Advisory Group shall hold meetings at times and places to be determined by the Sonoma County/City Solid Waste Advisory Group. All meetings of the Sonoma County/City Solid Waste Advisory Group shall be called, noticed and conducted in accordance with the applicable provisions of the Ralph M. Brown Act (Government Code Section 54950 et seq.).

Section 2. Agenda

The Sonoma County/City Solid Waste Advisory Group Chair, Co-Vice Chairs and alternate Chair shall be responsible for the agenda and shall ensure that all items of interest to the Member Jurisdictions shall be included in the agenda.

Section 3. Rules of Order

Except as otherwise provided by law, or these Rules of Governance, Robert's Rules of Order shall be the parliamentary authority of the Sonoma County/City Solid Waste Advisory Group.

Section 4. Meeting Minutes

Action level minutes shall be prepared for each meeting of the Sonoma County/City Solid Waste Advisory Group and provided at the following meeting.

ARTICLE VI COMMITTEES

The Sonoma County/City Solid Waste Advisory Group may create and dissolve such advisory committees as it deems advisable in carrying out its responsibilities. All members of such committees shall serve at the will and pleasure of the Sonoma County/City Solid Waste Advisory Group. Committees may be ad hoc or standing committees.

ARTICLE VII AMENDMENTS TO RULES

These Rules of Governance may be amended by a majority vote of the full Membership. No such amendment shall be adopted unless the amendment was first introduced and considered at a prior meeting of the Sonoma County/City Solid Waste Advisory Group. The amended Rules of Governance shall take effect immediately upon adoption by the Sonoma County/City Solid Waste Advisory Group.

Adopted on: March 15, 2010