

SONOMA COUNTY LOCAL TASK FORCE
ON
INTEGRATED WASTE MANAGEMENT

BYLAWS

Article I: NAME

The name of the organization is the AB 939 Local Task Force on Integrated Waste Management, commonly referred to as the "LTF."

Article II: AUTHORITY

This organization is created and its members appointed by resolution of the Board of Supervisors, which has the authority to establish and disband the Local Task Force on Integrated Waste Management.

Article III: PURPOSES

The purposes of the Local Task Force on Integrated Waste Management are to:

- Perform those duties assigned to the Local Task Force (LTF) as defined by AB 939 and other related state laws.
- Provide advice to the jurisdictions of Sonoma County on the implementation of the Countywide Integrated Waste Management Plan.
- Provide a forum for the public discussion of solid waste management, waste reduction, and recycling issues. To ensure this opportunity exists, time will be provided on the agenda for public comment.
- Perform other advisory tasks as requested by the jurisdictions of Sonoma County.

Article IV: MEMBERSHIP

A. Membership of the Local Task Force on Integrated Waste Management shall be comprised of representatives from each city and the County, organizations with technical expertise, and other interested parties as listed below:

City of Cloverdale
City of Cotati
City of Healdsburg
City of Petaluma
City of Rohnert Park
City of Santa Rosa
City of Sebastopol
City of Sonoma
Town of Windsor

Local Enforcement Agent, Environmental Health Division
Integrated Waste Manager, Sonoma County Dept. of Transportation and Public Works
Commercial Garbage Association (Urban Haulers)
Commercial Garbage Association (Rural Haulers)
Non-Profit Recycling Organization
Sonoma County Environmental Forum
Sonoma County Recycling Association
League of Women Voters
Sierra Club
Agriculture Industry (recommending agency - Sonoma County Ag. Commissioner)
Chamber of Commerce (recommending agency - Council of C. of C. Directors)
Major Manufacturer (recommending agency - Sonoma County Manufacturing Group)
Marketing Specialist (recommending agency - Sonoma County Ad Club)
Scientist (recommending agency - Hazardous Materials Management Commission)
Education Representative (recommending agency - Sonoma County Board of Supervisors)
Community Representatives (five - one selected by each County Supervisor)

- B. Each member and an alternate shall be identified first by their organization or recommending agency. Failing this recommendation, the Board of Supervisors will appoint from interested parties for this position. The Board shall confirm the appointment of all members. The city representative may be an elected official or staff person. A citizen of the city may serve as an alternate representative.
- C. The term of membership shall be a renewable three-year term.
- D. **A member's absence for three consecutive meetings will constitute grounds for review of membership by the Membership Committee.**

Article V: VOTING

The Local Task Force on Integrated Waste Management shall adopt and adhere to *Robert's Rules of Order* for voting and meeting procedures. A quorum, defined as eleven (11) of the appointed membership, shall be required to take action on any agenda item; however, meetings may be held to exchange information with less than a quorum. Actions taken with a quorum, but less than one half of the appointed membership, shall be confirmed by a second vote at the next meeting.

Article VI: OFFICERS

- A. The Local Task Force for Integrated Waste Management shall have a Chair, Vice-Chair and Chair Pro Tem.
- B. The duties of the officers are as follows:
 - 1. The Chair shall:
 - a. Chair meetings.
 - b. Sign letters and correspondence and represent the Local Task Force.
 - c. Appoint members as necessary to perform the tasks agreed upon by the Local Task

Force.

2. The Vice-Chair shall:
 - a. Perform the duties of the Chair in the absence of the Chair.
 - b. Serve as Chair of the Membership Committee.
3. The Chair Pro Tem shall:
 - a. Perform the duties of the Chair in the absence of the Chair and Vice-Chair.

Article VII: MEETINGS

At the first annual meeting of the LTF, LTF members shall approve a schedule for meetings for the current year. Meetings will generally be held every other month on the second Thursday of the month. Additional meetings may be scheduled throughout the current year as determined by the LTF.

Article VIII: ELECTIONS

Elections shall occur each year as the first order of business at the April meeting.

Article IX: COMMITTEES

- A. Committees of the Local Task Force on Integrated Waste Management are:
 1. Membership Committee. The Membership Committee shall be responsible for review of membership attendance to ensure the presence of a quorum. The Membership Committee shall assist in the identification and selection of qualified and interested individuals for membership openings on the LTF.
 2. Other Committees shall be created as determined by the LTF.

Article X: BYLAWS

The Local Task Force on Integrated Waste Management may adopt, amend, or repeal its Bylaws at any meeting by two-thirds vote of the members present. Any changes of the Bylaws shall be confirmed by the Board of Supervisors and the Sonoma County Waste Management Agency.