

**BYLAWS
DISPOSAL SITE ADVISORY COMMITTEE**

**ARTICLE 1
Name**

The name of this organization shall be the Disposal Site Advisory Committee (the "Committee").

**ARTICLE 2
Function**

The Committee shall assist the Benton County Board of Commissioners in the planning and implementation of disposal site management, including (but not limited to) the following:

- (1) Review with the permittee of the regional disposal site including, but not limited to, siting, operation, closure, and long-term monitoring of the regional disposal site; and
- (2) Provide a forum for citizen comments, questions and concerns about the regional disposal site and promote a dialogue between the community and the owner or operator of the regional disposal site; and
- (3) Prepare an annual written report summarizing the local citizens' concerns and the manner in which the owner or operator is addressing those concerns. The report shall be considered by the Department of Environmental Quality in issuing and renewing a solid waste permit.

**ARTICLE 3
Membership**

Section 1. Number and Selection.

The Committee shall consist of eleven (11) members, appointed by the Board of Commissioners, as follows:

The ten (10) members of the Solid Waste Advisory Council;
One (1) designated employee of the permittee.

The Board of Commissioners may appoint ex officio members entitled to participate in proceedings of the Committee but not to vote, including but not limited to: the Health Administrator or his/her designee; a collection and a disposal franchise holder; a person holding a permit; and a person lawfully engaged in providing recycling or reuse service or the promotion or education for such service.

Section 2. Terms of Office.

Terms for members of the Solid Waste Advisory Committee shall be as governed by that Committee's by-laws. The term of the designated employee of the permittee shall be 2 years. Terms begin on January 1 and end on December 31.

Section 3. Responsibilities.

Committee members shall regularly attend meetings of the Committee and any meetings of the subcommittees to which they are appointed, and shall fulfill other duties as appointed by the Chair.

Section 4. Termination of Membership.

The Board of Commissioners may remove Committee members as follows:

- (1) Failure to attend three or more consecutive regular committee meetings.
- (2) For cause following public hearing, for reasons including, but not limited to:
 - (a) Commission of a felony;
 - (b) Corruptness;
 - (c) Intentional violation of open meetings law;
 - (d) Failure to declare conflicts of interest;
 - (e) Incompetence.
- (3) Without cause pursuant to Benton County Code chapter 3.035.

Section 5. Vacancies.

The Board of Commissioners shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.

**ARTICLE 4
Officers**

The following officers shall be elected from the Committee membership during the first meeting of each calendar year:

- Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote shall create a tie vote, the Chair shall refrain from voting.
- Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

**ARTICLE 5
Subcommittees**

Section 1. Creation of Subcommittees.

The Committee shall have the power to create subcommittees with such responsibilities as the Committee directs.

Section 2. Naming of Subcommittees.

The Chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Committee concerning the work of the subcommittee.

ARTICLE 6 Advisors

The Committee and the subcommittees may call on lay citizens and professionals as advisors without voting rights to provide technical assistance, participate in deliberations, and attend meetings to the extent deemed appropriate by the Chair.

ARTICLE 7 Meetings

Section 1. Regular Meetings.

Meetings shall be held quarterly, or more frequently when called by the Chair of the Committee or the Board of Commissioners.

Section 2. Special Meetings.

Special meetings may be called by the Chair or by the Board of Commissioners by giving the members and the press written or verbal notice at least 24 hours before the meeting.

Section 3. Quorum.

A quorum shall consist of a majority of the sitting members of the committee. All business conducted with a majority vote of the quorum shall stand as the official action of the Committee.

Section 4. Voting.

Each Committee member shall have one vote. In the event the Chair's vote shall create a tie vote, the Chair shall refrain from voting.

Section 5. Staffing.

Staff for recording the proceedings of the Committee shall be provided by the County.

Section 6. Agenda.

The Chair, with the assistance of the Health Administrator or his/her designee, shall prepare the agenda of items requiring Committee action, and shall add items of business as may be requested by individual Committee members and/or the Board of Commissioners.

Section 7. Notice.

All members shall be given written notice of time, date, location, and purpose of the meetings at least three (3) days before a regular Committee meeting, and written or verbal notice one (1) day before a special meeting. In the event a member is provided with less than three (3) days written notice of a regular meeting, or less than one (1) day actual notice of a special meeting, and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice.

Section 8. Minutes.

Minutes recording all motions and subsequent action including the number of yes or no votes on each issue shall be taken. In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be maintained by the Health Department.

**ARTICLE 8
Public Records and Meeting Law**

The Committee is a public body for the purposes of ORS Chapter 192, and is subject to the statutory procedures related to public records and meetings.

**ARTICLE 9
Parliamentary Procedure**

The current edition of Robert's Rules of Order shall govern the Committee where not inconsistent with these bylaws or any special rules of order the Committee shall adopt.

**ARTICLE 10
Conflict of Interest**

A conflict of interest shall be declared by any member who has a conflict of interest as defined by Oregon law prior to taking any action on the matter causing the conflict.

**ARTICLE 11
Bylaw Amendments**

These bylaws may be amended by the Board of Commissioners upon its own motion. Prior to an amendment, the Board of Commissioners may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the sitting membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

Adopted this 21st day of June, 2016.

Signed this 21st day of June, 2016.

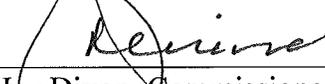
BENTON COUNTY BOARD OF COMMISSIONERS



Annabelle Jaramillo, Chair



Anne Schuster, Commissioner



Jay Dixon, Commissioner

APPROVED AS TO FORM:



Vance Croney, County Counsel