

# SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY

## WASTE MANAGEMENT BOARD RULES OF PROCEDURE

### ARTICLE 1 General Provisions

- 1.1 Name of Board The name of the Board is the San Luis Obispo County Waste Management Board.
- 1.2 Authority for Rules The rules apply to the San Luis Obispo County Waste Management Board and are adopted pursuant to the Joint Powers Agreement Establishing an Integrated Waste Management Authority for the Cities and County of San Luis Obispo.
- 1.3 Purpose of Rules The purpose of these rules is to provide for the orderly and fair conduct of the meetings of the Board.

### ARTICLE 2 Organization of the Board

- 2.1 Composition of the Board The Board is composed of ten (10) members and five (5) alternates appointed pursuant to the agreement creating the Authority.
- 2.2 Officers The officers of the Board shall be a President and a Vice-President, who shall serve until the election of their successors.
- 2.3 Election of Officers The officers shall be elected at the regular meeting of the Authority in the month of July of each year. They shall be elected by a majority of the total authorized vote of the Board, and shall serve from July 1 through June 30 of the following year.
- 2.4 Duties of the President The President shall preside at all meetings of the Board and shall conduct the business of the Board in the manner prescribed by these

Rules. The President shall preserve order and decorum and shall decide all questions of order subject to the action of a majority of the Board. The President shall: preside at all meetings of the Executive Committee; appoint all ad hoc committees subject to ratification by the Board; exercise general supervision over all activities of said Authority; be an ex-officio member of all committees; and execute all contracts and legal documents on behalf of the Authority.

- 2.5 Duties of the Vice-President In the absence or inability of the President to act, the Vice-President shall: perform the duties of the President; give whatever aid necessary to the President in administering of the Authority; and be an ex-officio member of all committees.
- 2.6 Executive Committee There shall be an Executive Committee composed of the Officers of the Board, the Past President of the Board, and an ex-officio non-voting member - the Chairperson of the Solid Waste Technical Advisory Committee. The Board President shall preside at all Executive Committee meetings. The Executive Committee shall be responsible for coordination of agenda items, administrative oversight, and such matters as may be referred to it by the Board. A quorum shall be two members.
- 2.7 Solid Waste Technical Advisory Committee There shall be a Solid Waste Technical Advisory Committee (SWTAC) comprised of one voting member from each jurisdiction that is a member agency of the Authority and eleven (11) non-voting members appointed by the Board. Member agencies shall appoint one voting member each. The non-voting members to be appointed by the Board are to represent the following interest groups: waste haulers (1), landfills (1), recyclers (1), environmental organizations (1), the Local Enforcement Agency (1), Cal Poly (1), the general public (1), business (1), Community Service and Special Districts (3). The SWTAC serves as a resource for input to the IWMA on various matters including the planning and implementation of programs and facilities.
- 2.8 Other Committees The Board may appoint such other committees from time to time as may be appropriate to administer the powers and programs of the Authority.
- 2.9 Manager The Board shall employ or contract for the services of a Manager who shall be the chief administrative officer of the Authority as provided in the Joint Powers Agreement. The Manager shall plan, organize and direct the administration and operations of the Authority, shall advise the Board on policy

matters, shall recommend an administrative structure to the Board, shall hire and discharge administrative staff, shall develop and recommend budgets, shall reply to communications on behalf of the Authority, shall approve payments of amounts duly authorized by the Board, shall carry out such other duties that may be assigned to the Manager by the Board from time to time and shall attend meetings of the Board.

- 2.10 Duties of the Manager The Manager or designee shall perform the following duties:
- (a) Attend each meeting of the Board;
  - (b) Maintain all records of the Authority and Board;
  - (c) Prepare an agenda for each meeting;
  - (d) Notify all Board members of the time and place of each meeting;
  - (e) Maintain records of the proceedings of the Board and committee meetings;
  - (d) Perform other duties directed by the law, the Executive Committee, or the Board;
  - (f) These duties may be delegated as determined necessary by the Manager.

### ARTICLE 3 Meetings of the Board

- 3.1 Brown Act Requirements All meetings of the Board shall be held subject to the provisions of the California Ralph M. Brown Act (Sections 54950 et seq. of the California Government Code) and other applicable laws of the State of California.
- 3.2 Regular Meetings The Board shall hold at least four regular meetings each year. The date upon which, and the hour at which, each regular meeting shall be held shall be fixed by resolution of the Board.
- 3.3 Cancellation of Regular Meetings Any regular meeting of the Board may be cancelled by the President, or the Manager on the direction of the President, no less than seven (7) calendar days prior to the scheduled date of such meeting, if there is insufficient business to warrant the meeting. Notification of cancellation shall be mailed to all parties who are notified of regular meetings of the Board.
- 3.4 Special Meetings Special meetings of the Board may be called in accordance with the provisions of Section 54956 of the California Government Code.

- 3.5 Notice of Meetings All meetings of the Board shall be noticed in accordance with the provisions of the California Ralph M. Brown Act (Sections 54950 et seq. of the California Government Code) and other applicable laws of the State of California.
- 3.6 Quorum and voting For purposes of conducting business, there shall be present a quorum consisting of a majority of representatives, including one COUNTY representative. Each delegate shall have one vote.
- 3.7 Absence of Quorum In the absence of a quorum, the members present shall adjourn the meeting to a stated time and place, and the absent members shall be notified. If all members are absent, the manager shall adjourn the meeting to a stated time and place and notify all members pursuant to Section 3.4 of these Rules.

#### Article 4 Conduct of Meetings

- 4.1 Order of Business The order of business of the Board shall be conducted, as far as is practicable, in the following order:
- (a) Call to Order;
  - (b) Public Comment;
  - (c) Request for Future Agenda Items;
  - (d) Managers Report;
  - (e) Consent Agenda (including Public Comment);
  - (f) Public Hearing;
  - (g) Regular Calendar
    - Unfinished Business
    - New Business;
  - (h) Member Comment;
  - (i) Closed Session (if needed);
  - (j) Adjournment

The above order of business may be suspended or changed at any time by a majority vote of the Board. The agenda packets shall be mailed to Board Members no later than seven (7) days prior to the meeting. The Consent Agenda may contain those matters the nature of which have been determined by the Manager and/or Executive Committee to be routine, and will be approved by a single action. Any item shall be removed from the Consent Agenda and placed for discussion on the Regular Calendar at the request of any member.

The Public Comment segment is provided for any member of the public wishing to speak on any matter within the jurisdiction of the Authority, but not listed on the agenda. Each speaker is limited to three (3) minutes.

All remarks are to be addressed to the Board as a body, and not to any individual thereof. Questions of the Board members or staff shall be asked through the President or presiding officer. The President may limit or end any commentary that is not germane to the business at hand, redundant, or that is scurrilous, abusive, or not in accord with good decorum and order.

- 4.2 Vote Required No action shall be effective without the affirmative votes of a majority of those present. However, eight (8) affirmative votes shall be required for taking any action in the event any agency demands such a vote.
- 4.3 Alternate's Vote A member agency's alternate may vote on any matter under consideration only in the absence of the agency member from the meeting or as provided under Section 4.6 of these of these rules.
- 4.4 Roll Call Each roll call of the Board shall be in alphabetical order after the motion maker and second, except that the President shall vote last.
- 4.5 Roll Call Not Required The roll need not be called in voting upon a motion except when requested by a member, except that a vote on all resolutions, formal agreements and contracts shall be by roll call, or as otherwise required by law. If the roll is not called, in the absence of objection, the President may order the motion unanimously approved.
- 4.6 Voting Ineligibility Any Board Member abstaining on grounds of conflict or appearance of conflict of interest must so declare at the time the Agenda item is called, and shall leave the Board table before the matter is considered and refrain from participation in any action concerning the matter.
- 4.7 Parliamentary Rules The following procedures are to be used for the governance of this Board in all cases not otherwise provided in these rules.
- (a) A Board order applies mainly as a directive to Officers of the Board and its staff members. It need not be reviewed in writing, as it generally applies to one specific act only. Board resolutions shall be reviewed in written form before binding action is taken on them.
- (b) In the event of the absence of both the President and Vice-President of the Board, the members present shall select one of their number to act as president pro tem.

(c) No question or motion shall be debated or put unless the same is seconded. If needed, when a motion is seconded, it shall be stated by the President before debate. If needed, the motion will be stated by the Clerk before voting.

(d) A motion shall be made by having the member of the Integrated Waste Management Authority making the motion state the motion to the Authority's clerk.

(e) A motion to refer or lay on the table, until it is decided, shall include all amendments to the main question.

(f) A motion having been stated by the President, shall be deemed to be in the possession of the Board, but it shall be withdrawn at any time before the decision or amendment with the assent of the Second.

(g) When a question is under debate no motion shall be received unless it is:

- (1) To adjourn.
- (2) To lay on the table.
- (3) To take up the previous question.
- (4) To postpone to a certain date.
- (5) To commit to committee.
- (6) To amend.
- (7) To postpone indefinitely.

These motions shall have preference in the above order.

(h) A motion to adjourn, or a motion to fix time of adjournment shall be decided without debate.

(i) A motion on the previous question shall preclude all amendment from debate of the main question, and shall be put in the form "shall the main question be put now?".

(j) A member called to order shall relinquish the floor unless permitted to explain, and the Board, if appealed to, shall decide on the case, but without debate. If there is no appeal, the decision of the President shall be final.

(k) Other rules as may be adopted by the Board.