

Wood County Solid Waste Management District

Policy Committee Bylaws

Revised 2/11/2019

Background Information

The Solid Waste Management District was established under Chapter 343 of the Ohio Revised Code (ORC). The Board of County Commissioners is the Board of Directors for the Solid Waste Management District. The Policy Committee of the Wood County Solid Waste Management District is established to prepare the solid waste management plan of our district.

Article I – Authority

Section 1. These Bylaws of the Wood County Solid Waste Management District Policy Committee (Committee) were adopted by the Committee on November 9, 2016, and are in accordance with the resolution passed by the Board of County Commissioners establishing the District along with the statutory responsibilities set forth under the applicable sections of the Ohio Revised Code.

Article II – Composition of the Policy Committee

Section 1. The Committee shall consist of the following permanent members per ORC Section 3734.54:

1. The President of the Board of County Commissioners or their designee;
2. The chief executive officer of the municipal corporation having the largest population within the boundaries of the District, or their designee;
3. A member representing the townships within the county chosen by a majority of the boards of township trustees within the District;
4. The Health Commissioner or their designee.

Section 2. The Committee shall also consist of the following members appointed by the members identified in section 1 of this article per ORC Section 3734.54:

1. One member representing industrial, commercial, or institutional generators of solid wastes within the District;
2. One member representing the general interests of citizens who shall have no conflict of interest through affiliation with a waste management company or with any entity that is a significant generator of solid wastes;
3. One member representing the public.

Section 3. Members appointed under section 2 of this article shall serve a term of two (2) years. Near the end of each two year term, the member will be evaluated for future successive terms in regards to attendance, participation and desire to continue to serve.

### Article III – Meetings of the Policy Committee

- Section 1. The Committee shall set the following year's meeting dates no later than the last meeting of the year. If the Committee does not fix these dates, the Chairman of the Committee shall do so and notice shall be given to the other members. Notice of, and applicable documents for, regular meetings shall be sent via regular or electronic mail not less than one week prior to said meetings.
- Section 2. Special meetings may be called by the Chairman of the Committee, by request of any two members of the Committee, or by request of the Director of the Solid Waste Management District Office. The notice of any special meeting shall set forth the time, date, purpose, and place thereof, and the person or persons calling/requesting such meeting shall be given to each member in writing via regular or electronic mail. Said notice of special meetings shall be sent no less than two weeks prior, unless an emergency situation exists, in which case, notice shall be given as soon as possible.
- Section 3. At any meeting of the Committee a quorum shall consist of a majority of the Committee in office at the time. The member must be present in order to cast a vote.
- Section 4. Except as otherwise provided in these Bylaws, the vote of a majority of the Committee in office at the time, shall be necessary and sufficient to take any action which may be taken at a meeting of the Committee.
- Section 5. The Committee shall meet no less than two times in a calendar year including the annual organizational meeting which will be the first meeting of each calendar year. More meetings will be called as needed per Article III Section 2 or if it is a Plan rewrite or update year, but no more than four total. The Director will email updates as needed between meetings.
- Section 6. The meeting minutes will only be posted on the Solid Waste website after the Committee has voted at the next meeting. Public may receive a draft of the minutes upon request.
- Section 7. In order for the meeting to be efficient, the Committee shall follow the published agenda during its meetings. There will be a period at the end of each meeting for comments from the public that are present. The comments will be addressed either during the meeting if appropriate or may be deferred so that information can be gathered. Once the information is gathered, the question can either be answered by email with the Committee members copied or it will be addressed at the next meeting.

Section 8. The Chairman shall conduct the meeting in a manner that allows the Committee, which has been formed for a specific purpose, to conduct its official business without interruption.

#### Article IV – Officers

Section 1. The officers of the Committee are as follows:

1. Chair – President of the Board of County Commissioners or their designee
2. Vice Chair - Chief executive officer of the municipal corporation having the largest population or their designee
3. Secretary – Director of the Solid Waste Management District

#### Article V – Duties of Officers

Section 1. The Chair shall preside at meetings of the members of the Committee, may designate the date, time and place of special meetings as provided herein, may execute all authorized instruments, may establish technical advisory committees, and have additional authority as the Committee or the Ohio Revised Code may provide.

Section 2. The Vice Chair shall act as the Chair in their absence. In such case, all of the powers and authority of the Chair shall be vested in the Vice Chair and any action taken during such time shall be valid and binding. The Vice Chair shall also perform such other duties as the Committee may require or approve.

Section 3. The Secretary shall be responsible for ensuring that proper meeting minutes are taken, keeping of Committee records, as well as the requisite correspondence of the Committee.

#### Article VI – Public Notice Rules of Meetings

Section 1. Public Notice of all meetings shall be given no less than 24-hours prior. Said public notice shall consist of the time, date, location of the meetings along with proposed items to be discussed. Public notices shall be posted in an area accessible to the public during the usual hours of the County Office Building and/or that of the Office of the Board of County Commissioners, or in the same manner as is given for meetings of the Board of County Commissioners.

Section 2. Except as otherwise provided in this Article, meetings of the Committee shall be open to the public at all times. The Secretary or the person otherwise designated to perform such duty shall record the proceedings of each meeting.

Section 3. Any formal action of the Committee shall be considered and acted on during open meetings.

## Article VII – Function of the Policy Committee

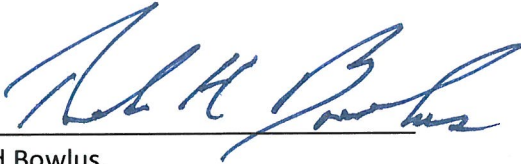
Section 1. The primary function of the Committee is to assist the Board of County Commissioners with the preparation, review, and/or update of the Solid Waste Management District Plan. The Plan shall conform to the requirements set forth by the Ohio Revised Code and guidance from the Ohio Environmental Protection Agency.

Section 2. The Committee shall follow the requirements as outlined in the Ohio Revised Code as to the timing, format, and other associated tasks for plan approval, as well as other official functions of the Committee.

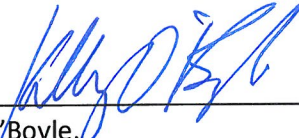
## Article VIII – Amendments to Bylaws

Section 1. These Bylaws may be amended by a majority vote of the Committee, provided that the notice of that meeting stated the consideration of the amendment to be the purpose or a purpose of the meeting.

Adopted:



Ted Bowlus,  
Chair



Kelly O'Boyle,  
Assistant County Administrator