

CITIZEN'S ADVISORY COMMITTEE ON SOLID WASTE BYLAWS

ARTICLE I

Name and location

The name of the Committee shall be the Citizen's Advisory Committee on Solid Waste (CAC.) The principal office shall be located at Manassas City Hall, 9027 Center Street, Manassas, Virginia.

ARTICLE II

Authority

The Citizen's Advisory Committee on Solid Waste was established by a resolution and adopted by the City of Manassas City Council on November 28, 1988.

ARTICLE III

Purpose

The purposes of the CAC are as follows:

1. Advise Manassas City Council, as appropriate, on matters regarding solid waste and recycling within the City. This includes but is not limited to refuse and recycling collection, education and community outreach, litter control activity and enforcement.
2. Advise Public Works via the Refuse and Recycling Coordinator.
3. Evaluate and formulate policy recommendations for approval by the City Council. This includes, but is not limited to, strategic planning.
4. Work in cooperation with community organizations, Homeowners Associations and other groups for the general benefit of the residents of Manassas on matter related to Solid Waste and Recycling.

5. Foster wider awareness of the responsibility that residents share with the City of Manassas to ensure that solid waste is handled and disposed of in an environmentally safe, practical and sustainable manner and that positive efforts are made to reduce and recycle waste wherever possible.
6. Consider and comment on other matters of general community interest and concern as requested by the City Council or the Refuse and Recycling Coordinator.

ARTICLE IV

Membership

Section 1. Appointment and Tenure: The Committee shall consist of 10 members. The City Council of the City of Manassas shall appoint nine (9) members, who shall serve at the pleasure of the Council for a term of four (4) years, and one (1) city high school student selected by the Committee, who shall serve a term of one year.

Members may re-apply for membership to the committee following the conclusion of their term, but may serve no more than two (2) consecutive terms. Persons eligible for appointment to the Committee must be residents of the City of Manassas.

The Committee's membership shall have the following City constituent representation:

- One Resident from a Single Family Home
- One Resident from a Townhome
- One Resident from a Multifamily Dwelling
- One Resident who is owns a business within the City
- Five Resident Members
- One Student Representative from a high school within the City

Section 2. Attendance: Should any member fail to attend three consecutive regular meetings of the Committee, or fifty percent of the meetings over a six month period, without adequate excuse for such absences, the Chair, with the concurrence of the majority of the Committee, shall recommend to the City Council that a vacancy be declared and that the vacated position be filled.

Section 3: The Refuse and Recycling Coordinator shall be an *ex officio* member of the Committee. In such capacity, the Refuse and Recycling Coordinator shall act as a liaison between the Committee and Public Works, and facilitate implementation of policies adopted by the Committee and City Council.

Section 4: A Member of the City Council shall act as a liaison to the Committee. The Council Liaison shall be appointed by the Mayor and shall serve in an *ex officio* capacity.

ARTICLE V

Meetings

Section 1. Number: The Committee shall schedule at least ten monthly meetings each year. The Committee may, by majority vote, elect to cancel meetings. Notice of all regular meetings shall be given to each member at least five days prior to the date of such a meeting. The Chair, upon notice to each member, may call special meetings.

Section 2. Quorum: The presence of five voting members of the Committee shall constitute a quorum for the conduct of business.

Section 3. Order of Business: At each meeting of the Committee, the order of business shall be as follows:

1. Roll Call
2. Approval of Minutes
3. Announcements and Special Reports
4. Refuse and Recycling Coordinator's Report
5. Committee Reports
6. Old Business
7. New Business
8. Adjournment

Section 4. Parliamentary Procedure: Meetings of the Committee shall be conducted in accordance with *Robert's Rules of Order*.

Section 5. Committee Secretary: The Refuse and Recycling Coordinator shall serve as Committee Secretary. The Secretary shall record votes of the Committee and keep minutes of all of the meetings and proceedings of the Committee; serve notice of meetings of the Committee; keep appropriate current records showing the names and addresses of members of the Committee; and shall perform other duties as required by the Committee.

ARTICLE VI

Officers

Section 1. Officers: Officers of the Committee shall be a Chair and Vice-Chair, who shall at all times be members of the Committee, and such other officers as the Committee from time to time may create by Resolution.

Section 2. Term: The Committee shall elect officers and each shall hold office for one (1) year unless he/she shall sooner resign or be removed or otherwise disqualified to serve. Officers are eligible for re-election.

Section 3. Time for Elections: Election of officers shall take place at the first meeting of the Committee following the first day of January and annually.

Section 4. Resignation/Removal: Any officer may resign at any time by giving written notice to the Committee and City Council. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein. The acceptance of such resignation shall not be necessary to make it effective.

Section 5. Vacancies: A vacancy in any office may be filled by appointment through a majority vote of the Committee. The officer appointed to such vacancy shall serve for the remainder of the term of the year.

Section 6. Duties: The duties of the officers are as follows:

- a) Chair: The Chair shall preside over all meetings, exercise general supervision over all affairs of the Committee, and see that orders and resolutions of the Committee and directives of the City Council are carried out.
- b) Vice-Chair: The Vice-Chair shall act in the place and stead of the Chair in the event of the latter's inability or refusal to act, and shall exercise and discharge such other duties as may be required of him/her by the Committee or City Council.