



# BYLAWS OF THE SOLID WASTE MANAGEMENT COMMITTEE

An Advisory Committee of H-GAC's Board of Directors

## I. LEGAL NAME

These bylaws are established to govern the operations, responsibilities, and procedures of the Solid Waste Management Committee, as authorized by the Houston-Galveston Area Council (H-GAC) Board of Directors and in accordance with regional planning guidelines and state regulations.

This document serves as the official governance framework, defining the committee's purpose, membership, operational protocols, and decision-making processes. All members are expected to adhere to these bylaws and uphold the mission of regional collaboration and strategic planning.

## II. PURPOSE AND MISSION

The Solid Waste Management Committee is appointed by the Board of Directors of the Houston-Galveston Area Council to assist and advise elected officials in their decision-making responsibilities by making recommendations on issues related to solid waste management in the Gulf Coast Planning Region.

Additionally, responsibilities of the Solid Waste Management Committee include:

- a. Revise and update H-GAC's regional solid waste management plan.
- b. Score solid waste management grant applications to H-GAC's regional plan implementation program.
- c. Nominate and prioritize other solid waste management projects for state or federal funding, when appropriate.
- d. Review local solid waste management plans for consistency with H-GAC's plan.
- e. Oversee H-GAC's solid waste management work program.
- f. Serve as a forum for discussing solid waste issues and coordinating local efforts.

## III. MEMBERSHIP/APPOINTMENTS

- a. Composition
  - i. Representatives from cities and counties within H-GAC region
  - ii. Expertise relevant to committee's focus
  - iii. Geographical diversity requirement
- b. Membership categories
  - i. Members
  - ii. Alternates
  - iii. Advisory members
- c. Appointments



# BYLAWS OF THE SOLID WASTE MANAGEMENT COMMITTEE

An Advisory Committee of H-GAC's Board of Directors

- i. Committee appointments shall be made by the Board of Directors of the H-GAC, after receiving recommendations from:
  1. Board of Directors members
  2. Solid Waste Management Committee
- ii. Appointees shall signify acceptance of membership. Such acceptance shall include a commitment to attend the meetings of the Committee. Attendance includes both in-person attendance and virtual attendance, if offered.

## IV. COMMITTEE COMPOSITION

### a. Voting members

The Solid Waste Management Committee shall consist of 32 voting members.

- i. 1 member from each County in the region
- ii. 1 member from the City of Houston
- iii. 6 members from at-large Local Government (may be from any county and one of the at-large members will have a local enforcement emphasis and another a household hazardous waste emphasis)
- iv. 2 members from a Nonprofit organization (with a solid waste emphasis)
- v. 2 members from a Citizen/environmental group
- vi. 8 members from Industry (with representation from recycling, composting, hauling and disposal)

### b. Advisory members

The Solid Waste Management Committee shall also include 2 advisory members:

- i. H-GAC's assigned Grant Manager from the Texas Commission on Environmental Quality's central office
- ii. Texas Commission on Environmental Quality regional office representative

## V. MEMBER TERMS

### a. Term length

- i. Two-year period
- ii. Members shall serve until a successor is appointed
- iii. Members will serve at the pleasure of the Board of Directors and may be replaced at any time.

## VI. RESIGNATION/REMOVAL

### a. Voluntary resignation

- i. Written notice to committee chair



Houston-Galveston  
Area Council

# BYLAWS OF THE SOLID WASTE MANAGEMENT COMMITTEE

An Advisory Committee of H-GAC's Board of Directors

- ii. Effective upon receipt
- b. Removal Conditions
  - i. If any member or their alternate fails to attend three consecutive meetings of the Committee, the member is subject to removal on a majority vote of the Committee.

## VII. OPEN MEETINGS

All meetings will be open to the public. Each meeting will include an opportunity for public comment.

## VIII. ALTERNATE MEMBERS

- a. Designation process
  - i. It is recommended each member have a designated principal alternate.
  - ii. The alternate may be appointed by the Board of Directors or by the member.
- b. Voting rights
  - i. The alternate may vote and count toward a quorum in the absence of the member.
- c. Attendance requirements
  - i. It is the member's responsibility to notify the alternate of scheduled meetings.

## IX. OFFICERS

- a. Chair
  - i. All normal powers of the presiding officer shall be vested in the Chair.
  - ii. Consideration should be given to electing the Chair on a rotating basis to accommodate the broad categories of membership as represented by local government, industry, nonprofit organization, and citizen/environmental groups.
- b. Chair-Elect
  - i. The Chair-Elect shall preside in the absence of the Chair.
- c. Election procedures
  - i. The Chair and Chair-Elect are elected by a simple majority of those present and voting at the first quarterly meeting of the biennium.
  - ii. After two years, a new Chair-Elect shall be elected, and the current Chair-Elect shall become the new Chair.



Houston-Galveston  
Area Council

# BYLAWS OF THE SOLID WASTE MANAGEMENT COMMITTEE

An Advisory Committee of H-GAC's Board of Directors

- d. Interim leadership selection
  - i. In the absence of both officers, the presiding officer for that meeting will be named by caucus of the Committee members present.

## X. VACANCIES

- a. Member appointment process
  - i. Upon occurrence of a vacancy through any eventuality, the Board of Directors of the H GAC shall immediately be notified in order that the vacancy be promptly filled.
  - ii. When a vacancy occurs, the appointee shall serve the duration of the unexpired term to which they are appointed.
- b. Officer appointment procedures
  - i. Upon the vacancy of an officer through any eventuality, a replacement will be elected from the current membership by majority vote.

## XI. VOTING PROCEDURES

- a. Quorum requirements
  - i. A quorum shall consist of a majority of filled positions.
  - ii. No action may be taken by the Committee without a quorum present.
- b. Voting requirements
  - i. Any action brought to a vote will be enacted by a majority vote of the members present, except for those provided for specifically in other paragraphs of these bylaws.
- c. Conflict of interest
  - i. No Committee member may participate in a vote in which they have a direct monetary interest.

## XII. SUBCOMMITTEES

- a. Formation process
  - i. The Committee may be assisted by subcommittees, whose Chair will be appointed by the subcommittee.
  - ii. At least one member of the subcommittee must be a Committee member; all subcommittee members do not have to be a Committee member or alternate.
- b. Reporting requirements



Houston-Galveston  
Area Council

# BYLAWS OF THE SOLID WASTE MANAGEMENT COMMITTEE

An Advisory Committee of H-GAC's Board of Directors

- i. When active, the subcommittee shall present a report to the Committee at regularly scheduled or called meetings.

## XIII. BYLAWS AMENDMENT

- a. Proposed changes
  - i. These bylaws may be amended upon the petition of a majority of the membership present and enacted by the vote of two-thirds of the membership present at the next meeting, the petition or proposal serving as the first reading in such a case, and the vote to deny or enact serving as the second reading, provided, however, that the members have been sent a copy in writing ten days prior to the second reading.
- b. Approval process
  - i. Amendments to the bylaws take effect when approved by the H-GAC Board of Directors.

## XIV. REVISION HISTORY

- a. Revision Adoption- February 2014