

BYLAWS
of the
Houston-Galveston Area Council
Solid Waste Management Committee

PURPOSE

ARTICLE I.

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.

RESPONSIBILITIES

ARTICLE II.

1. Review and make recommendations to H-GAC Board of Directors on solid waste management issues.
2. Revise and update H-GAC's regional solid waste management plan.
3. Score solid waste management grant applications to H-GAC's regional plan implementation program.
4. Nominate and prioritize other solid waste management projects for state or federal funding, when appropriate.
5. Review local solid waste management plans for consistency with H-GAC's plan.
6. Oversee H-GAC's solid waste management work program.
7. Serve as a forum for discussing solid waste issues and coordinating local efforts.

MEMBERSHIP

ARTICLE III.

1. The Solid Waste Management Committee shall consist of 32 members. Membership shall consist of the constituencies shown below.

County (one from each county in the region)	13
City of Houston	1
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)	6
Nonprofit organization (with a solid waste emphasis)	2
Citizen/environmental group	2
Industry (with representation from recycling, composting, hauling and disposal)	8

APPOINTMENT-MEMBERSHIP

ARTICLE IV.

1. Committee appointments shall be made by the Board of Directors of the H-GAC, after receiving recommendations from individual Board of Directors members and from the Solid Waste Management Committee.
2. Appointees will serve at the pleasure of the Board of Directors and may be replaced at any time.
3. Appointments shall be for two-year period, or until a successor is appointed.
4. Each person 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. 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.
5. It is recommended each member have a designated principal alternate. The alternate may vote and count toward a quorum in the absence of the member. It is the member's responsibility to notify the alternate of scheduled meetings. The alternate may be appointed by the Board of Directors or by the member.

OFFICERS

ARTICLE V.

1. The officers of the Committee shall be a Chair and Chair-Elect, elected by a simple majority of those present and voting at the first quarterly meeting of the biennium.
2. After two years, a new Chair-Elect shall be elected, and the current Chair-Elect shall become the new Chair.
3. All normal powers of the presiding officer shall be vested in the Chair.
4. The Chair-Elect shall preside in the absence of the Chair. In the absence of both officers, the presiding officer for that meeting will be named by caucus of the Committee members present.
5. Upon the vacancy of an office through any eventuality, a replacement will be elected from the current membership by majority vote.
6. 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.

QUORUM

ARTICLE VI.

A quorum shall consist of a majority of filled positions. No action may be taken by the Committee without a quorum present.

VACANCIES

ARTICLE VII.

1. 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.
2. When a vacancy occurs, the appointee shall serve the duration of the unexpired term to which they are appointed.

SUBCOMMITTEES

ARTICLE VIII.

1. The Committee may be assisted by subcommittees, whose Chair will be appointed by the subcommittee.
2. 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.
3. When active, the subcommittee shall present a report to the Committee at regularly scheduled or called meetings.

CONFLICT OF INTEREST

ARTICLE IX.

No Committee member may participate in a vote in which they have a direct monetary interest.

PROCEDURES

ARTICLE X.

1. The Committee shall meet at least once each quarter of the year.
2. All meetings will be open to the public. Each meeting will include an opportunity for public comment.
3. 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.
4. A vote may take place via email when a vote is needed on an action in between meetings. If both the member and the alternate submit a vote only the vote from the member will count towards the total votes needed. The action up for vote will pass with a majority of members or their alternates voting either for or against.
5. 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.
6. Amendments to the bylaws take effect when approved by the H-GAC Board of Directors.