

# SOLID WASTE AUTHORITY OF PALM BEACH COUNTY

## CITIZENS' ADVISORY COMMITTEE

### RULES AND PROCEDURES

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It is the purpose of the Citizens' Advisory Committee to act in an advisory capacity to the Solid Waste Authority. In this capacity, the Committee shall review, comment and/or make recommendations to the Authority on matters of administration, planning for and operation of facilities as they pertain to the legislative responsibilities of the Authority in its enabling legislation.

The following shall be the rules of governance of said committee:

**Rule 1:**        **MEMBERSHIP.** The Committee shall be composed of not more than eleven (11) members. Each Board member shall make one (1) appointment from his/her district with the four additional being appointed at-large by approval of the Governing Board. The Authority shall appoint the members of this Committee in February of each year or as needed to fill vacant positions on the Committee.

**Rule 2:**        **REMOVAL OF COMMITTEE MEMBERS.** Attendance of Committee members at regular meetings is mandatory. A Committee member shall be subject to review by the Committee for removal after three absences from regular meetings within a twelve month period. The Committee shall review the circumstances and render a determination on whether or not to remove the member. If the member is removed, the Committee must notify the member in writing of his/her removal and the Committee must notify the Board of the vacancy.

**Rule 3:**        **REGULAR MEETING.** The Committee shall hold monthly meetings in offices of the Authority at 1:30 p.m. seven (7) days prior to the 2<sup>nd</sup> Wednesday of each month except when such date is observed by the Authority as a legal holiday.

**Rule 4:**        **SPECIAL MEETINGS.** Special Meetings may be called by the Executive Director after consultation with the Committee Chair. Such meetings shall be held in the Offices of the Authority upon written or telephone notice at least forty-eight (48) hours prior to the meetings.

**Rule 5:**        **SUSPENSION OF MEETINGS.** The Executive Director shall suspend regular Committee meetings whenever a quorum cannot be present or in cases when there is not sufficient topic matter to warrant a meeting. Suspension action can only be done after conferring with and obtaining approval from the Committee Chair.

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**Rule 6:**        **AGENDA.** The Executive Director of the Authority shall prepare an agenda for all regular and special meetings. Each member of the Committee shall be provided with a copy of the agenda as far in advance of the meeting as time will permit. This agenda shall become, once approved, a permanent part of the record of each meeting.

**Rule 7.**        **OFFICERS.** The officers of the Committee shall be as follows: Chair and Vice Chair. These shall be elected, by nomination and majority vote of the Committee at the regular meeting in **MARCH** of each year and shall serve no more than two (2) consecutive terms. Should any officer be unable to remain a member of the Committee for his or her entire term, a replacement shall be elected, by nomination and majority vote of the Committee, at the first meeting of the Committee following notice to the Committee of the officer's inability to continue.

**Rule 8.**        **PRESIDING OFFICER.** The Chair shall preside at all meetings, if present, and in the absence of the Chair, the Vice Chair shall preside. If neither the Chair or the Vice Chair are present, then the members present shall appoint by majority vote, a temporary Chair to preside at such meeting.

**Rule 9:**        The following order shall be observed in the transaction of business, but such order may be varied by unanimous consent of all Committee members present.

1. Call to Order and Roll Call.
2. Approval and/or correction of minutes.
3. Discussion of Agenda matters.
4. Unscheduled matters.
5. Adjournment.

**Rule 10:**       **MAJORITY GOVERN, TIE VOTE.** On all matters coming before the Committee, unless otherwise provided, a majority shall govern. If there is a tie vote upon any question, the question shall be lost.

**Rule 11:**       **GETTING THE FLOOR.** No member shall make any remarks without first addressing and being recognized by the presiding officer.

**Rule 12:**       **DECISIONS BY PRESIDING OFFICER.** The presiding officer shall decide all questions of order, but any member shall have the right to appeal a decision to the Committee.

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**Rule 13:**     **VOTING: SILENCE CONSTITUTES AFFIRMATIVE VOTE.** Upon request of two committee members, the Clerk to the Authority shall call the roll and record the vote of each member. Unless a member states that he or she is not voting, his or her silence shall be recorded as an "aye" vote.

**Rule 14:**     **PARTICIPATION IN MEETING BY ADMINISTRATIVE OFFICERS.**

(A) The Executive Director of the Authority may take part in the discussions of the Committee and may recommend to the Committee such measures as he may deem necessary for the welfare and the efficient administration of the affairs of the Solid Waste Authority. However, it is recognized that the Executive Director of the Authority shall base his discussions and recommendations upon his knowledge and experience of the subject matter.

(B) OTHER STAFF: No other employee or staff consultant shall enter into any discussions of the Committee except to answer questions, to the extent of that person's expertise, requested by the Committee.

**Rule 15:**     **COMMENTS BY PUBLIC.** Any person desiring to address the Committee shall first secure the permission of the presiding officer. Written communications from taxpayers or residents of the district over which the Authority exercises its jurisdiction, may also be received in regard to matters as they are under discussion. However, unsigned communications shall not be introduced to the Committee. Each person recognized by the presiding officer for the purpose of addressing the Committee shall limit his address to three (3) minutes unless such person gives the Committee prior written notice that he or she desires to address the Committee, and in which event, such person shall limit his or her address to five (5) minutes. Only agenda items will be addressed by the public. All remarks shall be addressed to the Committee as a body and not to any member thereof. No person, other than the Committee and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Committee, without the permission of the presiding officer.

**Rule 16:**     **SUSPENSION OF RULES.** Any of the foregoing rules may be suspended for the meeting then in session by unanimous vote of the Committee.

**Rule 17:**     **AMENDMENTS TO THESE RULES.** Amendments to the above rules may be considered by the Committee and upon a unanimous vote in favor, recommendations for proposed amendments shall be forwarded to the Authority for consideration.

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**Rule 18:**     **MATTERS NOT SPECIFICALLY COVERED.** Robert's Rules of Order shall be accepted as an authority on parliamentary practice on matters not specifically covered.

**ATTEST:**

**APPROVED BY:**

**SOLID WASTE AUTHORITY OF  
PALM BEACH COUNTY**

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Sandra J. Bourhan, Clerk to the Authority

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Commissioner Maude Ford Lee, Chair

(AUTHORITY SEAL)

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Date