BYLAWS OF THE
ZERO WASTE ADVISORY COMMISSION

ARTICLE 1. NAME.

The name of the commission is the Zero Waste Advisory Commission.

ARTICLE 2. PURPOSE AND DUTIES.

(A) The commission is empowered to review and analyze the policies and resources relating to solid waste management in the city, and to advise the city council on solid waste management policies and resources. The commission shall provide assistance to the city council to ensure its citizens that the City provides an economical and environmentally safe system of waste reduction, recovery and disposal. The commission may provide assistance to the city council to protect the public health and quality of the environment through efficient collection, recycling, and disposal of municipal solid waste.

(B) The commission shall act as an advisory body to the city council and shall review programs and make recommendations regarding :

1. the City's waste stream;
2. minimization of environmental impacts due to waste disposal;
3. implementation of programs that achieve the city's goals and objectives relating to solid waste management, including recycling, composting, alternative methods of waste disposal, garbage collection, and landfill diversion; and
4. zero waste programs.

(C) The commission shall hold public hearings, initiate studies, review and make reports and recommendations to the city council, or other appropriate boards and commissions, concerning:

1. Austin Resource Recovery capital improvement project proposals;
2. Austin Resource Recovery bond programs;
3. hazardous waste materials management;
4. waste-stream planning and reduction of the waste-stream;
5. citizens' evaluation on solid waste and materials management matters;
6. incentives for participation in materials recovery programs;
7. air quality as it relates to or is affected by waste disposal;
8. alternative methods of waste disposal;
9. City's annual budget proposal for Austin Resource Recovery Department;
10. cost effectiveness and financial impact of solid waste and materials recovery programs;
11. proposed and existing solid waste facilities within the city and outside the city if they have the potential to affect the city;
12. solid waste collection and disposal, and solid waste programs which have the potential to affect the city and make recommendations to the city council;

13. effectiveness of solid waste programs and materials management on an annual basis;
14. inventory of the City's solid waste and materials management systems;
15. use or disposition of equipment purchased for the resource recovery plant;
16. contractual obligations relating to the resource recovery plant;
17. creation of a diversified short and long term solid waste management strategy pending federal legislation;
18. zero waste programs, including composting programs;
19. landfill diversion;
20. product stewardship, including but not limited to electronic waste take-back programs; and
21. reduction of carbon emissions and carbon footprint as it relates to solid waste.

(D) The commission may also exercise the following oversight functions:

1. work with staff to develop programs to implement the commission's duties and responsibilities;
2. evaluate the economic feasibility and impacts of its goals and objectives programs;
3. coordinate with the staff for utilization of staff time and resources for liaison activities with the commission;
4. make policy and budget recommendations to the city council relating to solid waste program implementation;
5. review waste disposal program implementation strategies as they are developed;
6. review staff progress toward successful implementation of solid waste management on a periodic basis;
7. review staff reports and studies relating to commission programs, including economic and rate impacts and environmental effects;
8. review the results from the monitoring of solid waste programs and facilities; and
9. implementation of the department climate protection plan.

(E) The commission shall maintain and promote close cooperation and open communication between the city council, other City boards, commissions, and committees, City departments and individuals, institutions and agencies concerned with the policies and procedures and operation of the Austin Resource Recovery Department and the maintenance and construction of the solid waste disposal facilities so that all similar activities in the City may be coordinated to secure the greatest public welfare.

ARTICLE 3. MEMBERSHIP.

(A) The commission is composed of seven members appointed by the city council.

(B) A member serves at the pleasure of the city council.

(C) Commission members serve for a term of three years beginning August 1st on the year of appointment.

(D) An individual commission member may not act in an official capacity except through the action of the commission.

(E) A commission member who is absent for three consecutive regular meetings or one-third of all regular meetings in a "rolling" twelve month timeframe automatically vacates the member's position subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an absence due to illness or injury of the commission member, an illness or injury of a commission member's immediate family member, or the birth or adoption of the commission member's child for 90 days after the event. The commission member must notify the staff liaison in writing of the reason for the absence not later than the date of the next regular meeting of the commission. Failure to notify the liaison before the next regular meeting of the commission will result in an unexcused absence.

(F) At each meeting, each commission member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest. Failure to sign the sheet results in the member being counted as absent and his/her votes are not counted.

(G) A member who seeks to resign from the commission shall submit a written resignation to the chair of the commission, the staff liaison, or the city clerk's office. If possible, the resignation should allow for a thirty day notice so the city council can appoint a replacement.

ARTICLE 4. OFFICERS.

(A) The officers of the commission shall consist of a chair and a vice-chair.

(B) Officers shall be elected annually by a majority vote of the commission at the first regular meeting after October 1st. In the event a current officer becomes ineligible to serve as an officer, the commission may hold an emergency election as needed.

(C) The term of office shall be one year, beginning November 1st and ending October 31st. An officer may continue to serve until a successor is elected. A person may not serve as an officer in a designated position of a commission for more than three consecutive one-year terms. A person who has served as an officer in a designated position of a commission for three consecutive terms is not eligible for re-election to that designated office until the expiration of two years after the last date of the person's service in that office. The commission may override the term limit provision for an officer by an affirmative vote of two-thirds of the authorized commission members.

(D) A member may not hold more than one office at a time.

ARTICLE 5. DUTIES OF OFFICERS.

(A) The chair shall preside at commission meetings, appoint all committees, represent the commission at ceremonial functions and approve each final meeting agenda.

(B) In the absence of the chair, the vice-chair shall perform all duties of the chair.

ARTICLE 6. AGENDAS.

(A) Two or more commission members may place an item on the agenda by oral or written request to the staff liaison at least seven business days before the meeting. After first consulting with and receiving input from the staff liaison, the chair shall approve each final meeting agenda.

(B) The commission liaison shall submit the meeting agenda through the online agenda posting system for each meeting not less than 72 hours before the meeting.

(C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

ARTICLE 7. MEETINGS.

(A) The commission meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

(B) Commission meetings shall be governed by Robert's Rules of Order.

(C) The commission may not conduct a closed meeting without the approval of the city attorney.

(D) The commission shall meet monthly. In November of each year, the commission shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled meetings.

(E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. The commission may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more often than once a quarter, unless the meeting is required to comply with a statutory deadline or a deadline established by Council.

(F) Four members constitute a quorum.

(G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may not be held.

(H) To be effective, a commission action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.

(I) The chair has the same voting privilege as any other member.

(J) The commission shall allow citizens to address the commission on agenda items and during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.

(K) The staff liaison shall prepare the commission minutes. The minutes of each commission meeting must include the vote of each member on each item before the commission and indicate whether a member is absent or failed to vote on an item.

(L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The Austin Resource Recovery shall retain all other commission documents. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).

(M) The chair shall adjourn a meeting not later than 10 p.m., unless the commission votes to continue the meeting.

(N) Each person and commission member attending a commission meeting should observe decorum pursuant to Section 2-1-48 of the City Code.

ARTICLE 8. COMMITTEES/WORKING GROUPS.

COMMITTEES

(A) The Zero Waste Advisory Commission shall have the following committees:

(1) Universal Recycling Ordinance Committee: the duty of the committee is to review the Universal Recycling Ordinance, Austin City Code Article 5.

(2) Construction and Demolition Ordinance Reform Committee: the duty of the committee is to review relevant ordinances that impact recycling of construction and demolition debris.

(B) Each committee must be established by an affirmative vote of the commission. A committee cannot meet until its creation is approved by the Council Audit and Finance Committee. Each committee shall consist of at least three commission members appointed by the chair. A staff member shall be assigned to each committee by the director of the Austin Resource Recovery.

(C) The commission chair shall appoint a commission member as the committee chair, with the member's consent.

(D) A majority of the total number of appointed committee members constitutes a quorum.

(E) Each committee shall meet on a regularly scheduled basis at least quarterly.

(F) Each committee shall make an annual report to the commission at the January commission meeting.

(G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551(Texas Open Meetings Act).

(H) At each committee meeting, a committee member shall sign in on a sheet provided and shall indicate that the member has no conflict of interest with any item on the committee meeting agenda, or identify each agenda item on which the member has conflict of interest.

WORKING GROUPS

(A) The board can determine the size of a working group but the number of commission members serving on the working group must be less than a quorum of the commission.

(B) A working group may designate a chair, with the member's consent, but is not required to do so.

(C) Quorum requirements do not apply to working groups.

(D) Staff support will not be provided for working groups.

(E) Working groups are not required to post their meetings in accordance with the Texas Government Code Chapter 551 (Texas Open Meetings Act).

ARTICLE 9. PARLIAMENTARY AUTHORITY.

The rules contained in the current edition of Robert's Rules of Order shall govern the commission in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of procedure which the commission or city council may adopt.

ARTICLE 10. AMENDMENT OF BYLAWS.

A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.

The bylaws were approved by the Zero Waste Advisory Commission at their meeting held on February 13, 2013.

Vera Labriola, Department Executive Assistant