

## **ZWAC Bylaw Revision and Approval**

**Each board must adopt bylaws.**

**Each board has a standard set of bylaws which include:**

- A. The board's mission;
- B. Procedures for selecting the officers;
- C. Outline the duties of each officer;
- D. Requirements for establishing committees and working groups;
- E. Guidelines for posting meetings;
- F. Using Robert's Rules of Order

**The Board's Bylaws must be current and should be reviewed by newly appointed Zero Waste Advisory Commissioners concerning the following:**

- A. Updating the number of members on the board
- B. Changes to department support staff or terms of service
- C. Creation or dissolution of committees (working groups are not added to the bylaws)
- D. Purpose and Duties can only be amended by Council

**Bylaw Approval Process:**

1. Amendments to bylaws are approved by the board.
2. The department staff liaison submits the board's proposed bylaw changes to the Office of the City Clerk (OCC).
3. Following review by the Office of the City Clerk, the OCC will submit the proposed changes to the Council Audit & Finance Committee (CAFC).
  - No changes are effective until approved by the CAFC
4. The Office of the City Clerk notifies staff of the decision of Council Audit & Finance Committee.
5. Board approval of adopted changes required.

*Note: All current bylaws need to be revised and submitted to the Council Audit & Finance Committee for review within 60 days. The Zero Waste Advisory Commission was unable to meet during the month of July, therefore it will need to make amendments to its bylaws during the August 12, 2015 regular meeting.*