

**PANHANDLE REGIONAL  
SOLID WASTE  
ADVISORY COMMITTEE**

**BYLAWS AND  
OPERATING PROCEDURES**

**For the Period:  
FY14-FY15**

PANHANDLE REGIONAL SOLID WASTE ADVISORY COMMITTEE  
BYLAWS AND OPERATING PROCEDURES

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## INTRODUCTION

As directed by §361.014(b) of the Texas Health & Safety Code, one-half of the Municipal Solid Waste (MSW) fee revenue collected by the Texas Commission on Environmental Quality (TCEQ) is dedicated to grants to support regional programs and local projects consistent with the regional solid waste management plans prepared by the Council of Governments (COGs). (See Attachment #1)

All solid wastes grant funds from the TCEQ will be allocated to the COGs in the state's 24 planning regions. Under the Regional Solid Waste Grant Program, each COG will use their grant funds for the following purposes:

- Maintenance of a Regional Solid Waste Management Advisory Committee;
- As required by the TCEQ, amendment of the regional solid waste management plan;
- Maintenance and further development of the region's Closed Municipal Solid Waste landfill Inventory;
- Reviewing MSW permit applications originating from within the region for conformance with the TCEQ-approved regional solid waste management plan;
- Administration of grant-funded activities and fiscal oversight of a pass-through grants program to support local projects;
- The conduct of additional regional programs and administration of funding to local government projects that directly support implementation of the goals, objectives, and recommendations contained with the region's TCEQ-approved regional solid waste management plan.

The program-related activities of the COG will generally be carried out under the direction and oversight of the region's Solid Waste Management Advisory Committee (SWAC). Each SWAC will operate under a written set of procedures of their own making that will guide and direct the activities of the committee.

PANHANDLE REGIONAL PLANNING COMMISSION'S  
REGIONAL SOLID WASTE MANAGEMENT ADVISORY COMMITTEE  
BYLAWS AND OPERATING PROCEDURES

**ARTICLE 1 – Intent**

These operating guidelines have been developed in compliance with a requirement by the Texas Commission on Environmental Quality (TCEQ) that each Regional Council of Governments create a written set of bylaws for their Solid Waste Management Advisory Committees. The PRPC Board of Directors has given the RSWMAC the authority to adopt and utilize these guidelines with the enactment of PRPC Administrative Regulation #31.

**ARTICLE 2 – Name, Purpose, and Authority**

**Section 1. Name:** The name of this committee shall be the Panhandle Regional Planning Commission's (PRPC) Regional Solid Waste Management Advisory Committee. The acronym, RSWMAC, may also be used to reference the committee.

**Section 2. Purpose:** The RSWMAC is an advisory committee of the PRPC created for the purpose of overseeing the operation of the Panhandle's Regional Solid Waste Management Program. In that capacity, the RSWMAC shall give direction to the PRPC's Solid Waste Program staff.

**Section 3. Authority:** The RSWMAC has been established in accordance with 30 TAC §330.565(a), TCEQ Rules.

The PRPC's RSWMAC is subordinate to the PRPC Board of Directors. The RSWMAC makes recommendations to the PRPC Board. The PRPC Board is responsible for taking final action upon the RSWMAC's recommendations.

The RSWMAC's scope of authority is set forth in the PRPC's Administrative Regulation #31. That regulation is joined to and made part of these procedures. (See Attachment #2)

**ARTICLE 3 – Composition, Nomination, Appointment, Terms**

**Section 1. Composition:** The RSWMAC shall reflect a broad range of interests in solid waste management. At a minimum, the RSWMAC shall be represented by public officials, private providers of recycling and solid waste services to represent a balance of private service providers operating in the region, citizen groups and interested individuals.

The RSWMAC shall include as ex-officio members the TCEQ project manager assigned to work with the PRPC and a designated representative of the Region 1 Office of the TCEQ. PRPC Administrative Regulation #31 fixes the numeric representation of the RSWMAC's membership.

**Section 2. Nominations:** When the term of a current member(s) expires or can no longer be filled by that member(s), the RSWMAC may nominate individuals to serve on the committee provided; the membership composition of the committee is maintained. If for any reason the RSWMAC is unable to identify an individual(s) appropriate to fill a vacancy, the PRPC Solid Waste Program staff will seek nominations from the local governments of the region.

**Section 3. Appointments:** The PRPC Board of Directors will be responsible for making all appointments the RSWMAC.

**Section 4. Terms:** A RSWMAC member's full term will run for three years from the date of his or her appointment to the committee. However, an individual may be appointed to a shorter term if that person is filling an unexpired term of a previous committee member. No RSWMAC member may serve more than two consecutive three-year terms.

#### **ARTICLE 4 – Officers**

**Section 1. Officers:** The officers shall be a Chairman and a Vice-Chairman elected from among committee members at the first RSWMAC falling on or after July 31. Officers shall be elected to serve terms of one year or until such time as a successor is elected.

**Section 2. Chairman's Duties:** The Chairman shall call to order and preside at all meetings of the RSWMAC.

**Section 3. Vice-Chairman's Duties:** The Vice-Chairman shall perform the duties of the Chairman in the event of the absence or disability of the Chairman.

**Section 4. Time for Elections:** Election of officers will be during the first RSWMAC meeting falling on or after July 31.

#### **ARTICLE 5 – Committees**

The Chairman may appoint subcommittees of one or more members each for such specific purposes as the RSWMAC may require from time to time. The subcommittee will be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the RSWMAC.

No subcommittee will have other than advisory powers unless, by suitable action of the RSWMAC, it is granted specific power to act.

## **ARTICLE 6 – Meetings**

**Section 1. Frequency:** The RSWMAC shall, to the extent practical, meet at least twice per year. The PRPC Solid Waste Program Staff will be responsible for scheduling and coordinating the meetings of the RSWMAC.

**Section 2. Quorum:** A simple majority of the RSWMAC shall constitute a quorum for the transaction of business in any meeting of the RSWMAC.

**Section 3. Notice of Meetings:** Notice or an agenda containing the time and place of all meetings of the RSWMAC shall be sent to each member at least seven days prior to the proposed meeting date. The PRPC Solid Waste Program Staff will be responsible for developing and distributing the agendas to the RSWMAC members. The meetings of the RSWMAC will be properly posted in accordance with Chapter 551 of the Local Government Code. All RSWMAC meetings will be open to the public.

**Section 4. Action:** An affirmative vote of the majority of all RSWMAC members present at the time shall be necessary to approve any action. The Chairman may vote upon and may move or second a proposal before the RSWMAC.

**Section 5. Voting:** In the event that a member is unable to attend a RSWMAC meeting, that individual(s) may send another to attend in his or her stead. However, for the purpose of that meeting, the representative(s) shall only serve in an ex-officio capacity. Only PRPC Board-appointed RSWMAC members can vote on items during a RSWMAC meeting.

**Section 6. Order of Business:** The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

- (a) Call to order
- (b) Approval of minutes
- (c) Committee reports (periodic as needed)
- (d) Old business
- (e) New business
- (f) Information items
- (g) Open forum
- (h) Scheduling of next meeting
- (i) Adjournment

As appropriate, the general meetings of the RSWMAC shall include discussion of solid waste activities in the region, solid waste management issues important to the region, new laws and regulations, opportunities for grants and funding, and other issues of concern.

**Section 7. Rules of Order:** Robert's Rules of Order, latest edition, shall govern conduct of meetings.

## **ARTICLE 7 – Areas of Oversight**

**Section 1. Scope:** The RSWMAC's purview shall include but not be limited to the following areas of oversight related to the PRPC's Regional Solid Waste Management Program.

**Section 2. Funding Plan:** The RSWMAC shall direct and provide input to the PRPC's Regional Solid Waste Program Staff in developing the Regional Solid Waste Grant Program's Implementation Projects Funding Plan. The Implementation Projects Funding Plan lays out the approach that will be taken in utilizing the region's biennial allocation of TCEQ Solid Waste Program funding to further the waste reduction/waste management goals of the region.

In general, development of the Funding Plan signals the start of the Regional Grants Program Year(s). The Funding Plan identifies the prioritized solid waste planning goals to be targeted with the available Implementation Project funding, the categories of projects deemed eligible for receipt of Implementation Project funding, and the criteria that will be used to select the projects will receive Implementation Project funding.

Unless otherwise required by the TCEQ, the Funding Plan may cover a two-year period or, at the discretion of the RSWMAC, a new plan may be developed each year. The development of the Funding Plan shall be scheduled in the sequence shown so far as circumstances will permit:

In even numbered years –

- (a) PRPC Solid Waste Program Staff will develop a draft Funding Plan for presentation to the RSWMAC.
- (b) The RSWMAC will review the draft Funding Plan, revise the plan as appropriate and then, take action on allowing the PRPC Solid Waste Program Staff to take the plan out for public comment.
- (c) PRPC Solid Waste Program Staff will conduct the requisite public meeting(s) on the Funding Plan as required by the TCEQ.



- (d) Upon completion of the public comment process, PRPC Solid Waste Program Staff will re-present the Funding Plan to the RSWMAC along with any comments received during the public meeting(s).
- (e) The RSWMAC will take action on recommending that the PRPC Board of Directors approve the use of the Funding Plan for the purpose of the Regional Solid Waste Grant Program(s).
- (f) The PRPC Solid Waste Program Staff will present the RSWMAC's recommendation(s) to the PRPC Board of Directors.
- (g) The PRPC Board of Directors will take action on the RSWMAC's recommendations.
- (h) Pending the approval of the PRPC Board of Directors, the PRPC Solid Waste Program Staff will submit the Funding Plan to the TCEQ for review and comment.
- (i) Upon the receipt of written approval by the TCEQ, the PRPC Solid Waste Program Staff will begin implementation of the Funding Plan.

In odd numbered years –

- (a) The RSWMAC shall revisit the previous year's Funding Plan to determine its appropriateness for the coming year Regional Solid Waste Grant Program Year.
- (b) If the RSWMAC votes to continue using the Funding Plan for the coming year, no further action will be required.
- (c) If the RSWMAC decides to revise the Funding Plan for the coming year Regional Solid Waste Grant Program Year, then the same sequence as was followed for the even numbered year program will be repeated.

**Section 3. Implementation Project Selection:** The RSWMAC will be primarily responsible for recommending the Implementation Projects that will be selected for funding during any Regional Solid Waste Grant Program Year.

In accordance with the established provisions of the current year Funding Plan, the RSWMAC may recommend projects for funding on a competitive basis, non-competitive basis, or a combination thereof. In even numbered years, the RSWMAC can not recommend the funding of projects in an amount greater than the amount of Implementation Project Funds available for that year. However, in odd numbered years, the RSWMAC may recommend that additional funding be provided to projects that were originally provided funds in the even numbered year.

The Implementation Project Selection Process shall be scheduled in the sequence shown so far as circumstances will permit:

- (a) Prior to the start of any Regional Solid Waste Grants Program Year, the RSWMAC will meet to:

- Approve a proposal form that will be used by the grant applicants
  - Approve a schedule for implementing the current year Regional Solid Waste Grants Program.
  - Determine what format will be used to hear the project proposals on the day scheduled for the prioritization of the current year Regional Solid Waste Grants Program projects.
  - Direct the PRPC Solid Waste Program Staff to notify the eligible applicants in the region of the form and format that will be used to prioritize the current year's Regional Solid Waste Grants.
  - Direct the PRPC Solid Waste Program Staff to notify the private entities providing recycling and solid waste services in the region to keep them aware of the grants program and the funding process.
- (b) On the appointed date and time and at the designated location set out in the Regional Solid Waste Grants Program implementation schedule, the RSWMAC shall meet to prioritize the current year's project proposals. During the course of that meeting, the RSWMAC will:
- Ascertain from the PRPC Solid Waste Program Staff whether all the proposed projects are in compliance with §361.04(b), Texas Health and Safety Code, and 30 TAC §330.566, TCEQ Rules, which prohibit the placement of private entities providing recycling and solid waste services at a competitive disadvantage. PRPC Solid Waste Program Staff will have complied with the TCEQ's private sector notification and project pre-screening requirements prior to the meeting date.
  - Accept written or oral comments from private service providers regarding the project proposals.
  - Evaluate all projects, including any projects as may be proposed by the PRPC, in accordance with the selection criteria selected at the time the Funding Plan was developed.
  - Provide all applicants with the opportunity to orally present their project proposals to the RSMWAC.
  - Prior to each RSWMAC prioritization meeting, the PRPC's Regional Solid Waste Program Staff will by random selection, choose the order in which the applicant presentations will be made.
  - The RSWMAC members will use individual ballots to score and rank the proposed projects.
  - The RSWMAC will use an averaged rank-based scoring system for determining the prioritization of the current year projects.

- The maximum number of points that any project can receive is 100. The numeric point values shown for each criterion being used by the RSWMAC will be used to score the applications. Then, each RSWMAC member's point scores for the proposals will then be converted to an individualized ranking of how each member ranked the projects on his or her ballot. The individualized rankings of all the reviewing RSWMAC members will then be totaled and averaged based on the number of members evaluating each proposal, to create a prioritized listing of all the projects.
- As a practice, the RSWMAC will not modify nor ask the project applicants to modify their project proposal budgets on the day of the prioritization meeting.
- Prior to the conclusion of the prioritization meeting, the RSWMAC will act on a motion to accept the project rankings as identified by the average rank-based scoring system and to recommend that the PRPC Board of Directors approve those projects as ranked.
- At the conclusion of the prioritization meeting, the Chairman will direct the PRPC Solid Waste Program Staff to compile the scores.
- The Chairman will also direct the PRPC Solid Waste Program Staff to distribute those results to the RSWMAC and the current year project applicants as soon as the results have been verified.
- In prioritizing projects for funding, the RSWMAC may establish a list of additional projects from the proposals submitted, to be funded if and when additional funding becomes available.
- The prioritization of these additional projects will be in accordance with the selection procedures described in this section.

**Section 4. Monitoring of Funded Implementation Projects:** The RSWMAC will observe and monitor the progress made by the Solid Waste Program Grantees in completing their funded projects. The PRPC Solid Waste Program Staff will be responsible for reporting to the RSWMAC on the progress being made to implement the funded projects.

**Section 5. Project Changes:** The RSWMAC may elect to add funds to a project that has already been approved for funding by the PRPC Board of Directors. If the change in funding entails major modifications to the original scope of the project or modifies the originally proposed major expenditures, the project change must be approved in the same manner as the original project.

As an alternative to the conduct of a completely new project review and approval process, the RSWMAC may recommend at the time of the original project selection that the PRPC Board of Directors approve certain additional project expenditures or additional work activities, if additional project funding becomes available.

**Section 6. Regional Solid Waste Plan Amendment:** The RSWMAC shall provide input to the PRPC Solid Waste Program Staff during the development of any TCEQ-required Regional Solid Waste Management Plan Amendments/Updates.

At the appropriate time, the RSWMAC will review the final draft of any Plan Amendments/Updates and consider recommending that the PRPC Board of Directors approve the Plan Amendments/Updates.

**Section 7. Closed Landfill Inventory:** The RSWMAC shall give direction to and as appropriate, assist the PRPC Solid Waste Program with the maintenance and further development of the Panhandle Region's Closed Landfill Inventory.

**Section 8. Panhandle Environmental Partnership:** The RSWMAC shall direct and assist the PRPC Solid Waste Program Staff in promoting the growth of the Panhandle Environmental Partnership. The RSWMAC will review any new marketing contracts proposed for use by the Panhandle Environmental Partnership and as appropriate, make recommendations regarding the proposed agreement(s) to the PRPC Board of Directors.

**Section 9. PRPC-Managed Projects:** In any given year or years in which a PRPC-managed project is approved for funding, the RSWMAC shall assume oversight of that project and will give the PRPC Solid Waste Program Staff direction with the implementation of the project.

**Section 10. Pre-Application Review Process:** Upon request, PRPC staff shall provide prospective applicants for a TCEQ MSW facility permit or registration, proposing to construct or operate the MSW facility in the Panhandle, a preliminary, non-binding evaluation of the conformance of the proposed facility to the regional solid waste management plan. If so elected, the RSWMAC may perform the pre-application review in the stead of PRPC staff.

**Section 11. MSW Facility Permit Application Review:** The RSWMAC shall review permit and registration applications for MSW facilities to be located in the Panhandle for conformance with the regional solid waste management plan. The determination of conformance shall be in the format as set forth in the most current version of the Regional Solid Waste Management Plan and be made within the review period as established by the TCEQ.

## ARTICLE 8 – General

**Section 1. Conflict of Interest Policy:** RSWMAC members must abstain from voting on any application during the Solid Waste Grants Program prioritization process if the member or an individual related to the member within the third degree of consanguinity or within the second degree of affinity,

- Is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded;
- Serves on any board that oversees the unit or division that would administer the grant, if awarded;
- Owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant;
- Receives any funds from the applicant as a result of the grant; or
- Uses or receives a substantial amount of tangible goods, services, or funds from the applicant.

RSWMAC members will not be prohibited from voting or commenting upon projects that are being carried out to serve the entire region.

**Section 2. Appeals Process:** A Panhandle applicant for Solid Waste Grant funding may appeal the disposition of its application **only** if one or more of the following occurs during the review of the application by the RSWMAC.

1. **Misplacement of an application.** If all or part of an application is lost, misfiled, etc., by PRPC staff, resulting in the unequal consideration of the applicant's proposal.
2. **Mathematical error.** If, in scoring the application, the score on any selection criteria is arrived at incorrectly or if the total score of the application is arrived at incorrectly as a result of human or computer error.
3. **Other procedural error.** If the applicant's application is not processed and treated in accordance with the procedures set forth in this document.

All appeals, including the specific alleged procedural violation(s), must be submitted to the PRPC Executive Director in writing. The Executive Director may then take one of the following actions:

1. Investigate the allegation and determine that the appeal is not valid. In such case, the applicant will receive in writing the basis for the decision to reject the applicant's appeal. In such case, the decision of the Executive Director is final.

2. If there is some validity to the appeal, the Executive Director will place the appeal on the agenda of the PRPC Board of Directors. The protesting applicant will be notified of the time and date of the meeting during which the Board of Directors will consider the appeal. The applicant will be given the opportunity to present his/her case directly to the PRPC Board of Directors. The Board of Directors will then render a decision on the appeal of the protesting applicant. All decisions made by the PRPC Board of Directors will be final.

An appeal can be filed at any time during the prioritization process but must be submitted within seven (7) working days from the date on which the Notice to Applicants Regarding the Outcome of the Prioritization Process(es) is **transmitted**.

In any event, the appeal must be received by the PRPC prior to the date on which the PRPC Board of Directors will consider the RSWMAC's Solid Waste grant recommendations. Any appeals received after that date will not be considered by the PRPC Board.

Any appeals made after the date on which the RSWMAC's TCEQ grant recommendations are acted on by the PRPC Board of Directors must be filed directly with the TCEQ in accordance with the agency's appeal procedures.

**Section 3. Bylaw Amendments:** The bylaws may be amended by the majority vote of the RSWMAC provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken. Any major amendments will not take affect until so approved by the PRPC Board of Directors.

# **Attachment #1**

**Texas Health and Safety Code | Section 361.014:**

**Use of Solid Waste Fee Revenue**

**Texas Health and Safety Code | Section 361.014:**

**Use of Solid Waste Fee Revenue**

- (a) Revenue received by the commission under Section 361.013 shall be deposited in the state treasury to the credit of the commission. Half of the revenue is dedicated to the commission's municipal solid waste permitting and enforcement programs and related support activities and to pay for activities that will enhance the state's solid waste management program, including:
- (1) provision of funds for the municipal solid waste management planning fund and the municipal solid waste resource recovery applied research and technical assistance fund established by the Comprehensive Municipal Solid Waste Management, Resource Recovery, and Conservation Act (Chapter 363);
  - (2) conduct of demonstration projects and studies to help local governments of various populations and the private sector to convert to accounting systems and set rates that reflect the full costs of providing waste management services and are proportionate to the amount of waste generated;
  - (3) provision of technical assistance to local governments concerning solid waste management;
  - (4) establishment of a solid waste resource center in the commission and an office of waste minimization and recycling;
  - (5) provision of supplemental funding to local governments for the enforcement of this chapter, the Texas Litter Abatement Act (Chapter 365), and Chapters 391 and 683, Transportation Code;
  - (6) conduct of a statewide public awareness program concerning solid waste management;



- (7) provision of supplemental funds for other state agencies with responsibilities concerning solid waste management, recycling, and other initiatives with the purpose of diverting recyclable waste from landfills;
  - (8) conduct of research to promote the development and stimulation of markets for recycled waste products;
  - (9) creation of a state municipal solid waste superfund, from funds appropriated, for:
    - (A) the cleanup of unauthorized tire dumps and solid waste dumps for which a responsible party cannot be located or is not immediately financially able to provide the cleanup;
    - (B) the cleanup or proper closure of abandoned or contaminated municipal solid waste sites for which a responsible party is not immediately financially able to provide the cleanup; and
    - (C) remediation, cleanup, and proper closure of unauthorized recycling sites for which a responsible party is not immediately financially able to perform the remediation, cleanup, and closure;
  - (10) PROVISION OF FUNDS TO MITIGATE THE ECONOMIC AND ENVIRONMENTAL IMPACTS OF LEAD-ACID BATTERY RECYCLING ACTIVITIES ON LOCAL GOVERNMENTS; AND
  - (11) PROVISION OF FUNDS FOR THE CONDUCT OF RESEARCH BY A PUBLIC OR PRIVATE ENTITY TO ASSIST THE STATE IN DEVELOPING NEW TECHNOLOGIES AND METHODS TO REDUCE THE AMOUNT OF MUNICIPAL WASTE DISPOSED OF IN LANDFILLS.
- (b) Half of the revenue is dedicated to local and regional solid waste projects consistent with regional plans approved by the commission in accordance with this chapter and to update and maintain those plans. Those revenues shall be allocated to municipal solid waste geographic planning regions for use by local governments and regional planning commissions according to a formula established by the commission that takes into account population, area, solid

waste fee generation, and public health needs. Each planning region shall issue a biennial report to the legislature detailing how the revenue is spent. A project or service funded under this subsection must promote cooperation between public and private entities and may not be otherwise readily available or create a competitive advantage over a private industry that provides recycling or solid waste services.

- (c) Revenue derived from fees charged under Section 361.013(c) to a transporter of whole used or scrap tires or shredded tire pieces shall be deposited to the credit of the waste tire recycling account.
- (d) Revenues allocated to the commission for the purposes authorized by Subsection (a) shall be deposited to the credit of the waste management account. Revenues allocated to local and regional solid waste projects shall be deposited to the credit of an account in the general revenue fund known as the municipal solid waste disposal account.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1990, 71st Leg., 6th C.S., ch. 10, art. 2, Sec. 3, eff. Sept. 6, 1990; Acts 1991, 72nd Leg., ch. 303, Sec. 4, eff. Sept. 1, 1991; Acts 1993, 73rd Leg., ch. 899, Sec. 1.10, 3.10, eff. Aug. 30, 1993; Acts 1993, 73rd Leg., ch. 1045, Sec. 2, eff. Sept. 1, 1993; Acts 1995, 74th Leg., ch. 76, Sec. 11.21, eff. Sept. 1, 1995; Acts 1995, 74th Leg., ch. 838, Sec. 1, eff. June 16, 1995; Acts 1997, 75th Leg., ch. 165, Sec. 30.205, eff. Sept. 1, 1997; Acts 1997, 75th Leg., ch. 333, Sec. 35, eff. Sept. 1, 1997; Acts 2003, 78th Leg., ch. 340, Sec. 1, eff. Sept. 1, 2003.

# **Attachment #2**

**Panhandle Regional Planning Commission**

**Administrative Regulation #31**

**Regional Solid Waste Management Advisory Committee**

## PANHANDLE REGIONAL PLANNING COMMISSION

Administrative Regulation  
Number 31

Adopted: July 26, 1990  
Amended: December 13, 1990  
October 24, 1991  
October, 27, 1994  
September 22, 2005

## PANHANDLE REGIONAL SOLID WASTE MANAGEMENT ADVISORY COMMITTEE PROCEDURES AND POLICIES

### I. PURPOSE

The purpose of this administrative regulation is to formally establish a Regional Solid Waste Management Advisory Committee and to establish procedures necessary for its operation.

### II. REGIONAL SOLID WASTE MANAGEMENT ADVISORY COMMITTEE

#### **A. Establishment and Scope of Authority**

1. The Board of Directors of the Panhandle Regional Planning Commission hereby establishes the Regional Solid Waste Management Advisory Committee to provide general guidance and policy direction in regard to solid waste management in the Texas Panhandle. The Regional Solid Waste Management Advisory Committee's specific responsibilities shall include but not be limited to the following:
  - a. The establishment of working rules and procedures for the Advisory Committee.<sup>1</sup>
  - b. The development, review and approval of the Panhandle Regional Solid Waste Management Plan.
  - c. The development, review and approval of updates and amendments to the Panhandle Regional Solid Waste Management Plan.
  - d. The coordination and promotion of the implementation of the Panhandle Regional Solid Waste Management Plan.
  - e. The provision of solid waste management information to the local governments and general population of the Texas Panhandle.
  - f. The provision of general direction to the Panhandle Regional Planning Commission staff regarding solid waste management issues in the Texas Panhandle.
  - g. The provision of oversight and direction to foster the growth and development of the Panhandle Environmental Partnership.

2. The responsibilities of the Panhandle Regional Planning Commission's Board of Directors and the Planning Commission's Executive Director shall include but not be limited to the following:
  - a. Contracting matters;
  - b. Budgeting;
  - c. Financial reporting; and
  - d. Personnel matters.

### **B. Membership**

1. The Panhandle Regional Solid Waste Management Advisory Committee shall be composed as follows:
  - a. Eighteen to twenty-two (18-22) Panhandle area local government representatives (local government elected officials or local government professional staff).
  - b. Three to four (3-4) Panhandle area private solid waste management service providers.
  - c. One to two (1-2) Panhandle area citizens representing solid waste management or environmental interest groups.
2. Members of the Panhandle Regional Solid Waste Management Advisory Committee shall be appointed by the Panhandle Regional Planning Commission's Board of Directors for staggered three-year terms beginning each August. One-third of the Advisory Committee members shall be reappointed or replaced each year, members may not serve more than two consecutive three-year terms.
3. A Chairperson and Vice Chairperson of the Panhandle Regional Solid Waste Management Advisory Committee shall be elected by vote of the Advisory Committee. The Chairperson and Vice Chairperson shall serve one-year terms beginning each August.
4. A representative of the state agency in Texas charged with municipal solid waste management oversight authority shall serve as a member of the Panhandle Regional Solid Waste Management Advisory Committee.

### **C. Meetings**

1. Meetings of the Panhandle Regional Solid Waste Management Advisory Committee shall be held no less frequently than one meeting per quarter.
2. All Advisory Committee meetings shall be open to the public. Meetings shall be recorded on audio tape and minutes prepared.
3. A simple majority of those Advisory Committee members present and voting at any meeting is sufficient to approve any motion.