

**BYLAWS**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**SOLID WASTE ADVISORY COMMITTEE**

ARTICLE I. NAME: The name of this Committee shall be the Department of Environmental Protection's (Department) Solid Waste Advisory Committee.

ARTICLE II. AUTHORIZATION: The Solid Waste Advisory Committee (Committee) is authorized and organized pursuant to Section 104, Paragraph 12 of the Pennsylvania Solid Waste Management Act (Act 97 of 1980), as amended.

ARTICLE III. PURPOSE: The role of the Committee is to work closely with the Department to develop programs, policies and regulations to effectively implement solid waste management and recycling programs. The Committee may recommend to the Secretary of the Department that rules, regulations, standards, criteria, and procedures it deems necessary be adopted, amended or repealed and changes be made to statewide solid waste management initiatives.

ARTICLE IV. MEMBERSHIP: The membership of the Committee shall be established by the Secretary of the Department and include individuals with expertise in solid waste management and/or recycling programs, including the development and implementation of practices and procedures related to these programs in the Commonwealth. In addition, the chairperson of the Citizens Advisory Council or the chairperson's designee shall be a member of the Committee.

Members of the Committee shall be designated by the Secretary of the Department to also serve as members of the Recycling Fund Advisory Committee and Hazardous Waste Facilities Planning Advisory Committee.

The Secretary of the Department shall appoint or reappoint members of the Committee at their discretion at the end of each even-numbered calendar year.

A. Any Committee member not attending three (3) consecutive meetings without prior approval of the chairperson may be recommended for removal. This recommendation will be made by Department staff to the Secretary of the Department.

B. Committee members may send an alternate to Committee and Subcommittee meetings. A member may only have one (1) designated alternate.

ARTICLE V. VOTING: Members shall be entitled to one (1) vote on all matters that shall come before the Committee. Votes must be cast in person during Committee meetings. Alternates are entitled to vote in the absence of the Committee member.

ARTICLE VI. OFFICERS: The officers of the Committee shall be a chairperson and a vice chairperson.

A. CHAIRPERSON: It shall be the duty of the chairperson to preside at all meetings of the Committee, call special meetings, and perform such other duties that pertain to the office of chairperson.

B. VICE-CHAIRPERSON: It shall be the duty of the vice-chairperson to perform the duties of the chairperson in their absence. They shall also assist the chairperson in the performance of such duties as may be assigned by the chairperson.

C. TERM OF OFFICE: The term of office shall be two calendar years or until successors are elected.

D. ELECTION OF OFFICERS: The officers of the Committee shall be elected at the first meeting of each odd-numbered calendar year. No less than thirty (30) days prior to the election of officers, a nominating committee shall be appointed by the chairperson. It shall consist of three (3) members of the Committee who shall prepare a list of nominations for Committee offices. The Committee's report shall list one (1) or two (2) nominations for the chairperson, and a vice-chairperson. Each candidate listed must give consent for their name to appear on the ballot. The names of these nominees by office shall be distributed to all members of the Committee at least one (1) week prior to the meeting at which the election will be held. Additional nominations may be made from the floor.

ARTICLE VII. MEETINGS: The Committee will meet at least quarterly each year. Regular meeting dates shall be established on an annual basis. Alternate meeting dates and additional meetings shall be called by the chairperson. A quorum for the purpose of conducting business shall consist of more than half of the current Committee membership.

ARTICLE VIII. ADMINISTRATION: The Department shall designate an employee to perform the necessary administrative duties for the Committee. Administrative duties include: establishing meeting agendas in consultation with the chairperson; providing timely notice of meetings and standing committee and subcommittee meetings to the affected members; recording, transcribing, and maintaining a permanent file of the minutes of the Committee; receipt, preparation, and transmittal of incoming and outgoing correspondence of the Committee and maintenance of a permanent file of such correspondence; and performing such duties as may be requested by the Committee.

ARTICLE IX. STANDING COMMITTEES AND SUBCOMMITTEES:

A. STANDING COMMITTEES:

1. Standing Committees may be established by a majority vote of those members attending a regular or special meeting of the Committee to address ongoing issues relating to the purpose for which the committee is organized.

2. The Committee chairperson shall appoint Standing Committee members. Tenure on a Standing Committee is not restricted.
  3. Each Standing Committee shall receive a charge by the Committee chairperson at the time of its creation.
  4. Each Standing Committee shall provide regular reports to the Committee.
  5. Each Standing Committee shall exist until such time as the responsibilities and duties contained in its charge are accomplished and it is disbanded by a majority vote of those members attending a regular or special meeting of the Committee.
- B. SUBCOMMITTEES:
1. Subcommittees may be created when deemed appropriate for a particular purpose and shall be established by a majority vote of those members attending a regular or special meeting of the Committee.
  2. The Committee chairperson shall appoint Subcommittee members for a period of time necessary to meet the objective(s) identified in establishing the Subcommittee.
  3. Ad hoc members may also be added to a Subcommittee if specific expertise is needed to address the subject. Ad hoc members shall be appointed by the Secretary of the Department.
  4. Subcommittee meetings shall be called by the respective Subcommittee chairperson, with notification to the full Committee at least 2 weeks in advance of the meeting. A quorum for the purpose of conducting Subcommittee business shall consist of more than half of the current Subcommittee membership. If a Subcommittee meeting is made open to the public, it is subject to the administrative approval and public notice requirements of the Department.
  5. Each Subcommittee shall exist until such time as the responsibilities and duties contained in its charge are accomplished, after which time the Subcommittee will be dissolved.
- C. LISTING OF STANDING COMMITTEES AND SUBCOMMITTEES:
1. A listing of the Standing Committees and Subcommittees and their respective charges shall be maintained by the Department as Appendix A of these bylaws.
  2. Additions to and deletions from Appendix A shall not constitute an amendment to these bylaws.

ARTICLE X. AMENDMENTS: These bylaws may be amended, repealed, or suspended at any meeting of the Committee by a two-thirds vote of the members of the Committee present at that meeting provided that written notice of such amendment, repeal, or suspension shall have been sent by the Department to each member at least one (1) week prior to said meeting.

ARTICLE XI. TIME LIMITS: Wherever a time limit is specified in these bylaws, it may be waived by unanimous consent by those members in attendance at a regularly scheduled meeting.

ARTICLE XII. COMMITTEE REPRESENTATION: The Committee shall act as a body in all matters, and only the chairperson or their designated spokesperson shall communicate with the Secretary of the Department or with third parties on behalf of the Committee.

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APPENDIX A

STANDING COMMITTEES:

There are currently no active Standing Committees.

SUBCOMMITTEES:

There are currently no active Subcommittees

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