



## ISLAND COUNTY SOLID WASTE ADVISORY COMMITTEE BYLAWS

The Island County Solid Waste Advisory Committee, hereinafter referred to as SWAC, is established by RCW 70A.205.110(3) and ICC 13.02A.030. SWAC shall be comprised of a county-wide group of representatives of citizens, public interest groups, business, the waste management industry, and local elected public officials or their appropriately appointed designees. SWAC shall provide coordination and information exchange between the groups and public input and advisory level recommendations and commentary to Island County staff and the Board of County Commissioners on solid waste management issues.

### I. COMPOSITION

- A. **Members.** SWAC shall be composed of fourteen members consisting of one Ex-Officio County Commissioner, as appointed by the Board of County Commissioners (BOCC); one representative from each of the cities of Oak Harbor, Coupeville and Langley; one Member-at-Large from North Whidbey Island, Whidbey Island, Central/South Whidbey Island and Camano Island; two representatives from each of Whidbey Island and Camano Island G-Permit holder service providers; one representative from the contracted Whidbey Island recycling services provider; one Youth representative from Whidbey Island and one Youth representative from Camano Island; and one representative representing agricultural interests.
- B. **Appointment.** At-Large and Agricultural members shall be appointed to SWAC by the BOCC.
- C. **Terms.** Terms of office for At-Large and Agricultural members shall be for two years, and shall be renewable for up to three terms. Terms of office for Youth representatives shall be for two years.
- D. **Officers.** The officers of the Committee shall include a chair and vice-chair who shall be elected by the voting membership of the Committee. Elections shall be held at the first regularly scheduled meeting after January 1st of each year. The term of office for chair and vice-chair shall be one year. Chair and vice-chair may serve more than one term, but not more than three years consecutively. The chair shall preside over all meetings. The vice-chair assumes the responsibilities of the chair in his/her absence or disability. In the event the chair and vice-chair are absent, the meeting shall either be presided over by an acting chair elected by the members present or be postponed. In the event of a vacancy in the office of chair, the vice-chair automatically succeeds to the chair. A vacancy occurring in the office of vice-chair for any reason, including succession, is filled by election of the voting Committee membership for a replacement to serve the unexpired portion of the term.
- E. **Vacancies.** Vacancies shall be filled as per county policy.

- F. **Attendance.** A member of SWAC who misses three (3) unexcused absences from meetings in any twelve (12) month period may be removed as per county policy.

## II. STAFF

SWAC shall be staffed by the Island County Solid Waste Division, and the Island County Health Department, as necessary, to provide support to SWAC. The Solid Waste Division Manager, or their designee, shall serve in a professional capacity as its technical advisor and administrative officer.

## III. MEETINGS

- A. **Schedule.** SWAC shall meet quarterly, and as may be necessary, to carry out the purposes of the Committee. Meetings may be held at various locations within the County with written notification to the membership and chairperson designating the time and place of such meetings.
- B. **Minutes/Agendas.** Minutes of all meetings shall be kept by staff and distributed to the members prior to the next regularly scheduled meeting. Meeting minutes shall be approved by a majority vote of members present. Agendas shall be prepared by staff, with verbal approval of the Chair, and distributed to the members at least seven (7) days in advance of any regularly scheduled meeting.
- C. **Public Access.** All meetings shall be open to the public. Approved agenda packets and meeting minutes shall be posted on-line and shall be made available to the public as a matter of public record.
- D. **Quorum.** A majority of the currently seated voting members of the Committee, but no less than five, shall constitute a quorum and shall have authority to transact Committee business.
- E. **Order of Business**
1. Call to Order
  2. Roll call, Determination of Quorum, and Approval of Minutes
  3. Public Comment Period
  4. Introduction and Disposition of Posted Agenda Items
  5. Open Session, Announcements, Future Agenda Items
  6. Adjournment
- F. **Rules of Order.** The meetings will be governed by The Standard Code of Parliamentary Procedure (Sturgis) except as superseded by applicable law or these rules of procedure or otherwise determined by a majority of the voting membership of the Committee. The Committee shall be as clear and simple in its procedure as possible, and therefore, should avoid the finer points of parliamentary rules.
- G. **Voting.** An affirmative vote of a majority of the quorum is required for transaction of business. Votes on recommendations will only take place if background information has been given to SWAC at previous SWAC meetings, or if such information is included with the meeting agenda.

**IV. SCOPE**

SWAC shall advise and make recommendations on matters as provided for in Section 4 of the Ordinance.

**V. AMENDMENTS**

To the extent that such an amendment would not conflict with RCW 70A.205.110(3) and ICC 13.02A.030, these bylaws may be amended or repealed, and new bylaws may be adopted, by majority vote of the SWAC.

**VI. SAVINGS CLAUSE**

Should any portion of these Bylaws be declared unconstitutional or otherwise contrary to law, such decision shall not affect the validity of the remaining portion of these Bylaws.

These Bylaws are hereby amended and adopted in a duly noticed meeting held on July 21, 2025 by an affirmative vote by a majority of Committee members.

  
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Committee Chair

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Date 07.24.2025