

**HUNTERDON COUNTY  
SOLID WASTE ADVISORY COUNCIL  
BY-LAWS  
ADOPTED BY THE BOARD OF CHOSEN FREEHOLDERS  
DECEMBER 28, 2011**

**Art. 1 Name:**

The name of this body shall be the Hunterdon County Solid Waste Advisory Council; hereinafter this body may also be referred to as SWAC or Council.

**Art. II Authority:**

The Authority of the Hunterdon County Solid Waste Advisory Council derives from the New Jersey Solid Waste Management Act (N.J.S.A. 13:1E-20).

**Art. III Purpose:**

As defined in N.J.S.A. 13:1E-20, the purpose of the Council is to assist the Board of Chosen Freeholders in the development, formulation and amendment of the Solid Waste Management Plan. The Council is advisory to the Board of Chosen Freeholders of Hunterdon County. The Board of Chosen Freeholders shall solicit advisory opinions from the Council as necessary pursuant to the statute.

**Art. IV Composition:**

No more than 30 voting members as follows:

- A. Each of the 26 municipalities of Hunterdon County that have expressed interest in actively participating in the Council shall have one voting member. This member is the Mayor of the municipality or his/her designee and an alternate. The municipality shall generate a recommendation for membership. Membership shall be at the discretion of the Board of Chosen Freeholders. The municipal member shall be confirmed or appointed by the Board of Chosen Freeholders.
- B. Two persons engaged in the collection, processing or disposal of solid waste that shall be nominated by SWAC and appointed by the Freeholders.

- C. Two persons representing the environmental sector that shall be nominated by SWAC and appointed by the Freeholders.

Non-Voting Members:

- A. Solid Waste/Recycling Department Representative.
- B. Planning Department Representative.
- C. Engineering Department Representative.
- D. Freeholder Representative.

Art. V Terms and Obligations:

- A. Terms of voting members shall begin at the first meeting of the year and continue until a successor is confirmed or appointed by the Board of Chosen Freeholders.
- B. Any voting member with three (3) consecutive absences is declared to have resigned. A voting municipal representative may send an alternate in their place; however the attendance by an alternate at three (3) consecutive meetings shall result in the automatic resignation of the voting member. The Council Chairperson shall immediately notify the municipal representative's municipality and the Board of Chosen Freeholders of resignation and vacancy. The municipality shall either forward to the Board of Chosen Freeholders a letter of withdrawal from the Council or the name of an alternate member to be confirmed or appointed by the Board of Chosen Freeholders. In the event of three (3) consecutive absences of a member representing the solid waste industry or environmental sector, the Council Chairperson shall immediately notify the Board of Chosen Freeholders of resignation and vacancy and the Council will nominate a person meeting the requirements of the position to be confirmed or appointed by the Board of Chosen Freeholders.
- C. Each member shall complete and submit to the Board of Chosen Freeholders an Application for Candidate for Hunterdon County Board, Commission, Committee or Council.
- D. Each member shall adhere to all Federal and State laws governing ethics, conflicts of interest and pay-to-play and all County policies, including but not limited to County Policy #2005-04, Policy on Conflict of Interest and Decorum at Meetings.

Art. VI Officers:

- A. Officers consisting of a Chairperson and a Vice Chairperson shall be elected by the Council at its Annual Re-Organization meeting from among the members. Election to office shall require a majority of the votes of the membership of the Council who are present.
- B. The terms of the officers are for one (1) year.
- C. The Secretary of SWAC shall be appointed by the Board of Chosen Freeholders.

Art. VII Meetings:

- A. The Council shall hold meetings at the direction of the Board of Chosen Freeholders. Other meetings shall be called by the Chairperson as necessary. The Council shall hold at least four (4) meetings a year.
- B. The Annual Re-Organization Meeting of the Council will be the first meeting of the year as called by the Chairperson. Subcommittee membership shall be determined by the Council at the re-organization meeting.
- C. An agenda will be developed in consultation with the Chairperson the week before the meeting and will be sent out to all members with the minutes of the previous meeting.
- D. A quorum shall consist of a majority plus one of all voting members. Official business will be conducted only if a quorum is present. If a quorum is not present, and the planned action is not carried to another scheduled meeting, the Council will be considered to have taken no position on any planned action.

Art. VIII Subcommittees:

- A. These subcommittees shall be considered standing committees.
  - 1. Recycling Committee.
  - 2. Hazardous Waste Committee.
  - 3. Industry-Related Concerns Committee.
  - 4. Education/Public Relations Committee.
- B. Other subcommittees may be established at the discretion of the Chairperson.

- C. Alternate members may serve on subcommittees.
- D. Voting members must be in good standing to participate in or serve on a subcommittee(s).
- E. Officers will serve as ex-officio members on all subcommittees.

Art. IX By-Laws:

- A. The Board of Chosen Freeholder shall develop and amend all Council By-Laws in consultation with the Council.
- B. The By-Laws become effective upon approval of the Board of Chosen Freeholders.

Art. X Parliamentary Procedure:

- A. Robert's Rules of Order shall govern the conduct of meetings of the Solid Waste Advisory Council on matters not otherwise provided for in these By-Laws.
- B. The Council shall adhere to all State and Federal rules and regulations, including but not limited to the Open Public Meetings Act; the Open Public Records Act and the Local Government Ethics Law.