



WASHINGTON COUNTY ENVIRONMENTAL MANAGEMENT ADVISORY COMMITTEE

BY-LAWS

(in accordance with Policy PR-22, Boards and Commissions)

Article I

Name and Principal Office

The name of the Committee is the Washington County Environmental Management Advisory Committee (Committee). The principal office of the Committee is located at the Division of Environmental Management, 16232 Elliott Parkway, Williamsport, Maryland.

Article II

Priorities

The Committee shall:

A. Provide the Board of County Commissioners (Commissioners) and County staff with advice and suggestions in regard to:

1. Policies and procedures of the Division of Environmental Management;
2. Information concerning new regulatory proposals;
3. Information concerning current County Water and Sewer Service Policies;
4. Information concerning the County Resource Element of the Comprehensive plan;
5. Information concerning all local solid waste issues;
6. Evaluating the Solid Waste Plan and its effectiveness and recommending modifications; and,
7. Information concerning the biennial update of the Solid Waste Management and Recycling Plans.

Article III

Membership

A. **Composition.** The Committee shall consist of no less than seven (7) and no more than nine (9) voting members who shall be appointed by the Commissioners. In addition to the voting members, the Commissioners may appoint others to serve as non-voting, ex officio members of the Committee for various terms of office and for various differing purposes.

B. **Terms.** The original term of two (2) members shall be for one (1) year; the original term of two (2) members shall be for two (2) years; and the original term of one (1) member shall be for three (3) years. Any members in excess of five (5) shall serve an initial term of two (2) years. Subsequent terms of all members shall be for three (3) years. Members of the Committee shall be eligible for reappointment for one (1) consecutive term only and following the second consecutive three (3) year term, shall be eligible for reappointment only following an intervening three (3) year period.

C. Termination of Membership and Vacancies

1. Membership on the Committee may be terminated by voluntary withdrawal or by removal by the Commissioners. Any member may withdraw from membership by giving written notice to the Committee chair of such intention.

2. The Committee may recommend to the Commissioners that the membership of an individual member be terminated based on one or more of the following criteria:

- a. Inadequate attendance including excused and unexcused absences;
- b. Breach of confidentiality;
- c. Action/behavior that is inappropriate or inconsistent with County policy.

3. The Commissioners shall have the authority to remove any member of the Committee at any time when, in its sole and absolute discretion, the best interest of the community shall be served.

4. Vacancies in the Committee for any reason shall be filled for the unexpired term by the Commissioners.

**Article IV
Officers**

A. **Elected Officers.** The members of the Committee shall elect from their members, a chair, a vice-chair, and a secretary, who may or may not be a member of the Committee. One member may not hold more than one office. The officers shall have the duties and powers usually attendant upon such officers, and such other duties and powers not consistent herewith as may be provided by the Committee.

B. **Chair.** The chair shall:

1. Preside as the chief officer of the Committee and shall be present at all meetings of the Committee;
2. Serve as a non-voting ex-officio member of all sub-committees and appoint the chair of each sub-committee from among the members;
3. Ensure that proper records are maintained;
4. Communicate to the Committee such matters and make such suggestions as may in the chair's opinion tend to promote the achievement of the goals outlined in these by-laws; and,
5. Perform such other duties as are necessarily incidental to the office.

C. **Vice-Chair.** The vice-chair shall perform all duties of the chair during his or her absence.

D. **Secretary.** The secretary shall maintain minutes of the meetings and when necessary provide notice of meetings to members of the Committee. The secretary shall keep record of the proceedings of each meeting, which shall include the vote of each member on each question, or if absent or failing to vote, indicating such fact; the names and addresses of all witnesses; a summary of facts on which the decision is based; the decision rendered; and other official actions of the Committee.

E. **Officer Removal, Resignation, and Vacancies.**

1. The Committee may recommend to the Commissioners that a member serving as an officer be removed from his or her officer position based on one or more of the following criteria:

- a. Inadequate attendance including excused and unexcused absences;
- b. Breach of confidentiality; and,
- c. Action/behavior that in the opinion of the Committee is inappropriate or inconsistent with County policy.

2. The Commissioners shall have the authority to remove any member from an officer position of the Committee at any time when, in its sole and absolute discretion, the best interest of the community shall be served.

3. In the event of an officer vacancy that is caused by removal, resignation, or any other reason, the Committee shall elect a member to fill the vacancy. The election shall take place at the next regularly scheduled meeting following the effective date of the vacancy. A member elected to fill the vacancy shall serve out the remainder of the officer's term left vacant. The partial term shall not be applied to the term limits.

**Article V
Meetings**

A. **Meetings.** Meetings shall be subject to the Open Meetings Act and members of the public shall be permitted to attend all meetings except as provided by law. General parliamentary rules, as set forth in Robert's Rules of Order, as amended from time to time, shall govern, when not in conflict with these by-laws.

1. **Regular Meetings.** Regular meeting shall be held quarterly or more frequently as needed.

2. **Annual Meeting.** There shall be an annual meeting of the Committee each year, unless otherwise ordered by the Committee, for the election of officers, receiving reports, and the transaction of other business. Notice of such meetings issued by the Secretary, shall be mailed to the last recorded address of each member of the Committee at least one (1) week before the time appointed for the meeting.

3. **Special Meetings.** Special Meetings of the Committee may be called at any time by the Chair, or in the Chair's absence, by the Vice-Chair, on the written request of two (2) members of the Committee, the request of the Commissioners, or upon the request of the Washington County Health Officer. One (1) weeks' notice of any Special Meeting must be given to the members of the Committee and the notice must state the reason for the Special Meeting.

B. **Attendance.** All members shall be required to attend the regularly scheduled Committee meetings. Failure to attend these meetings may be at the discretion of the Committee and result in the following:

1. A third missed meeting in any fiscal year may result in a letter to the member from the chair regarding the attendance policy.

2. Disassociation from the Committee as a voting member may occur after the third unexcused absence of regularly scheduled meetings in any fiscal year.

C. **Quorum.** For the purpose of conducting regular business, at least three (3) active members of the Committee, when present at any meeting, shall constitute a quorum except that official positions of the Committee may only be established, modified, or rescinded by a majority of the entire membership of the Committee.

D. **Sub-committees.** Other standing or special sub-committees of the Committee may be formed by the Committee as deemed necessary.

Article VI Fiscal Year and Budget

A. **Fiscal Year.** The fiscal year of the Committee shall begin on the 1st day of July and end on the last day of June.

B. **Budget.** No budget will be provided to the Committee unless deemed necessary by the Commissioners.

Article VII Amendments to By-laws

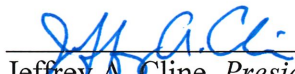
These by-laws may be amended, repealed, modified, or altered, in whole or in part, by the Commissioners, in their sole and absolute discretion. If such an amendment or change is proposed by the Board, such proposal must be submitted in writing and approved at a meeting of the Board. The proposal to amend these by-laws and the text of the proposed amendment must be included in the notice of the next meeting of the Board. At that time, the Board shall vote on the proposed amendment. Such proposed amendments shall be recommended to the Commissioners only if the proposal receives a quorum vote of the Board.

Approved and adopted this 15th day of October 2019.

ATTEST:



Krista L. Hart, *County Clerk*



Jeffrey A. Cline, *President*
Board of County Commissioners of
Washington County, Maryland