

**WASHINGTON COUNTY ENVIRONMENTAL MANAGEMENT
ADVISORY COMMITTEE
BYLAWS**

**BYLAW ONE
NAME**

The name of the Committee shall be "WASHINGTON COUNTY ENVIRONMENTAL MANAGEMENT ADVISORY COMMITTEE" ("Committee").

**BYLAW TWO
PRINCIPAL OFFICE**

The principal office and meeting place of the Committee shall be the Washington County Division of Environmental Management, 16232 Elliott Parkway, Williamsport, Maryland 21795.

**BYLAW THREE
PURPOSE**

The purpose of the Committee shall be to provide the Commissioners ("Commissioners") and County staff with advice and suggestions in regard to:

- A. Policies and procedures of the Division of Environmental Management;
- B. Information concerning new regulatory proposals;
- C. Information concerning current County Water and Sewer Service Policies;
- D. Information concerning the County Resource Element of the Comprehensive plan;
- E. Information concerning all local solid waste issues;
- F. Evaluating the Solid Waste Plan and its effectiveness and recommending modifications; and
- G. Information concerning the biennial update of the Solid Waste Management and Recycling Plans.

**BYLAW FOUR
MEMBERSHIP**

- A. 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. 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. Vacancies in the Committee for any reason shall be filled for the unexpired term by the Commissioners. A vacancy occurs when a member has three (3) unexcused absences per year.
- D. 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.

BYLAW FIVE MEETINGS

- A. Regular Meetings. Regular meeting shall be held quarterly or more frequently as needed.
- B. 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. Meetings shall be subject to the Open Meeting Law and members of the public shall be entitled to attend all meetings of the Committee. 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.
- C. Quorum. A majority of active members of the Committee when present at any meeting shall constitute a quorum. In the case where there is less than the required number present, the presiding officers may adjourn from time to time until a quorum is present.
- D. Order of Business. The order of business at the annual meeting shall be as follows:
 - a. Call to Order
 - b. Reading of minutes of previous meeting
 - c. Receiving communications
 - d. Report of the Officers
 - e. Reports of Committee heads
 - f. Unfinished business
 - g. New business

h. Election of Officers

i. Adjournment

The order of business may be altered or suspended at any meeting by a majority vote of the members present. The usual parliamentary rules as laid down in the latest edition of Robert's Rules of Order shall govern, when not in conflict of these Bylaws.

- E. 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.

BYLAW SIX OFFICERS

- A. Elective Officers. The elected officers of the Committee shall be a Chair and Vice-Chair. Other officers may be established and appointed by the Chair of the Committee at the regular meeting.
- B. Terms. The Chair and Vice Chair shall take office immediately upon their election, and shall serve for a term of three (3) years or until their terms expire. Officers are eligible for re-election. Vacancies in any office must be filled for the balance of the term of such office by the Committee at a Special Meeting.
- C. Chair. The Chair shall be the chief officer of the Committee and shall be present at the meetings of the Committee. The Chair shall be a member ex-officio of all Committees. The Chair shall communicate to the Committee such matters and make suggestions that may in the Chair's opinion, tend to promote the welfare and increase the usefulness of the Committee and shall perform other such duties as are necessary to the office.
- D. Vice-Chair. The Vice-Chair shall perform all duties of the Chair during the absence of the Chair. The Vice-Chair shall be an ex-officio member of all Committees.

BYLAW SEVEN ELECTIONS

The election of Committee officers shall take place at the Annual meeting of the Committee. Candidates who receive a majority of votes cast shall be elected.

**BYLAW EIGHT
AMENDMENTS**

These Bylaws may be amended, repealed, or altered, in whole or in part by a majority vote at any duly organized meeting of the Committee, subject to the approval of the Commissioners.

**BYLAW NINE
LIABILITY**


Nothing in these Bylaws shall constitute members of the Committee as partners for any purpose. No member, officer, agent, or employee shall be liable for his or her acts or failure to act of any other member, officer, agent, or employee be liable for his or her acts or failure to act under these Bylaws, excepting only acts or omission arising out of his or her willful misfeasance.

Approved and adopted this 19th day of June, 2018.

ATTEST:



Vicki C. Lumm, County Clerk



Terry L. Baker, President
Board of County Commissioners of
Washington County, Maryland