

SONOMA COUNTY LOCAL TASK FORCE  
ON  
INTEGRATED WASTE MANAGEMENT

**BYLAWS**

**Article I:     NAME**

The name of the organization is the Sonoma County Local Task Force on Integrated Waste Management, commonly referred to as the "LTF."

**Article II:    AUTHORITY**

This organization is created and its members appointed by resolution of the Board of Supervisors, which has the authority to establish and disband the Local Task Force on Integrated Waste Management.

**Article III:   PURPOSES**

The purposes of the Local Task Force on Integrated Waste Management are to:

- Perform those duties assigned to the Local Task Force (LTF) as defined by AB 939 and other related state laws.
- Provide advice to the jurisdictions of Sonoma County on the implementation of the Countywide Integrated Waste Management Plan.
- Provide a forum for the public discussion of solid waste management, waste reduction, and recycling issues. To ensure this opportunity exists, time will be provided on the agenda for public comment.
- Perform other advisory tasks as requested by the jurisdictions of Sonoma County.

**Article IV:   MEMBERSHIP**

A. Membership of the Local Task Force on Integrated Waste Management shall be comprised of representatives from each city and the County, organizations with technical expertise, and other interested parties as listed below:

City of Cloverdale  
City of Cotati  
City of Healdsburg  
City of Petaluma

City of Rohnert Park  
City of Santa Rosa  
City of Sebastopol  
City of Sonoma  
Town of Windsor  
Local Enforcement Agent  
Sonoma County Department of Transportation and Public Works  
Solid Waste Industry Representative (2)  
Climate Change Organization  
Non-Profit Recycling Organization  
Sonoma County Recycling Association  
League of Women Voters  
Sierra Club  
Agriculture Industry  
Chamber of Commerce  
Marketing Specialist  
Scientist  
Education Representative  
Clean Water Organization  
Community Representatives (five - one selected by each County Supervisor)

- B. Each member and an alternate shall be identified by their organization. If there is no organization or recommending agency, the Task Force will make recommendations of qualified and interested individuals to the Board of Supervisors. Failing this recommendation, the Board of Supervisors will appoint from interested parties for this position. The Board shall confirm the appointment of all members.
- C. The term of membership shall be a renewable six-year term.
- D. A member's absence for three consecutive meetings will constitute grounds for review of membership by the Membership Committee.

**Article V: VOTING**

The Local Task Force on Integrated Waste Management shall adopt and adhere to *Robert's Rules of Order* for voting and meeting procedures. A quorum is defined as seven (7) of the appointed membership and a majority of the members present shall be required to take action on any agenda item; however, meetings may be held to exchange information with less than a quorum.

**Article VI: OFFICERS**

- A. The Local Task Force for Integrated Waste Management shall have a Chair, Vice-Chair and Chair Pro Tem.
- B. The duties of the officers are as follows:
  - 1. The Chair shall:
    - a. Chair meetings.
    - b. Sign letters and correspondence and represent the Local Task Force.
    - c. Appoint members as necessary to perform the tasks agreed upon by the Local Task Force.
  - 2. The Vice-Chair shall:
    - a. Perform the duties of the Chair in the absence of the Chair.
    - b. Serve as Chair of the Membership Committee.
  - 3. The Chair Pro Tem shall:
    - a. Perform the duties of the Chair in the absence of the Chair and Vice-Chair.
    - b. Serve as the Chair of the Bylaws Committee.

**Article VII: MEETINGS**

At the first annual meeting of the LTF, LTF members shall approve a schedule for meetings for the current year. Meetings will generally be held every other month on the second Thursday of the month. Additional meetings may be scheduled throughout the current year as determined by the LTF.

**Article VIII: ELECTIONS**

Elections shall occur each year as the first order of business at the first meeting of the calendar year.

**Article IX: COMMITTEES**

- A. Committees of the Local Task Force on Integrated Waste Management are:
  - 1. Membership Committee. The Membership Committee shall be responsible for review of membership attendance annually to ensure the presence of a quorum. The Membership Committee shall assist in the identification and selection of qualified and interested individuals for membership openings on the LTF.
  - 2. The Bylaws Committee shall be responsible to review the LTF bylaws and make recommendations as necessary.

3. Other Committees shall be created as determined by the LTF.

**Article X: BYLAWS**

The Local Task Force on Integrated Waste Management may adopt, amend, or repeal its Bylaws at any meeting by two-thirds vote of the members present, provided there is a quorum. Any changes of the Bylaws shall be confirmed by the Board of Supervisors and the Sonoma County Waste Management Agency.