

**Town of Portsmouth, Rhode Island
Portsmouth Solid Waste/Recycling Committee
BY-LAWS AND RULES OF PROCEDURE**

ARTICLE I – TITLE

The title of the committee shall be The Portsmouth Solid Waste/Recycling Committee, herein after referred to as *the committee*. The Portsmouth Town Council formed the committee at a regular Council meeting on March 10, 2008. These by-laws and rules implement and amplify those specifications.

ARTICLE II - MEMBERSHIP

Section 1. General

The committee shall consist of no more than 11 regular members, all residents of the Town of Portsmouth, who shall have voting rights, appointed by the Town Council.

Section 2. Appointment

- a. Each regular member shall be appointed by the Town Council for a term of 2 years. Council appointments shall be in accordance with Town Council rules and procedures for citizen appointments to committees. As vacancies arise, The Town Clerk shall publicly advertise for new members. All members of the Committee shall serve without pay or compensation.

Section 3. Resignation and Removal

- a. Any member who does not feel that he or she can adequately continue duties as a Committee member shall request to resign. The request shall be in writing to the Town Council with copy to the Committee Chairperson.
- b. Any member who is determined to be not discharging their responsibilities as a productive member of the Committee (e.g. repeated absence from meetings, non-participation as a productive part of committees, etc.), as determined by a simple majority vote of the regular members, shall be considered delinquent. The Chairperson shall notify the delinquent member and ask if he/she intends to resign. And if not, to submit a justification for their lack of performance by the next regularly scheduled meeting. At the next regularly scheduled meeting, and by a vote of two-thirds of the remaining members of the Committee, the delinquent member may be asked to resign. The Chairperson shall notify the delinquent member in writing of the request to resign with a copy to the Town Clerk. Such notice shall include full text of this paragraph. The delinquent member shall have a two (2) week period to submit his/her resignation to the Town Council or to make justification to the Town Council to retain his/her membership on the committee. Upon receipt of the resignation or justification of continued appointment, or upon failure of the delinquent member to respond in the specified time, The Town Council will, at its next regularly scheduled meeting, determine whether to remove the member from the committee.

ARTICLE III - OBJECTIVES

The primary objective of the Committee is to advise the Town Council and Town Administrator on matters relating to the disposal of solid waste and recycling programs to increase recycling in Portsmouth to maximum levels.

ARTICLE IV-OFFICERS AND THEIR DUTIES

Section 1. Elections

The Committee, by simple majority, shall hold elections for a Chairperson, Vice-Chairperson, and Secretary. Election of officers shall take place in January of odd-numbered years.

Section 2. Chairperson

The Chairperson shall preside at all meetings of the Committee. The Chairperson shall have all of the powers granted in these by-laws and rules and as further dictated by the Town Council. The Chairperson accepts the leadership responsibility to maintain contact with Town Officials and to guide the Committees efforts in increasing recycling in Portsmouth. The Chairperson shall submit all official documents generated by the Committee. The Chairperson shall submit all budget submissions and requests for expenditures of budgeted funds. The Chairperson may delegate such powers and duties as deemed appropriate.

Section 3. Vice-Chairperson

The Vice-Chairperson shall assist the Chairperson as required and assume duties and powers of the Chairperson in his/her absence.

Section 4. Secretary

The Secretary shall keep written records of all meetings, procedures, actions, and correspondence of the Committee and shall send notices of meetings, information and materials to the members. The Secretary shall ensure that meeting notices and agendas are posted as required by the State of Rhode Island for open meetings.

ARTICLE V – MEETINGS

Section 1. Regular meetings

- a. Regular meetings will be held once monthly. A regular meeting shall be suspended if a quorum is not present.
- b. The place of each meeting will be specified in the meeting announcement.
- c. Notice of regular meetings will be as dictated by the State of Rhode Island for open meetings.

Section 2. Special meetings

- a. Special meetings may be called at any time by order of the Chairperson or by written request of three (3) regular members.
- b. Notice of any formal special meeting shall be given to all Committee members at least forty-eight (48) hours prior to the scheduled starting time of the meeting by a personal conversation with each Committee member, and/or voice mail, and/or e-mail.
- c. Notice of special meetings will be as dictated by the State of Rhode Island for open meetings.

Section 3. Parliamentary Procedure

In parliamentary matters, *Roberts Rules of Order* shall govern.

ARTICLE VI - QUORUM AND VOTING

Section 1. Quorum

A quorum shall consist of a simple majority of the membership at the given time.

Section 2. Voting

Except as specified otherwise herein, voting will be by a simple majority of regular members present.

ARTICLE VII – INDEMNIFICATION

Indemnification for Committee members will be consistent with that specified by the Town for other Town appointed officials.

ARTICLE VIII - OPEN MEETINGS

All regular and special meetings of the Committee are considered "Open" and shall conform to the State of Rhode Island rules for Open Meetings.

ARTICLE IX – AMENDMENTS

The Town Council may modify these by-laws at any time by a majority vote by the Council. The Committee may at any time recommend to the Town Council amendments to these by-laws by an affirmative vote of at least two-thirds of the regular members of the Committee.

**ADOPTED BY ACTION OF THE TOWN COUNCIL
On August 22, 2011**

Kathleen Viera Beaudoin, Town Clerk