

**SWMAC Education Sub-committee Meeting
November 13, 2008**

Sub-committee Members Present:

Russ Johnston
Susie Riches
Bonnie Sullivan

Sub-committee Members Absent:

Bob Anderson
Mary Kanz
Fred Stearns

Meeting called to order by Bonnie at 1:35 pm.

The draft of the curriculum for the SWMAC Handbook was considered.

- The letter of appointment from the Board of commissioners would not be in Handbook but would be in the new member packet.
- The front of Handbook would have a welcome statement from the Public Works Director/Staff.
- Mission statement would be instated for reference.
- How the Council votes, does meetings, discussions, etc. would be included.
- Ground rules/group rules would also be included along with voting.
- Eight general rules and code for ethics would need to be included.
- Public Meeting Laws information would also need to be included. These were provided and the Training sessions regarding the new Ethics Laws and the Public Meeting Laws.
- Parliamentary Rules would need to be reviewed and then discussed as to how we want to handle them.

All the sub-committee meetings need to be noticed, as to date, time, and location. If there are recommendations that are going to be given to the full Council then a quorum of the sub-committee members needs to be present.

As a sub-committee it was agreed to really get going on the Handbook would in February when possibly the Solid Waste Management Plan would be completed.

The By-Laws would need to be reviewed to see that they still fit. It is good that the two members of the By-Laws committee are also on this committee.

SWMAC is different from many of the other County Boards/Commissions/Councils and members and especially new members need training to understand the process. Due to circumstances that have happened through the years is why we need our own special handbook.

The Council cannot be used to forward your own special agenda. The new Ethic rules are very special and need to be followed.

Next meeting to be the latter part of January and probably at Public Works.

The meeting was adjourned at 2:00 pm.

Minutes taken by Russ Johnston
Minutes prepared by Bonnie Sullivan