

**MARION COUNTY
SOLID WASTE MANAGEMENT ADVISORY COUNCIL
MEMBER HANDBOOK SUBCOMMITTEE MEETING
FEBRUARY 21, 2009, 3:00 PM**

Bonnie Sullivan called the meeting to order.

Members present were Bonnie Sullivan, Mary Kanz, Susie Riches, Fred Stearns, Russ Johnston and Bob Anderson.

Staff Present: Carol Ault, recorder of the minutes.

The subcommittee decided it would be easier to review the draft of SWMAC Handbook section by section. Bonnie said she would like the handbook to be for all council members, not just new members.

Russ read his edits for the welcome letter that Jeff put together, which explains the purpose of SWMAC. Bonnie read the revised copy that Jeff had given to her and the subcommittee was okay with it. A paragraph of Russ' revisions will go under the General Information section.

General Information

Insert: The Solid Waste Management Advisory Council (SWMAC) serves in an advisory capacity for the Marion County Commissioners and are supported by the Environmental Services of Marion County Public Works Department. The role of the staff is to advise the council and carry recommendations made to the county commissioners for approval.

Being an effective council member

The Membership Subcommittee interviews applicants. They make recommendations to the council. The council votes on recommendations, then the staff takes the recommendation to the Board of Commissioners (BOC). Russ suggested that this should go at the beginning so the new members would know that SWMAC is an advisory board to the BOC.

The information on mentoring will be included in this section.

Mary pointed out that "not one word" should be on a line alone. "No widows"

MEETINGS:

Change meetings "normally are" to "meetings are....."

Absenteeism is covered in the bylaws.

Consensus is defined in the bylaws. Further discussion took place.

Roberts Rules – refer to subtitle - "Legal Obligations"

RULES

Each member should respect the rules that are set forth. These rules can prevent misunderstandings and disagreement. Some important rules include the following:

Attendance: Members must contact staff or chair if unable to attend. This is very important because a quorum is necessary in order to conduct business. This also applies to subcommittee meetings.

Conversational courtesy – Mary will prepare a paragraph for this section and email it to the subcommittee members.

Training/Mentoring

Mary read her suggestion of wording: Marion County makes every effort to provide sustentative background in educational information for members to become informed as quickly as possible. In doing so, Marion County has developed this member handbook and assigns a mentor to each new member. Members are encouraged to seek background or educational information and materials from existing members and/or staff. Discussion followed.

Before interview, give an introduction of what is available.

Bob Anderson's suggestion for the nominating committee: As a nominating committee, our goal is to recommend, or not, individuals for placement on the Marion County Solid Waste Management Advisory Council. We are looking for people that are committed to environmental responsibility that is temperate with environmental practicality. We are looking for applicants that truly sense the importance of how social, environmental, and economical reality relate to one another. With social environmental and economic balancing, we look for applicants that can, in an unbiased fashion, help design strategy that our county's Board of Commissioners consider when dealing with municipal solid waste issues. We look for people to see problem not as a problem, but as an opportunity to find solutions that fit all stake holders and we're looking at visionaries that respect everyone's right to an opinion.

BYLAWS

Mary Kanz and Russ Johnston are the only council members on the Bylaws Subcommittee.

Mission – Russ only had one correction - to provide (not provides)

Change the mission statement on the nameplates to match the mission statement in the bylaws.

No. 7-strike s or add 's (Member's Duties & Expectations)

Eighth Revision – Feb. 2009

Number pages

Handbook will be 8 ½ x 11 in size.

ETHICS RULES

Bonnie shared the page of information she received from the Ethics Training. The subcommittee was okay with adding this to the handbook.

OREGON PUBLIC MEETING LAWS

The subcommittee was okay with adding this to the handbook.

PARLIAMENTARY PROCEDURES- Suggestion was made to include the whole informational handout of the Parliamentary Procedures, but change the last column on the back page to say 'consensus' instead of 2/3 vote. Bonnie will contact the presenters of the Ethics Workshop to see if there have been any updates since that training and ask permission for editing where needed.

NEXT MEETING – Thursday, March 19th at 3:00 pm in the Pudding Room, on 2nd Floor, Public Works – 5155 Silverton Road NE, Salem OR.

The meeting was adjourned at 4:15pm