

**MARION COUNTY  
MATERIALS MANAGEMENT ADVISORY COUNCIL  
(FORMERLY SOLID WASTE MANAGEMENT ADVISORY COUNCIL)  
BYLAWS**

**1. NAME**

This Marion County body, formerly known as the Solid Waste Management Advisory Council (“SWMAC”), is now known as the Materials Management Advisory Council (“MMAC”) pursuant to Order 25-102.

**2. MISSION**

To provide input to the Marion County Board of Commissioners (“Commissioners”) regarding an integrated materials management system that is financially feasible, promotes sustainability, enhances environmental protection and public health in Marion County, and supports education on responsible material use. MMAC also provides recommendations, reports, position papers, and other information as requested by the Commissioners.

**3. PURPOSE OF ADVISORY COUNCIL**

**3.1.** The Commissioners formed the Solid Waste Management Advisory Council (SWMAC) by Board Order on February 1, 1989. In 2025, the Council’s name was updated to the Materials Management Advisory Council (MMAC) pursuant to Order 25-102 to better reflect the broader goals of sustainable materials management beyond traditional waste disposal.

**3.2.** MMAC members represent the public interest and are expected to preserve the public trust by acting in an ethical and responsible manner.

**4. GOALS**

**4.1.** To provide a forum for input to the Commissioners and a clearinghouse for information regarding materials management.

**4.2.** To further develop the materials management system in accordance with the Marion County Materials Management Plan.

## **5. MEMBERSHIP**

The MMAC shall have no more than nineteen members.

### **5.1. VOTING MEMBERS (16):**

- Marion County Commissioner **(1)**
- Incorporated Cities with Populations Greater Than 4,000 **(9)**
  - City of Keizer **(2)**
    - Elected Official
    - Staff Member
  - City of Salem **(2)**
    - Elected Official
    - Staff Member
  - City of Woodburn **(2)**
    - Elected Official
    - Staff Member
  - City of Aumsville **(1)**
    - Elected Official
  - City of Silverton **(1)**
    - Elected Official
  - City of Stayton **(1)**
    - Elected Official
- Incorporated Cities with Populations Less Than 4,000 **(2)**
- Marion County Citizens **(2)**
  - Rural (1)
  - Urban (1)
- Marion County Businesses **(2)**
  - Food Service/Grocery Industry
  - Home Builders Association

### **5.2. NON-VOTING MEMBERS (3):**

- Materials Management Industry **(1)**
- Recycling Industry **(1)**
- Community Organization **(1)**

### **5.3. VACANCY:** MMAC shall not be prohibited from taking any action solely because of a vacancy in any member position for any reason.

## **6. APPOINTMENT**

- 6.1.** Members of the MMAC shall be appointed by the Commissioners to serve a four-year term from date of appointment. All members shall serve at the pleasure of the Commissioners.
- 6.2.** Terms shall commence on the date of appointment by the Commissioners.
- 6.3.** Members wishing to be reappointed shall submit a written request within 120 days prior to their term's expiration to the Director of Public Works ("Director") or the Director's designee. Failure to submit a written request for reappointment under this subsection shall not prevent the Commissioners from reappointing the member.
- 6.4.** Members may be reappointed by the Commissioners.
- 6.5.** The Director or the Director's designee shall be an ex-officio member of MMAC and vested with responsibility for assisting the chairperson in coordinating MMAC activities.

## **7. MEMBER'S DUTIES & EXPECTATIONS**

The Director or the Director's designee shall provide new MMAC members with an orientation within 60 days of the appointment. The orientation shall include, but not be limited to:

- Bylaws
- Recycling Guide
- Marion Resoucers Program, if available, is encouraged
- Materials Management Facilities
  - North Marion Recycling & Transfer Station (NMRTS)
  - Salem Keizer Recycling & Transfer Station (SKRTS)
  - Re:Source
- Materials Management Plan(s)
- Environmental Services Budget
- Volunteer Handbook/Package
- Oregon Public Meetings Law and Public Records Law
- Media Interaction Policy

Members are expected to attend meetings regularly, participate in discussions on topics brought before the MMAC, work collaboratively with other MMAC members and the public, inform themselves and the MMAC on related topics through reading of handout materials and other sources of information, and participate in the decision-making process. Members who represent an organization are also responsible for communicating relevant information from MMAC meetings back to their organization and, where appropriate, bringing perspectives or feedback from their organization to MMAC. Additionally, MMAC members are expected to abide by Oregon Public Meetings, Public Records, and Conflict of Interest Laws.

## **8. TERMINATION**

MMAC shall recommend to the Commissioners removal of any member who it believes warrants termination from the MMAC pursuant to subsection 8.4.

### **8.1. Attendance:**

More than three unexcused absences by any member from scheduled meetings during a consecutive twelve-month period may cause the MMAC to recommend to the Commissioners that this member be removed. Following the second unexcused absence during a consecutive twelve-month period from an MMAC meeting, the member shall be reminded by the chairperson of the absence removal policy.

### **8.2. Member Absences:**

- If a member will not be able to attend a scheduled MMAC meeting, the member is to contact the Marion County Department of Public Works prior to the meeting and inform the Director or the Director's designee or the chair and/or vice-chair of the absence.
- The MMAC vice-chairperson will notify the meeting recorder of the absences at the end of the meeting for inclusion in the minutes.
- The absence will be reviewed by the MMAC vice-chairperson and will take action in accordance with section 8, if needed.
- The record of absences will be kept on a twelve-month basis that will coincide with each member's date of appointment.

### **8.3. Resignations:**

Resignations by members shall be submitted in writing to the MMAC chairperson and staff, which shall be announced at the next meeting. A copy of the resignation shall be

forwarded to the Director or the Director's designee and the Commissioners for the appropriate action.

**8.4. Reasons for Dismissal:**

The MMAC may recommend removal of a member for misrepresentation of the MMAC, excessive absences from meetings, violation of MMAC Bylaws, or other inappropriate conduct. Any recommendation for removal shall be submitted to the MMAC for a recommendation to the Commissioners pursuant to subsection 9.4.

**8.5. Removal:**

The members of the MMAC serve at the pleasure of the Commissioners and may be removed at any time by the Commissioners.

**9. MEETINGS**

**9.1.** All meetings of the MMAC shall be in accordance with the requirements of the Oregon Public Meetings Law (ORS 192.610 to 192.710).

**9.2. Regular & Special Meetings:**

Tentative agenda, time, and location for the next MMAC meeting[s] shall be set at the end of each meeting, as mutually agreed by the chairperson and the members. The Marion County Department of Public Works may submit items for the agenda.

- Notice of the meeting time, place, and agenda shall be provided to all MMAC members, interested persons who have requested notice and the local news media at least three (3) days in advance of a scheduled meeting.
- Additional meetings may be scheduled as needed by the MMAC, the chairperson, or the Director or the Director's designee, with appropriate notice.
- Meetings for subcommittees shall be scheduled by staff, after consultation with the subcommittee members, with appropriate public notice.

**9.3. Minutes:**

- Minutes shall be a summary of the actual discussions and proceedings that transpired at the MMAC meeting or subcommittee meeting.
- Minutes shall be distributed to all members and interested persons prior to the next scheduled meeting. They will also be placed on the county website, after approval.
- MMAC members may submit clarification of their own comments, positions, votes, or other member activity before or at the next regularly scheduled meeting for inclusion in the minutes of the meeting being clarified.

**9.4. Decision Making Method:**

- A motion must be pending before a decision may be made. Every effort will be made to reach consensus when the MMAC is deliberating toward a decision. If consensus cannot be reached, the chairperson or any member may call for a voice vote. In all cases, the minimum number of affirmative votes for any motion to pass must be a majority of the appointed positions.
- A quorum shall be present in order to conduct business of the MMAC.

**9.5. Quorum:**

- A quorum shall be a majority of the voting positions. A vacancy in a voting position for any reason shall not be considered in determining a quorum.

**9.6. A member must declare any conflicts of interest at a public meeting (ORS chapter 244). A conflict exists if a recommendation by the MMAC may potentially or actually affect the finances of the MMAC member or a direct family member, defined as a spouse, child or stepchild, parents, or siblings. If an **actual conflict** exists, the member must declare this fact before voting on an issue that is discussed, and the member must refrain from discussing or voting on the matter. For a **potential conflict** of interest, the member must declare this fact before voting on an issue that is discussed, however the member may still discuss and vote on the issue.**

For represented positions on the MMAC, there is no conflict of interest if the decision or action would affect the business or industry for which the individual is seated on the MMAC to represent.

## **10. OFFICERS**

**10.1. Appointment of Officers:**

- MMAC shall nominate and recommend to the Commissioners, voting members for the positions of chairperson and vice-chairperson. The Commissioners shall appoint the chairperson and vice-chairperson of the MMAC, who shall serve at the pleasure of the Commissioners.
- The chairperson shall serve a one-year term. Should the chair be unable to complete their term, the vice-chairperson may serve the remainder of the term as chair.
- In the event that neither the chairperson nor vice-chairperson is present, the MMAC shall designate a voting member to act as the chair for that meeting.

**10.2. Duties of Officers:**

- The chairperson shall:
  - Preside at all meetings of the MMAC.
  - Be the official representative of the MMAC.
  - Assign a mentor for each newly appointed MMAC member.
  - Coordinate members for various subcommittees.
- The vice-chairperson shall:
  - Have the authority to preside as chairperson in the absence of the chairperson.
  - Be the Parliamentarian for each meeting.
  - Review member absences.

**10.3. Orientation for the Chairperson and Vice-Chairperson:**

- The Marion County Department of Public Works shall provide an orientation for the chairperson and vice-chairperson within sixty (60) days from the assumption of duties by a new chairperson or vice-chairperson.
- The orientation content shall provide the chairperson and vice-chairperson with information concerning the conduct of meetings and the responsibilities and duties of the chairperson and vice-chairperson. The information to be provided to the chairperson and vice-chairperson by staff includes, but is not limited to:
  - Bylaws
  - Public Meetings Law
  - Roberts Rules of Order
  - Code of Ethics

**10.4. Removal of Officers:**

The Board of Commissioners may remove a chairperson or vice-chairperson on its own motion or upon the recommendation of the MMAC when it determines that it is in the interest of the MMAC or the county to do so. If the chair is removed, the vice-chair may serve the remainder of the term as chair. If the vice-chair is removed, the MMAC will recommend a member, as defined by 10.1, for appointment to the position.

## **11. SPECIAL COMMITTEES**

- 11.1.** The MMAC may authorize the chairperson to appoint special subcommittees, as necessary, to deal with specific problems or issues the MMAC believes appropriate.
- 11.2.** All appointed subcommittees are required to report their information and/or recommendation to the MMAC.

## **12. CHANGE IN BYLAWS**

- 12.1.** Changes to the Bylaws may be proposed by the MMAC. Any recommendations agreed upon by the MMAC shall be forwarded to the Commissioners for their approval.
- 12.2.** The Commissioners may initiate changes to the Bylaws. These changes will be submitted to the MMAC for review and consultation prior to the Commissioners' adoption.
- 12.3.** Upon the Commissioners approving the Bylaw amendments, the Marion County Department of Public Works will update the Bylaws and distribute them to all members of the MMAC.

## **13. GUIDELINES FOR COMMUNITY RELATIONS**

- 13.1.** Any member of the public is welcome to attend, participate, and provide input at MMAC meetings, at the approved agenda time.
- 13.2.** Public comments may be limited to 3 minutes or accepted in writing.
- 13.3.** Anyone who wishes to voice an opinion or present information or concerns to the MMAC may:
- Come to the meetings.
  - Contact the Marion County Environmental Services Division Manager.
- 13.4.** The chairperson shall make arrangements, as appropriate, to ensure public participation.



*First Revision July 1989*

*Second Revision Sept 1990*

*Third Revision May 1993*

*Fourth Revision July 1996*

*Fifth Revision July 1999*

*Sixth Revision May 2003*

*Seventh Revision June 2004*

*Eighth Revision Aug 2005*

*Ninth Revision Aug 2015*

*Tenth Revision Nov 2016*

*Eleventh Revision Feb 2019*

*Twelfth Review Jan 2023*

*Thirteenth Revision August 2025*