

Solid Waste Caucus Charter

Pending approval as of September 7, 2016

Working Title

Solid Waste Caucus

Authorization

3.17.1 Standing or Temporary Committees, Task Forces and Caucuses

The Board, by resolution duly adopted by a majority of the directors present at a meeting at which a quorum is present, may designate and appoint one or more standing or temporary committees, task forces, or caucuses. The authorizing resolution of the Board shall stipulate the purpose, term, duties and scope of authorities of the committee, task force, or caucus.

The authorizing resolution of the Board should stipulate the purpose, duties and scope of authorities for each committee, task force and caucus. Each committee, task force, or caucus may have a liaison to the Legislative Steering Committee or the Board of Directors as determined by the authorizing resolution.

Purpose

The purpose of the Solid Waste Caucus (SWC) is to:

- Create a forum for appointed county officials who oversee solid waste operations to interact, discuss, engage and recommend to WSAC positions.
- Provide collective voice for local solid waste officials in Washington State. It is comprised of directors and managers of county solid waste departments and districts within or established by county government in Washington State.
- Advocate for a strong, effective and efficient solid waste system throughout Washington State.
- Provide advice and guidance to WSAC members on solid waste issues
- Liaison with and maintain open communications with the Department of Ecology, Department of Agriculture, Department of Commerce, Department of Health and other state agencies on Solid Waste issues, as well as the stakeholders associated with these entities.
- Providing input to the NACo Environment, Energy and Land Use on solid waste issues relevant to Washington's counties.

Participants

Each county director/manager of solid waste operations or equivalent function, may designate a member to the Solid Waste Caucus.

Specific Objectives and Responsibilities of the Group

1. Consistent with adopted policies and positions, SWC members shall represent and advocate on behalf of WSAC and SWC on all solid waste issues including but not limited to solid waste funding and operations, recycling, hazardous waste disposal, environmental health issues, and other related legislative issues with the state executive branch agencies and the legislature;
2. Inform WSAC in a timely manner of national, state or local issues that could potentially impact solid waste and that could be of concern to WSAC members.
3. SWC shall provide regular consultation to WSAC staff and members on solid waste issues. Keep WSAC Executive Director or designee informed of relevant plans and schedules.
4. Respond to WSAC's request for information on solid waste issues in a timely and efficient manner.
5. Liaison on behalf of SWC and WSAC with relevant Executive Branch Agencies, Legislators, and legislative staff.
6. Maintain positive and productive working relationships with relevant Executive Branch Agencies, i.e., Department of Ecology, Department of Commerce, Department of Health, Legislators, Legislative staff, and other stakeholders, etc.
7. Develop and oversee Solid Waste Caucus' annual budget, strategic and operational planning.
8. Prepare and submit annual affiliate report prior to the WSAC Annual Membership Meeting.
9. Provide technical advocacy and lobbying activities and shall assure the input, professional judgment, and practitioner advice is sought and considered from the SWC members.
10. Participate with WSAC in pursuing legislative actions under the direction of WSAC. If there is an identified conflict between SWC and WSAC on a legislative issue, SWC will take no position until the conflict is resolved.
11. Assure the SWC Chair/Co-Chair or representative is available to WSAC and its Legislative Steering Committee especially during legislative session to provide expert consultation on solid waste issues.
12. Assure reports and/or other documents or communications regarding solid waste matters are submitted as reasonably requested by WSAC.

13. Prepare and submit annual affiliate report prior to the WSAC Annual Membership Meeting.

Governance and Decision Making

- All Parties have equal representation and equal participation.
- The Chair or Co-Chairs shall be elected by the members of the SWC every other year. Chairs can serve for any number of ongoing two year terms. Sub-committees may be appointed by the Chair/Co-Chairs to serve annual terms for the purposes of meeting and topic logistics, policy or legislative topics and, or state agency or regulatory topics.
- Consensus outcomes are desired; consensus is defined as an outcome everyone on the group can live with and support. Absent consensus, decisions shall be made via a 2/3 majority of those members present to take a vote.
- Absent consensus or a majority the group shall be empowered to forward and discuss the full range of options and perspectives discussed by the Caucus.
- Summary discussion points, recommendations and action items from the meetings will be documented.

Organizational Support

WSAC, utilizing financial support from Solid Waste dues/and or assessments, shall provide staff and organizational support for this group. WSAC will provide additional support and staff as time and resources are available. Meeting agendas will be developed in coordination with the assigned WSAC staff, solid waste caucus members, state agency and industry contacts, and the Solid Waste Caucus Chair/Co-Chair.

Expectations of Participants

- Collaborative problem solving depends on mutual respect and careful listening among participants and active participation by all. Meetings will be conducted in a respectful atmosphere, where all parties foster trust and understanding.
- Participants shall make every effort to attend meetings. If an alternate is needed, the alternate will be briefed prior to meetings so as to be able to fully participate.
- Participants will represent their own personal views and expertise, and the perspectives of their county and/or department; this means participants are responsible for coordinating with their organizations and constituencies to bring perspectives forward.

- Participants will strive for honest and direct communication and a focus on interests and needs, rather than positions. Participants will allow for open discussion, and the right to disagree, and will look for opportunities to find common interest, agreements and solutions.
- Participants will focus on clarifying their own view and interests; they will refrain from characterizing the views of other participants, especially in conversations to outside stakeholders and the press.
- Outside resources, experts in specific subject matters, and others may participate with the agreed upon permission of the participants.

Meeting Frequency

It is the expectation that this group shall meet in conjunction with WSAC statewide conferences and additionally as needed, generally up to four times a year. Regional meetings are currently held across the state and additional meetings may be requested by committee members through the assigned WSAC Staff and shall be approved by the Caucus Chair.