

EXHIBIT A
RULES AND PROCEDURES
SOLID WASTE ADVISORY TASK-FORCE
COUNTY OF SAN BERNARDINO
REVISION TO ARTICLE III, SECTION 2C

SOLID WASTE ADVISORY TASK-FORCE
MAY 16, 1991
AGENDA ATTACHMENT B

The following addition of the Rules and Procedures was approved unanimously by the Solid Waste Advisory Task-Force on May 16, 1991.

Subject: Restructuring of the Task-Force Committees

Background: At the March and April Task-Force meeting a recommendation was presented for restructuring the working committees. In response to concerns expressed by the committee Chairs, a compromise plan has been developed.

Recommendation: Since there are some problems with limiting committees to nine members for purposes of a quorum while meeting the need for geographic representation, the following is suggested as an alternative recommendation:

1. Each committee review their past three month's attendance. Members attending two of the three meetings would constitute membership in that committee. An exception to that rule would be for newly appointed officials. Each Committee Chairperson will present their revised Committee Roster at the next Task-Force for approval.
2. Absence for two consecutive meetings would be grounds for removal from the committee. This would be at the discretion of the Committee Chairman and would allow for unusual circumstances. In the event of a vacancy, geographic representation will take precedence in the selection process. It will be the responsibility of the Committee Chairman to try to fill the vacancy geographically, if possible. When a member is removed, the Task-Force and Task-Force secretary should be notified.
3. All new committee members must be approved by the Task-Force. Until approved, they will not be allowed to vote in the committees. Committees will then be able to track their membership for purposes of quorum. A geographic balance shall be the goal in adding new members to any committee.

EXHIBIT A
RULES AND PROCEDURES
SOLID WASTE ADVISORY TASK-FORCE
MAY 16, 1991 –AGENDA ATTACHMENT B
PAGE 2

4. Keep the quorum at fifty percent of filled committee seated. If any committee seat remains unfilled, the committee membership and resulting quorum is reduced.
5. Delegates/elected officials should make a concerted effort to actively participate on committees. Many elected officials have responsibilities beyond the Task-Force, so it is easier to send a staff person. If we are going to use staff members, their names should be put forward to the Task-Force as alternates to the committees they will be serving on. If a staff member is to attend a meeting in place of the delegate or alternate, then the delegate should provide a letter to the committee expressing his wish the staff member take his place for the meeting only. The letter would become part of the minutes for that meeting.
6. There seems to be public-at-large which want to attend our meetings or receive information about the meetings. Each committee could form a mailing list of those who wish to attend. If they wish to speak to an item on the committee agenda, they could do so as part of public comment, but not be placed on the roster as a voting member of that committee.

EXHIBIT B

RULES AND PROCEDURES SOLID WASTE ADVISORY TASK-FORCE COUNTY OF SAN BERNARDINO REVISION TO ARTICLE III, SECTION 1

SOLID WASTE ADVISORY TASK-FORCE SEPTEMBER 17, 1992 AGENDA ATTACHMENT C

The following revision to the Rules and Procedures was approved by a majority of the membership at the Solid Waste Advisory Task-Force on September 17, 1992.

Subject: Committee Structure

Background: At the September 17, 1992 Task-Force meeting, a proposal was submitted by Vice-Chairperson Gary Pitts on behalf of the Steering Committee to restructure the Task-Force committees. The proposal called for:

1. Combining the Regulatory Compliance, Source Reduction & Recycling, Facility Siting, and Composting Committees into one Technical Committee; and
2. Maintaining the Education and Public Information committee as a second committee to the Task-Force

Recommendations: On a motion approved by a majority of the membership, the structure of the Technical Committee was to be determined at the first meeting. A representative of the Education and Public Information Committee was asked to attend the Technical Committee meeting.

EXHIBIT C

RULES AND PROCEDURES
SOLID WASTE ADVISORY TASK-FORCE
COUNTY OF SAN BERNARDINO
REVISION TO ARTICLE VI, SECTION 1

SOLID WASTE ADVISORY TASK-FORCE
SEPTEMBER 17, 1992
AGENDA ATTACHMENT C

The following revision to the Rules and Procedures was unanimously approved by the membership at the Solid Waste Advisory Task-Force on September 17, 1992.

Subject: Meeting Frequency

Background: At the September 17, 1992 Task-Force meeting, a proposal was submitted by Vice-Chairperson Gary Pitts on behalf of the Steering Committee to change the meeting frequency to a quarterly schedule beginning the third Thursday in January, 1993.

Recommendation: On a motion approved unanimously by the membership, the Task-Force agreed to establish a quarterly meeting schedule beginning in January 1993.

EXHIBIT D

RULES AND PROCEDURES SOLID WASTE ADVISORY TASK-FORCE COUNTY OF SAN BERNARDINO REVISION TO ARTICLE VI, SECTION 2.A

SOLID WASTE ADVISORY TASK-FORCE JANUARY 20, 1994 AGENDA ITEM IV.A

The following revision to the Rules and Procedures was approved by a majority of the membership at the Solid Waste Advisory Task-Force January 20, 1994

Subject: Quorum

Background: At the January 20, 1994, Task-Force meeting, the issue of needing a majority of twenty (20) of Task-Force membership present in order to take action was discussed. In spite of repeated attempts on the part of the Chairperson to encourage participation, some members have consistently been absent. A reduction in the quorum was recommended.

Recommendation: On a motion approved unanimously by the membership, the quorum was changed from a majority of twenty (20) of Task-Force members to fifteen (15) Task-Force members.

EXHIBIT E
RULES AND PROCEDURES
SOLID WASTE ADVISORY TASK-FORCE
COUNTY OF SAN BERNARDINO
REVISION TO ARTICLE VI, SECTION 5.A.C.D.

SOLID WASTE ADVISORY TASK-FORCE
JANUARY 20, 1994
AGENDA – GENERAL FORUM

The following revision to the Rules and Procedures was approved by a majority of the membership at the Solid Waste Advisory Task-Force January 20, 1994.

Subject: Agenda Deadline and Mailing

Recommendation: On a motion approved unanimously by the membership, the following revisions to agenda and mailing deadline will be made:

1. Change deadline for agenda items from two weeks prior to meeting date to three weeks prior to meeting date change mailing of minutes and agendas from one week prior to meeting date to two weeks prior to meeting date.

**EXHIBIT F
RULES AND PROCEDURES
SOLID WASTE ADVISORY TASK-FORCE
COUNTY OF SAN BERNARDINO
REVISION TO ARTICLE II, SECTION 2.A**

**SOLID WASTE ADVISORY TASK-FORCE
JANUARY 20, 1994
AGENDA ITEM 4.A – QUORUM ISSUE**

The following revision to the Rules and Procedures was approved by the Board of Supervisors Resolution No. 94-200 dated September 27, 1994.

Subject: A Resolution Approving Alternate Members for Public Members of the Solid Waste Advisory Task-Force.

Background: At the January 20, 1994, Task-Force meeting, the issue to alternates for the Public members-at-Large was discussed. By advise of Robert Jocks, Deputy County Counsel, resolutions approved alternate to the public members were adopted by majority of the cities with a majority of the incorporated population. The Board of Supervisors adopted Resolution No. 94-200 on September 27, 1994, allowing public member alternates.

Recommended: On a motion approved unanimously by the membership, resolutions were adopted by the cities and County Board of Supervisors allowing alternates to the ten (10) Public members-at-large.

**EXHIBIT G
RULES AND PROCEDURES
SOLID WASTE ADVISORY TASK-FORCE
COUNTY OF SAN BERNARDINO
REVISION TO ARTICLE VI, SECTION 1**

**SOLID WASTE ADVISORY TASK-FORCE
SEPTEMBER 17, 1992
AGENDA ATTACHMENT C**

The following revision to the Rules and Procedures was unanimously approved by the membership at the Solid Waste Advisory Task-Force December 6, 1995.

Subject: Meeting Frequency

Background: At the December 6, 1995 Task-Force Meeting, a proposal was submitted by Gerry Newcombe, Deputy Directory of the San Bernardino County Solid Waste Management Department, on behalf of the Technical Committee to change the meeting frequency to a twice-per-year schedule beginning immediately.

Recommendation: On a motion approved unanimously by the membership, the Task-Force agreed to establish a twice-per-year meeting schedule beginning immediately.

EXHIBIT H
RULES AND PROCEDURES
SOLID WASTE ADVISORY TASK-FORCE
COUNTY OF SAN BERNARDINO
REVISION TO ARTICLE III, SECTION 1

SOLID WASTE ADVISORY TASK-FORCE
April 17, 1997
AGENDA ITEM VI

The following revision to the Rules and Procedures was approved by a majority of the membership at the Solid Waste Advisory Task-Force April 17, 1997.

Subject: Education & Public Information Committee (EPIC)

Background: At the April 17, 1997, Task-Force meeting, the issue of the future goals of the SWAT and its Committees were discussed. Upon review, the EPIC found it had met its goals. The committee also found the county's partnership with Norcal has changed the direction of the education and community awareness programs while keeping the same programs developed by the Education Committee. And, the recycling coordinators now meet on a monthly basis.

Recommendation: On recommendation of the EPIC Chairperson, the SWAT approved disbanding the Education & Public Information Committee.

EXHIBIT I
RULES AND PROCEDURES
SOLID WASTE ADVISORY TASK-FORCE
COUNTY OF SAN BERNARDINO
REVISION TO ARTICLE VI, SECTION 2.A

SOLID WASTE ADVISORY TASK-FORCE
April 19, 2001
AGENDA ITEM IV

The following revision to the Rules and Procedures was approved by a majority of the membership at the Solid Waste Advisory Task-Force April 19, 2001.

Subject: Quorum

Background: At the April 19, 2001, Task-Force meeting, the issue of needing a majority of fifteen (15) of Task-Force membership present in order to take action was discussed. In spite of repeated attempts on the part of the Chairperson to encourage participation, some members have consistently been absent. A reduction in the quorum was recommended.

Recommendation: On a motion approved unanimously by the membership, the quorum was changed from a majority of fifteen (15) Task-Force members to nine (9) Task-Force members.