

## **SWC Operating Guidelines-7/17/2017**

SWC was reinstated by the Town body on 12/18/15 during a Special Town Meeting. SWC is made up of 5 members and 2-3 alternate members which are appointed by the Board Of Selectmen.

Meetings-SWC meets every third Monday of the month from 5:30-7:30 in the Sanbornton Town Offices conference room.

Quorums -are required to hold a meeting. SWC quorum consists of at least 3 voting members. Voting members may elect "alternates" to fulfill quorum.

Minutes-Are recorded each meeting, pursuant to RSA 91-A:3

### SWC Duties:

Chair- Responsibilities of Chairperson include but are not limited to;

1) Meetings- Preside over all meetings in accordance to Town government policy. Ensure Informal Parliamentary procedures, Code of ethics and Right to know laws are followed during SWC meetings. Place limits on time length and content of input by meeting participants. Maintain order and control of the agenda.

2) Agenda- Create, post and share agenda for SWC meetings.

3) Schedule and post all SWC meetings. Notify all SWC members and the Town Website administrator in the event an SWC meeting needs to be cancelled.

4) Coordinate scheduling of SWC meetings with BOS.

5) Attend BOS meetings on as needed basis. Report back information obtained to SWC.

6) In the event Clerk absent, Chair assumes responsibilities of minute taking and posting draft copy of meeting minutes.

7)Provide SWC members copies of Town policies as obtained from BOS.

8)Write SWC year end submission for publication into Town Meeting booklet as directed by BOS.

9)Notify Committee members in the event of Chair absence.

10)Maintain and share current contact list of members.

Vice-Chair-In the event of the Chair's absence,the Vice-Chair assume the responsibility of maintaining the Chair provided Agenda,as well as running the SWC meeting in accordance to RSA 91-A- Right to know Law and Sanbornton Town Code of Ethics.The Vice Chair will “debrief” the Chair concerning actions needed to be taken by Chair as result of the meeting.

Clerk-Responsibilities include;

1)Transcribe Minutes of SWC meetings.

2)Submit Draft *meeting minutes* to Sanbornton Town Clerk and Town Website administrator for posting within 5 business days pursuant to RSA 91-A:3.

3)Provide copy of Draft meeting minutes to SWC members for review.

4)Post finalized SWC meeting minutes to Town Website administrator.

5)Notify Chair In the event of absence prior to meeting.

Committee member- Appointed by BOS for specified renewable terms. Members responsibilities include but are not limited to;

1)Attend and participate in meetings.For planning purposes,If a member is unable to attend a meeting please notify the Chair.

2)Adhere to the Town of Sanbornton Volunteer policies,Sanbornton Code of Ethics and RSA 91-A;Right to Know Law.

3)Volunteer for tasks/Sub-Committees as needed.

4)Attend and Present task results to BOS as needed per SWC policy.

SWC POLICY FOR PRESENTING RECCOMENDATIONS TO BOS;

“In the event SWC has an occasion to formally address BOS for the purpose of making requests or recommendations. The chairperson will contact Town Administrator to have SWC placed on BOS agenda. Chairperson and applicable SWC members assigned to tasks will attend BOS meeting to present information to BOS. For the purpose of clear communication and to offer the ability for BOS&SWC to clarify questions or concerns that may occur”.

5)Prior to Term expiration,please contact the Sanbornton Town administrator to notify them of your intent to renew term with SWC.

6)Notify chair of contact information changes.

SWC Mission Statement-In order to best serve the Town of Sanbornton,SWC adopts Warrant Article 2 from the 12/18/15 Sanbornton Special Town Meeting as its mission statement.

***Article 2: To See if the Town will vote to re-establish The Solid Waste Committee,***

The purpose of which is to address policy issues involving the Town's involvement with Solid Waste Matters;Recommend to the Town Selectmen the adoption and/or revision of policies related to Solid Waste; to advise the Selectmen on issues relating to the transfer and recycling functions including but not limited to advising regarding budget preparation,equipment purchases,acceptance of demolition materials,recycling policies and the tipping fees.Said Solid Waste Committee is to be comprised of five members to be appointed by the Board of Selectmen.”