



**Benton
County**

**COMMUNITY DEVELOPMENT
DEPARTMENT**

Community Development Department

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MEMORANDUM

January 11, 2022

TO: Solid Waste Advisory Council

FROM: Daniel Redick, Solid Waste and Water Quality Program Coordinator

SUBJECT: SWAC Meeting Processes

The Solid Waste Advisory Council (SWAC) is meeting in a work session to review SWAC meeting processes on January 12th, 2022. This discussion will be led by SWAC members, with support from staff. Here are a few considerations for this discussion:

Roles

Understanding one another's roles in SWAC meetings will help meetings run smoothly.

The **SWAC Chair** runs the meeting and communicates expectations of all attendees. SWAC bylaws read "The Chair shall preside at all meetings of the SWAC; shall call special meetings; shall sit ex-officio on all committees; shall assist in preparing the meeting agenda; shall prepare such correspondence as directed by the SWAC; shall present with staff recommendations to the Board and to the Community; and shall represent the SWAC and conduct such business as the SWAC directs... The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called... The Vice-Chair shall act as Chair in the Chair's absence." The SWAC meetings (as with all public body meetings) are intended to be run primarily by the body itself, led by the chair.

Staff are at each meeting to record the proceedings, answer questions from SWAC, and support the committee as needed including technical or procedural advice. Staff prepares the agenda, minutes, and shares meeting materials as needed. It is important that SWAC receive relevant information and materials in a timely manner, and staff will continue to share resources as time and availability allow. We would like to learn more about SWAC expectations of staff. In what ways can staff best support SWAC?

Ground-Rules for Interaction

Guiding discussion and communicating expectations of participants falls primarily to the Chair, with support from staff. We should expect mutual respect to be shown by the public and all meeting participants; we can all hold one another accountable to this standard and SWAC members and staff can set the tone by demonstrating respectful behavior. Staff and SWAC members should support

the Chair in identifying and correcting unconstructive behavior by a participant. It is important for SWAC members and staff to maintain proper procedures and decorum, even in challenging times.

SWAC members and staff should feel comfortable raising concerns, while being mindful of how to most effectively communicate those concerns, whether during a meeting or outside of meetings one-on-one with staff.

Public input

SWAC may choose to set aside time at your meetings for comments from other members of the public. You are not holding public hearings, so you are not bound by rules to hear from everyone who wants to speak. I suggest you devote up to 10 minutes of regular meeting agendas to hearing comments from the public, dividing that time by the number of people wishing to speak. I also suggest that this allotted time be written on the agenda.

Public comments are an opportunity to hear from the community. This agenda item should not serve as a time for discussion, which would not necessarily be constructive. I recommend that if a SWAC member feels a comment needs a response or further discussion, that member propose that the topic be added as an agenda item for review.

If SWAC finds it helpful, Staff can prepare a general script for the Chair to assist in navigating typical meeting functions smoothly. This may include introductions and ground rules, calling the meeting to order, opening and closing public comments, and taking motions.

Conclusion

If you have questions about staff recommendations for meeting processes, feel free to contact me via phone or email. Thank you.