

## Single Use Plastic Diningware Ordinance Committee Charge

**Purpose:** The purpose of this Committee shall be to develop the ordinance presented by the York High School Eco Club on 07/24/23 into a final draft for presentation to the Selectboard. The Selectboard will be responsible for moving any proposed ordinance forward to voters on the May 2024 Referendum.

**Charge:** Starting with the draft ordinance submitted by the York High School Eco Club, the committee shall conduct extensive public input and listening sessions, with food service industry providers and vendors who utilize and/or sell single use plastic diningware in their establishments, as well as with residents and restaurant diners in general.

The Committee shall research approaches toward the regulation of single use plastic diningware implemented in other jurisdictions, with particular attention toward the successes and failures of these approaches.

After ascertaining the opinion's of residents and businesses surrounding the proposed regulation of single use plastic diningware, the Committee shall modify the draft ordinance as necessary, attempting to minimize the impact and intrusiveness of any proposed regulation, while still maintaining the desired outcome of reducing the use of single use plastic diningware, and limiting the associated negative environmental consequences of single use plastic diningware.

The Committee will present a recommended final draft of an ordinance for enactment to the Selectboard by the end of January 2024, at which point the Selectboard will be responsible for forwarding a final ordinance for consideration by the voters.

The Committee will sunset on February 29<sup>th</sup>, 2024.

**Membership:** The Committee shall be composed of 7 individuals appointed by the Selectboard for a six month term. Members shall be composed as follows: 3 members representing the YHS Eco Club, 3 members representing the food service industry, preferably with experience in the field of take-out dining or representing vendors who distribute single use plastic diningware within the Town of York, and 1 resident who represents neither of the groups mentioned above, preferably being neutral on the topic of the regulation of single use plastic diningware. Board members shall represent Businesses.

**Organization:** The Committee shall elect a Chair, Vice Chair, and Secretary from within its membership. The Committee Chair shall set the agenda and preside over meetings. The Vice Chair shall serve as Chair during any absences of the Chair, and the Secretary shall keep all records of the Committees work required by Maine law.

The Selectboard may appoint a professional facilitator for all or part of the Committee's work to assist the Committee with the organization and conduct of meetings. If so appointed, the facilitator will assist the Chair with organizing the agenda, running effective meetings, and maintaining order and decorum at meetings, but will not have a vote in any matters of business before the Committee.

**Quorum:** A simple majority of the Committee shall constitute a quorum for the transaction of business. If a quorum is not present and those who are present adjourn the meeting with the intent to reconvene when a quorum is present, at least twenty-four (24) hour notice of the reconvening

shall be given to all members who were not present at the meeting which was adjourned. Public notice shall also be made.

**Vacancies:** If a seat on the Committee becomes vacant, the vacancy shall be filled by appointment of the Selectboard for the unexpired term, as soon as possible after the vacancy occurs.

**Compensation:** There shall be no compensation for services.

**Meetings and Minutes:** The Committee may begin conducting business as soon as seven initial members are appointed by the Selectboard. The Committee shall meet at a regular time and location, with a frequency to be determined by the Committee given the deadline of submitting an ordinance proposal to the Selectboard by the end of January, 2024. Meetings shall be posted publicly, and on the Town website, in advance of each meeting. Meetings shall be conducted in accordance with Robert's Rules of Order and in compliance with Title 1 M.R.S. §406. Minutes shall be taken, voted into the record, and provided to the Town Clerk for archiving. Meeting minutes, once approved, should be posted on the Town's website.

**Attendance at Meetings:** Committee members shall not be absent from more than 3 consecutive meetings without being excused in advance by the Chair. Failure to obtain such excuse shall create a presumption that the member has resigned his or her membership on the Committee and the Chair shall thereupon promptly notify the Town Manager of such presumption. The Selectboard shall promptly fill said vacancy after affording the unexcused member an opportunity to appear and be heard and show just cause for failure to obtain the required excuse.

**Modification of this Charge:** Any time after its adoption, modifications may be made to this committee charge by the Selectboard, if it is believed necessary to enhance the Committee's ability to achieve its mission.