

Recycling Committee – Committee Charter

Adopted by the Board of Selectmen – June 22, 2020

Standing Committee. The Recycling Committee is a standing committee established pursuant to the Town of York Home Rule Charter. It is answerable to the Board of Selectmen.

Membership. The Committee shall be comprised of 9 voting members. A quorum for purposes of voting shall require a minimum of 5 members present and voting. Appointments shall be for 3-year terms, with initial appointments staggered such that 3 expire each year.

Meetings. All meetings, including field trips, of the Committee shall be public meetings, which shall be conducted in conformance with the Maine Freedom of Access Law (Title 1, M.R.S.A. Ch 13) and Robert's Rules of Order. A notice of the meeting, which may be simply the meeting agenda, shall be posted publicly at least 48 hours in advance of each meeting, and shall be provided to the Town Manager's office.

Minutes. Written minutes shall be taken at each meeting in accordance with Robert's Rules of Order. Approved minutes shall be provided to the Town Clerk for archiving.

Mission. The mission of the Committee is to make recommendations to the Department of Public Works, and the Board of Selectmen as necessary, to help make recycling efficient, effective and economical as part of the Town's efforts to increase sustainability practices, and to pursue other goals as identified in the Comprehensive Plan or assigned to it by the Board of Selectmen.

Meetings with the Board of Selectmen. The Committee will meet with the Board of Selectmen at least once annually, or more frequently as needed.

Staff Liaison and Support. The Recycling Committee's primary staff liaison shall be the Director of Public Works or their designee because of this person's responsibilities in managing the solid waste and recycling programs and budgets. The Public Works Department will provide basic staff support to the Committee, though attendance at meetings is not expected. The Committee shall work through their staff liaison for any communication with the Town's waste and recycling contractor.

Modification of Committee Charter. Any time after its formation, the Committee may propose to the Board of Selectmen any modification of its Charter believed necessary to enhance the ability to achieve its mission. The Board of Selectmen may accept, modify, or reject proposed changes to the Committee Charter.