

SOLID WASTE AUTHORITY OF PALM BEACH COUNTY

SMALL BUSINESS ADVISORY COMMITTEE

RULES AND PROCEDURES

It is the purpose of the Small Business Advisory Committee (SBAC) to act in an advisory capacity to the Solid Waste Authority. In this capacity, the Committee shall assist the Equal Business Opportunity (EBO) Program Director, Executive Director, and SWA Governing Board in reviewing the administration of the various programs and policies that promote S/M/WBE participation in SWA prime contract and subcontract opportunities; assist in the coordination of activities and actions involving the EBO Office, and other committees and working groups designated by the Board or the Executive Director; and make recommendations concerning modifications of such programs, policies and procedures established pursuant to the Economic Inclusion Policy.

The following shall be the rules of governance of said committee:

- Rule 1:** **MEMBERSHIP.** The Committee shall be composed of eleven (11) representatives of trade groups and members of the general business community (including no less than six (6) S/M/WBE owners). Each Board member shall make one (1) appointment with the four additional being appointed at-large, residing in Palm Beach County, by approval of the Governing Board. The Authority shall appoint the members of this Committee in February of each year or as needed to fill vacant positions on the Committee.
- Rule 2:** **REMOVAL OF COMMITTEE MEMBERS.** Attendance of Committee members at scheduled meetings is mandatory. A Committee member shall be subject to review by the Committee for removal after two unexcused absences from regular meetings within a twelve month period. The Committee shall review the circumstances and render a determination on whether or not to remove the member by majority vote. If the member is removed, the Committee must notify the member in writing of his/her removal and the Committee must notify the Board of the vacancy.
- Rule 3:** **REGULAR MEETING.** The Committee shall meet on the first Tuesday in February, April, June, October and December, and the 2nd Tuesday in August in offices of the Authority at 9:00 a.m. except when such date is observed by the Authority as a legal holiday.
- Rule 4:** **SPECIAL MEETINGS.** Special Meetings may be called by the Executive Director or designee after consultation with the Committee Chair. Such meetings shall be held in the Offices of the Authority upon written or telephone notice at least forty-eight (48) hours prior to the meetings.
- Rule 5:** **SUSPENSION OF MEETINGS.** The Executive Director or designee, in conjunction with the Chair, shall suspend regular Committee meetings whenever a quorum cannot be present or in cases when there is not sufficient topic matter to warrant a meeting.

Rule 6: **AGENDA.** The Executive Director of the Authority or designee shall prepare an agenda for all regular and special meetings. Each member of the Committee shall be provided with a copy of the agenda as far in advance of the meeting as time will permit. This agenda shall become, once approved, a permanent part of the record of each meeting.

Rule 7: **OFFICERS.** The officers of the Committee shall be as follows: Chair and Vice Chair. These shall be elected, by nomination and majority vote of the Committee at the regular meeting in **APRIL** of each year and shall serve no more than two (2) consecutive terms. Should any officer be unable to remain a member of the Committee for his or her entire term, a replacement shall be elected by nomination and majority vote of the Committee at the first meeting of the Committee following notice to the EBO Director or designee of the officer's inability to continue.

Rule 8: **PRESIDING OFFICER.** The Chair shall preside at all meetings, if present, and in the absence of the Chair, the Vice Chair shall preside. If neither the Chair nor the Vice Chair is present, then the members present shall appoint by majority vote, a temporary Chair to preside at such meeting.

Rule 9: The following order shall be observed in the transaction of business, but such order may be varied by unanimous consent of all Committee members present.

1. Call to Order and Roll Call.
2. Approval and/or correction of minutes.
3. Discussion of Agenda matters.
4. Unscheduled matters.
5. Adjournment.

Rule 10: **MAJORITY GOVERN. TIE VOTE.** On all matters coming before the Committee, unless otherwise provided, a majority shall govern, including decisions by the presiding officer as set forth in Rule 12. If there is a tie vote upon any question, the question shall be lost.

Rule 11: **GETTING THE FLOOR.** No member shall make any remarks without first addressing and being recognized by the presiding officer.

Rule 12: **DECISIONS BY PRESIDING OFFICER.** The presiding officer shall decide all questions of order, but any member shall have the right to appeal a decision to the Committee, who may overrule the presiding officer on the point of order by majority vote.

Rule 13: **VOTING: SILENCE CONSTITUTES AFFIRMATIVE VOTE.** Upon request of two committee members, the EBO Staff of the Authority shall call the roll and record the vote of each member. Unless a member states that he or she is not voting due to a conflict of interest stated on the record, his or her silence shall be recorded as an "aye" vote.

Rule 14: **PARTICIPATION IN MEETING BY ADMINISTRATIVE OFFICERS.**

- (A) The Executive Director of the Authority may take part in the discussions of the Committee and may recommend to the Committee such measures as he may deem necessary for the welfare and the efficient administration of the affairs of the Solid Waste Authority. However, it is recognized that the Executive Director of the Authority shall base his discussions and recommendations upon his knowledge and experience of the subject matter.
- (B) OTHER STAFF: No other employee or staff consultant shall enter into any discussions of the Committee except to answer questions, to the extent of that person's expertise, requested by the Committee.

Rule 15: **COMMENTS BY PUBLIC.** Any person desiring to address the Committee shall first secure the permission of the presiding officer. Written communications from taxpayers or residents of the district over which the Authority exercises its jurisdiction, may also be received in regard to matters as they are under discussion. However, unsigned communications shall not be introduced to the Committee. Each person recognized by the presiding officer for the purpose of addressing the Committee shall limit his address to three (3) minutes unless such person gives the Committee prior written notice that he or she desires to address the Committee for longer, and in which event, such person shall limit his or her address to five (5) minutes. Only agenda items will be addressed by the public. All remarks shall be addressed to the Committee as a body and not to any member thereof. No person, other than Committee members and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Committee, without the permission of the presiding officer.

Rule 16: **SUSPENSION OF RULES.** Any of the foregoing rules may be suspended for the meeting then in session by majority vote of the Committee.

Rule 17: **AMENDMENTS TO THESE RULES.** Amendments to the above rules may be considered by the Committee and upon a majority vote in favor of; the proposed amendments shall be forwarded to the Executive Director or EBO Director or respective designees for consideration.

Rule 18: **MATTERS NOT SPECIFICALLY COVERED.** Robert's Rules of Order shall be accepted as an authority on parliamentary practice on matters not specifically covered, herein.

Small Business Advisory Committee
Rules and Procedures


ATTEST:


Sandra J. Vassalotti, Clerk

(AUTHORITY SEAL)

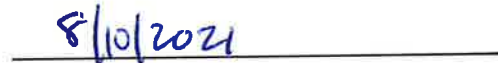
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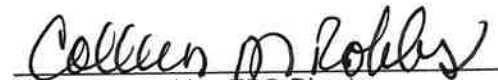
SOLID WASTE AUTHORITY OF
PALM BEACH COUNTY



Small Business Advisory Committee, Chair


Date


Dan Pellowitz, Executive Director


Date


Colleen M. Robbs, EBO Director


Date

