



2021-836 -
PROPOSED BY-
LAWS (SWTF)

BY-LAWS

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ARTICLE I. NAME

The Committee shall be known as "Port St. Lucie Solid Waste Task Force" (also known as: SWTF).

ARTICLE II. OBJECTIVES AND PURPOSE

The objectives of the SWTF, as set forth in Port St. Lucie City Council Resolution No. _____, shall be to:

- A. Provide advice and recommendations to the City Council concerning solid waste and recycling management within the City, serving as a resource to the Solid Waste Division.
- B. Review the performance of the current Solid Waste hauler under the current Franchise Agreement (Waste Pro of Florida, Inc.).
- C. Review possible short-term contract modifications, if any.
- D. Discuss and recommend other short-term or long-term remedial measures designed to increase performance of the current hauler.
- E. Analyze future collection methodologies in planning for the future of solid waste and recycling collection and disposal, including proposed terms for a future procurement of services (RFP).
- F. Adopt bylaws consistent with the powers delegated to the committee by the City Council.

ARTICLE III: MEMBERSHIP

Section 1: The Port St. Lucie SWTF shall consist of ____ regular members and two (2) alternate members. To the extent possible, each City Council person will nominate one (1) member from their District with the Mayor nominating the remaining committee members. The City Council will vote to approve all appointees as set forth in City Charter Section 3.05.

Section 2: The initial term for members and alternate members would be eighteen (18) months.

Section 3: Members should:

- A. have a general knowledge of the City;
- B. exhibit a genuine interest in the affairs and development of the City;
- C. devote the time necessary to serve the Committee;
- D. serve without pay or remuneration;
- E. make judgments without respect to any personal gain;
- F. support the adopted policies of the City.
- G. have their primary residence within the City of Port St. Lucie.
- H. be representative of at least one of the following:

- i. Experience in government or private sector organizations with knowledge of municipal solid waste experience.
- ii. Experience in government or private sector organizations with knowledge of municipal contracts.
- iii. Experience in government or private sector organizations with knowledge of municipal logistics.
- iv. Experience in government or private sector organizations with knowledge of municipal communications.
- v. Experience in government or private sector organizations with knowledge of municipal financial management.

Section 4. Members of the Committee may be removed in accordance with the provisions of the Code of Ordinances of the City of Port St. Lucie.

Section 5. Membership on the Committee will be terminated after three consecutive unexcused absences.

ARTICLE IV. COUNCIL LIAISON MEMBER

The Task Force shall have one (1) Council Member as a liaison, who will have full authority to participate in all proceedings, however, shall otherwise be a non-voting member. This liaison member shall be appointed by the Mayor pursuant to City Charter Section 3.05.

ARTICLE V. OFFICERS AND DUTIES

Section 1. A Chairperson who shall preside at all meetings and shall have special duties as further prescribed in these by-laws.

Section 2. A Vice-Chairperson, who shall, in the absence of the Chairperson or in the event of the Chairperson's inability to act, preside at all meetings, and shall have the powers to function in the same capacity as the Chairperson.

ARTICLE VI. MEETINGS

Section 1. Adjourned, called, or special meetings may be held at any time or place by the Committee provided that such meetings shall be held as required, subject to the call of the Chairperson or in the absence of the Chairperson, the Vice-Chairperson. Upon written request of six members of the SWTF, a special or called meeting shall be held by the Chairperson, or in the absence of the Chairperson by the Vice-Chairperson.

Section 2. Each member shall be notified of the place and date of each meeting by a written notice or by telephone at least 24 hours prior to any adjourned, called, or special meeting.

Section 3. All meetings of the SWTF shall be open to the public.

Section 4. All agendas of the meetings of the SWTF shall be posted in City Hall as required by law.

ARTICLE VII. AGENDAS

The Solid Waste Division Director shall be responsible for the preparation of the SWTF agenda.

ARTICLE VIII. ORDER OF BUSINESS

Section 1. At all regular SWTF meetings, the general order of business before the Committee shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Determination of Quorum
- D. Approval of the Minutes
- E. New Business
- F. Unfinished Business
- G. Public to be Heard
- H. Adjournment

Section 2. The order of business for called or special meetings shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Determination of Quorum
- D. Business which is the subject of the special or called meeting
- E. Adjournment

ARTICLE IX. QUORUM

For the purpose of transacting business at any regular meeting, adjourned, special or called meeting, six members will constitute a quorum and an affirmative vote of a majority of the members present will be required to pass on any matter. However, if there are members of the Committee that have officially resigned and no one has been reappointed in their place, then a majority of current Committee members will constitute a quorum.

ARTICLE X. MINUTES

Section 1. The City Clerk will keep a record of minutes of all meetings. These minutes will become official only after approval by the SWTF.

Section 2. It will be the duty of the City Clerk's office to record and prepare minutes of all regular, adjourned, special and called meetings of the SWTF.

Section 3. The Secretary will sign all minutes, after approval by the SWTF, certifying that the minutes are an accurate and correct record of the proceedings of the meeting. The Chairperson will sign the minutes and the Vice-Chairperson will sign the minutes in the absence of the Chairperson.

ARTICLE XI. HEARINGS

The SWTF may hold public hearings when deemed necessary on all matters which may come before it. Notice of such hearings shall be in accordance with the provisions of the Code of Ordinances of the City of Port St. Lucie.

ARTICLE XII. VOTING

Section 1. Voting on all matters of business before the SWTF shall be made by Yeas or Nays and follow Robert's Rules of Order. The City Clerk's office will record the vote.

Section 2. No member present will abstain from voting on roll call unless it is established that such member has a conflict of interest in the matter being voted upon. Conflict of interest will be determined by the appropriate State Regulations.

Section 3. Majority votes are required to pass any recommendation, or to take any action.

ARTICLE XIII. GENERAL RULES

Section 1. The following general rules shall apply to the conduct of the SWTF Members of the Committee, through the Chairperson, may ask questions at any point.

Section 2. City staff are not prohibited from serving on the Committee if they are representative of a required specialty member on the Committee. The Solid Waste Division Director can only function as authorized staff for the Committee.

ARTICLE XIV. PARLIAMENTARY AUTHORITY & ORGANIZATION PROCEDURE

The rules contained in the last revised edition of Robert's Rules of Order will apply in all meetings of the SWTF to the extent that such rules are not in conflict with these by-laws. The SWTF will comply with the organizational procedures set forth in these by-laws.

ARTICLE XV. CORRESPONDENCE AND COMMUNICATIONS

Official communications of the SWTF to the City Council via the Solid Waste Division of the City of Port St. Lucie will be in writing. All original records, recommendations and reports will be kept in the City Clerk's office.

ARTICLE XVI. AMENDMENT

Amendments to these by-laws must be presented for discussion at one SWTF meeting and voted upon at the next meeting. All proposed amendments must be presented in writing and must be approved by the majority of the SWTF.