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## **Attachment A - Solid Waste Services Committee**

(a) *Committee's charge.*

- (1) The city council desires to have citizen input on the Request for Proposals for the City's solid waste collection, disposal, and recycling services contract.
- (3) The committee is an independent citizens' committee that is responsible to the mayor and city council of the city and to the general public.

(b) *Committee structure and membership.*

- (1) The committee will consist of seven voting members who are appointed by the city council. The committee will consist of a chairperson, vice chairperson, secretary, and four regular members. Each council person will elect one person to the committee and the mayor will elect two people to the committee.
- (2) One councilmember will serve as the committee's liaison and will be appointed by the mayor and city council.
- (3) The chairperson, vice chairperson, and secretary will be appointed by the committee.
- (5) All members of the committee shall be considered to be volunteers of the city. The committee shall function in an advisory capacity only and shall have no authority over city employees.
- (6) The committee members receive no direct or indirect compensation from the city for their services as members of the committee.
- (7) The committee members may not have an active or pending contract with the city.
- (8) The committee may not include any employee or official of the city, or any vendor or contractor of the city.
- (9) A committee member serves at the pleasure of the mayor and city council of the city. If a committee member resigns, fails to attend three consecutive committee meetings without reasonable excuse, or otherwise becomes unable to serve on the committee, the chairperson may declare the position on the committee to be vacant and request that the mayor and city council appoint another qualified person to the committee.

(c) *Duties and responsibilities.*

- (1) The committee shall review all request for proposal submittals for the municipal solid waste collection, disposal and recycling services contract.
- (2) The committee may grade, rank, or interview any qualified bidders in order to evaluate each proposal.
- (3) By majority vote, the committee will make a recommendation to the City Council.
- (4) The Committee shall make a recommendation to the City Council no later than September 1, 2024.

(d) *Committee meetings.*

- (1) The committee shall meet, at the discretion of the chairperson.
- (2) All committee meetings shall be held within the city's geographic boundaries.
- (3) All information received by the committee will be available to the public under the terms of the Texas Open Records Act and will be retained pursuant to the rules of the state archives and library commission, and the city.
- (4) A quorum of the committee shall consist of at least three members. A quorum must be present to decide on any action items presented to the committee.

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- (5) Minutes of the previous meeting and agenda of the upcoming meeting should be sent to the committee members no later than three business days before the upcoming meeting. Whenever possible, an explanation of agenda items shall accompany the notification. Members who are absent shall receive all materials distributed at missed meetings.
  - (6) A copy of the agenda must be presented to the city secretary three business days prior to the 72 hours posting requirements pursuant with Texas Local Government Code § 551.043.
  - (7) A copy of the minutes of the previous meeting must be given to the city secretary within ten days of the approval of the minutes by the committee.
  - (9) The current rules of conduct for the city council shall govern the parliamentary procedures, disciplinary proceedings, and rules for the conduct of meetings, so long as they are not inconsistent with these bylaws. No action of the committee shall be invalidated, or the legality thereof affected, by the failure or omission to observe or follow the rules of conduct.
- (e) *City support.*
- (1) The city shall provide to the committee necessary technical and administrative assistance as follows:
    - (A) Provision of a meeting room, including any necessary audio/visual equipment;
    - (B) Preparation and copies of any documentary meeting materials, such as agendas and reports; and distribution of those materials to the committee in a timely manner.
    - (C) Retention of committee meeting records and providing public access to such records on an internet website maintained by the city.
  - (2) City staff liaison shall attend committee proceedings to assist with any information that is needed by the committee to conduct their business.
- (g) *Committee termination.*
- The Solid Waste Services Committee will terminate following their recommendation to City Council for Solid Waste Services.