

# Mountain View Regional Waste Management Commission Policy

	Policy No: 16-14
Policy Title: MEETINGS OF THE COMMISSION BOARD OF DIRECTORS	Effective Dates: January 29, 2014
Rescinds:	Page 1 of 2

## **POLICY OBJECTIVE:**

1. To ensure that the affairs of the Commission are managed in accordance with the terms of the Regional Landfill Agreement, in compliance with regulatory requirements, and to ensure appropriate direction is provided to administration.

## **POLICY STATEMENT:**

1. The Commission shall provide for the holding of regular meetings monthly unless otherwise determined by the Board. The annual schedule for regular meetings shall be established by the Commission Board at the organizational meeting of the preceding year. Special meetings may also be called by the Chair whenever deemed necessary or shall be called when requested to do so by two (2) or more members of the Commission.

## **BACKGROUND:**

1. The terms of the original agreement specific that the Commission shall retain the power to prescribe rules and regulations governing the meetings of the Commission and establish dates, times and places for holdings of regular and special meetings.

## **RESPONSIBILITIES AND AUTHORITIES:**

1. No business shall be transacted at any meeting of the Commission unless a quorum of the members is present at the time when the meeting proceeds to business. A quorum shall be a simple majority of the total members of the Commission so appointed.

2. In the case of equality of votes of those members present, the Chairman of the meeting shall declare the vote defeated.
3. The Commission CAO shall prepare all agendas for the meetings of the Commission. The Commission CAO shall appear at the meetings of the Commission as directed by the Commission for the purpose of addressing inquiries and complaints relating to the operation of the Facilities. The agenda for Commission meetings is to be finalized and received at least three (3) business days before the meeting and all additional items to the agenda to be voted on at the commencement of the meeting.
4. The Commission CAO shall sit on the committees and standing committees as requested by the Commission if the function or mandate of such committees or standing committees will or may have a direct impact on the operation of the Facilities.
5. The Commission CAO shall provide to the Commission, all necessary administrative services as may be required to ensure the efficient transaction of meetings including, but not limited to; providing necessary facilities for meetings of the Commission; hosting such meetings, and; circulating in advance the agenda and any other materials which will be discussed at the meeting to the members of the Commission.
6. Each Board member shall be entitled to at least twenty-four (24) hours written notice of special meetings.
7. The Chair of the Board is responsible for the signing of all Board Member or Alternate Remuneration request forms. The Vice-Chair of the Board is responsible for the signing of the Chair Remuneration request form.

**Amended May 30, 2016**

	DATE:	RESOLUTION
APPROVED	January 29, 2014	#14-14
AMENDED	May 30, 2016	#104-16
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