

# Recycling Committee – Committee Charter

*Adopted by the Select Board – October 21, 2024*

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

**Membership.** The Committee size shall be specified by the York Home Rule Charter. A majority of members shall constitute a quorum for the purpose of conducting business. 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 Public Works Department and the Select Board and other Town Committees or Departments that will foster sustainable waste management practices designed to reduce environmental contamination and the greenhouse gas emissions generated by the waste collection and disposal process.

The Committee shall pursue other goals as identified by Maine state law, including Extended Producer Responsibility, the town of York Comprehensive Plan or as assigned by the Select Board. The Committee will collaborate with Town Committees and citizen groups and organizations with similar missions, i.e. York Ready for Climate Action, Climate Action Committee and others.

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

**Staff Liaison and Support.** The Recycling Committee's primary staff liaison shall be the Environmental Planner. The Public Works Department shall provide additional staff support and collaboration. The Committee may communicate directly with the town's waste and recycling contractor but shall copy the staff liaison and the Public Works Department on any communications between the Committee and the contractor. All direction provided to the Town's waste and recycling contractor(s) that impact the Town's contract(s) and/or operating costs shall be made by the Public Works Department.

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

