Town of Durham Solid Waste Committee Bylaws

Initial Issue: 6/9/2025

ARTICLE I: NAME

The name of this committee shall be the Durham Solid Waste Committee and herein shall be referred to as the 'Committee.'

ARTICLE II PURPOSE:

The Committee shall:

- Recommend strategies to reduce waste tonnage through recycling / composting programs.
- Determine a long-term solid waste plan by comparing options in terms of environmental impacts and cost effectiveness. Options not limited to those identified below:
  a) Maintain status quo as of October 2024
  b) Transfer station facility (owned and managed by the town of Durham)
  c) Partnering with neighboring communities (for any of the options noted)
- The Committee shall provide to the Select Board a cost benefit analysis of the various programs with a recommendation on a trash collection program for the Town of Durham.

ARTICLE III COMMITTEE MEMBERSHIP:

The Durham Select Board created the Solid Waste Committee and appointed five (5) voting members and two (2) alternate members. Alternate members shall have no voting rights and will replace any voting member who resigns or is removed for cause. A majority vote (Three/3) of the Committee will remove a member for being absent from three (3) consecutive scheduled meetings and for cause as provided by law and likewise to appoint a new voting member from the alternate members.

ARTICLE IV OFFICERS & ELECTIONS:

The officers of the Committee shall be Chairperson, Vice-Chairperson and Secretary. Members of the Committee shall nominate members for each officer position being proposed by one member and seconded by another. Officers of the Committee shall be selected by and from the majority of voting members at the first committee meeting and annually at the first Committee meeting following the committee's anniversary date. Should an officer resign, the Committee shall hold an election for that position at the next scheduled meeting.

ARTICLE V DUTIES OF OFFICERS:

1. Duties of the Chairperson. The Chairperson shall preside over all meetings of the Committee, shall be responsible for the orderly functioning of the Committee, and shall appoint such subcommittees as deemed necessary. The Chairperson shall execute and sign all official documentation on behalf of the Committee in accordance with the Town of Durham policies and/or guidelines and the Laws of the State of Maine. The Chairperson shall also be designated as the Committee's spokesperson, unless he/she elects to delegate to another member during the Town Meetings, explaining the Committee's recommendation and any other pertinent information as requested by the Committee. The Chairperson may, if requested, read an explanation of the minority position if so requested. The chairperson shall produce and promulgate the meeting agendas. The Chairperson shall also perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Committee.
2. Duties of the Vice Chairperson. The Vice-Chairperson shall preside over the meetings of the Committee in the absence of the Chairperson and shall perform the duties of the Chairperson in his/her absence, if authorized to do so by the Committee. In the event of death, removal or resignation of the Chairperson, the Vice-Chairperson shall assume the office of the Chairperson.
3. Duties of the Secretary. The Secretary shall keep proper and accurate records of the Committee, attend to the correspondence on behalf of the Committee, notify the membership of various meetings, take proper minutes at each meeting.

ARTICLE VI MEETINGS:

Regular meetings: The regular meetings of the Committee shall be held as scheduled at each Committee meeting.
Meeting agenda: To be provided by the Chairperson.
Quorum: A quorum will consist of three (3) voting members of the Committee.

ARTICLE VII PARLIAMENTARY AUTHORITY:

"Robert's Rules of Order" shall govern the Committee in all cases to which they are applicable and in which they are inconsistent with these Bylaws and any special rules of order the Committee may adopt.
These Bylaws may be amended at any Committee meeting by three-fifths of the voting membership present, provided a notice has

been sent with the proposed amendment to each member at least one week before the date of such a meeting.

Approved this 13 day of October, 2025 by:

Juliet Caplinger

~~Claire Ross~~

Milton Simon

Todd Beaulieu

Catherine Curtis

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