

**BYLAWS
DEPARTMENT OF ENVIRONMENTAL PROTECTION
RECYCLING FUND ADVISORY COMMITTEE**

ARTICLE I. NAME: The name of this Committee shall be the Department of Environmental Protection's (Department) Recycling Fund Advisory Committee (Committee).

ARTICLE II. AUTHORIZATION: The Committee is authorized by Section 706, Paragraph (e) of the Pennsylvania Municipal Waste Planning, Recycling and Waste Reduction Act (Act 101 of 1988), as amended.

ARTICLE III. PURPOSE: The role of the Committee is to advise the Department on expenditures from and administration of the Recycling Fund. The Committee may recommend priorities on expenditures from the fund and advise the Secretary of the Department on associated activities concerning administration of the fund.

ARTICLE IV. MEMBERSHIP: The membership of the Committee shall consist of the members of the Solid Waste Advisory Committee appointed by the Secretary of the Department. The Committee shall also include four members of the General Assembly, one appointed by each of the following: the Speaker of the House of Representatives, the Minority Leader of the House of Representatives, the President pro tempore of the Senate, and the Minority Leader of the Senate.

The Secretary of the Department and leadership of the General Assembly shall appoint or reappoint members of the Committee at their discretion at the end of each even-numbered calendar year.

Committee members may send an alternate to Committee and Subcommittee meetings. A member may only have one (1) designated alternate.

ARTICLE V. VOTING: Members shall be entitled to one (1) vote on all matters that come before the Committee. Votes must be cast in person during Committee meetings. Alternates are entitled to vote in the absence of the Committee member.

ARTICLE VI. OFFICERS: The officers of the Solid Waste Advisory Committee shall also serve as the officers of the Recycling Fund Advisory Committee, with the same terms and duties.

ARTICLE VII. MEETINGS: The Committee will meet at least annually each year. Regular meeting dates shall be established on an annual basis. Alternate meeting dates and additional meetings shall be called by the chairperson. A quorum for the purpose of conducting business shall consist of more than half of the current Committee membership.

ARTICLE VIII. ADMINISTRATION: The Department shall designate an employee to perform the necessary administrative duties for the Committee. Administrative duties include: establishing meeting agendas in consultation with the chairperson; providing timely notice of meetings and standing committee and subcommittee meetings to the affected members; recording, transcribing, and maintaining a permanent file of the minutes of the Committee; receipt, preparation, and transmittal of incoming and outgoing correspondence of the Committee and maintenance of a permanent file of such correspondence; and performing such duties as may be requested by the Committee.

ARTICLE IX. SUBCOMMITTEES: Subcommittees may be created when deemed appropriate for a particular purpose and shall be established by a majority vote of those members attending a regular or special meeting of the Committee. Each Subcommittee shall exist until such time as the responsibilities and duties contained in its charge are accomplished, after which time the Subcommittee will be dissolved.

A. SUBCOMMITTEE MEMBERSHIP:

1. The Committee chairperson shall appoint Subcommittee members for a period of time necessary to meet the objective(s) identified in establishing the Subcommittee.
2. Ad hoc members may also be added to a Subcommittee if specific expertise is needed to address the subject. Ad hoc members shall be appointed by the Secretary of the Department.

B. SUBCOMMITTEE MEETINGS:

1. Subcommittee meetings shall be called by the respective Subcommittee chairperson, with notification to the full Committee at least 2 weeks in advance of the meeting.
2. A quorum for the purpose of conducting Subcommittee business shall consist of more than half of the current Subcommittee membership.
3. If a Subcommittee meeting is made open to the public, it is subject to the administrative approval and public notice requirements of the Department

C. LISTING OF SUBCOMMITTEES:

1. A listing of Subcommittees and their respective charges shall be maintained by the Department as Appendix A of these bylaws.
2. Additions to and deletions from Appendix A shall not constitute an amendment to these bylaws.

ARTICLE X. AMENDMENTS: These bylaws may be amended, repealed, or suspended at any meeting of the Committee by a two-thirds vote of the members of the Committee present at that meeting provided that written notice of such amendment, repeal, or suspension shall have been sent by the Department to each member at least one (1) week prior to said meeting.

ARTICLE XI. TIME LIMITS: Wherever a time limit is specified in these bylaws, it may be waived by unanimous consent by those members in attendance at a regularly scheduled meeting.

ARTICLE XII. COMMITTEE REPRESENTATION: The Committee shall act as a body in all matters, and only the chairperson or their designated spokesperson shall communicate with the Secretary of the Department or with third parties on behalf of the Committee.

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APPENDIX A

SUBCOMMITTEES:

There are currently no active Subcommittees.

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