

02/20/07

**MEMORADUM OF AGREEMENT  
BETWEEN THE  
SOLID WASTE ADMINISTRATOR ASSOSSOCITION  
AND THE  
MINNESOTA HOUSEHOLD HAZARDOUS WASTE  
REGIONAL PROGRAM MANAGERS**

**ARTICLE I. NAME**

The name of this sub-committee of the Executive Board of the Solid Waste Administrators Association (SWAA), whose membership consists of the Minnesota Household Hazardous Waste (HHW) Regional Program Managers (RPMs), hereinafter referred to as the RPMs.

**ARTICLE II. AFFILIATION**

The RPMs is affiliated with the Minnesota Solid Waste Administrators Association as a sub-committee of that Executive Board.

**ARTICLE III. PURPOSE**

The purpose of the RPMs shall be to represent and promote the interests of Minnesota HHW Programs and promote a progressive, environmentally sound, safe, compliant and cost effective program through HHW reduction and management strategies. This shall be accomplished by:

1. Coordinating with and reporting to the SWAA on matters that impact HHW Programs.
2. Facilitating communication and cooperation between HHW Program Managers, Solid Waste Administrators and State Hazardous and Solid Waste Professionals on matters that impact HHW Programs.
3. Monitor proposed legislation and State policy that affect the HHW Programs.
4. Identifying operational issues and working with the State to assist them in the development of Standard Operating Procedures.
5. Working with the State to assist them in providing health and safety and regulatory training for HHW Programs to meet OSHA, Hazardous Waste and DOT training requirements.

6. Working with the State to establish goals and priorities for HHW public education programs, including education materials and training that promotes HHW reduction and proper management.
7. Providing assistance to HHW Programs by sharing information, expertise and acting as a professional association.
8. Working with the State to provide cost-effective hazardous materials management contracts that minimize potential environmental liability.
9. Negotiating formal agreements and contracts for HHW Programs with the State and other responsible parties.

## **ARTICLE IV. MEMBERSHIP**

**Section 1.** The Executive Board of SWAA, will appoint a representative of SWAA to attend RPM meetings.

**Section 2.** The membership of the RPMs shall consist of Organizational Members.

1. An Organizational Member shall be a Regional or Metro County HHW Program Manager or a designee whose County or Political sub-division employer is a member of the Minnesota SWAA.
2. An Organizational Member shall have one (1) vote on each matter submitted to a vote of the members. An Organizational Member may designate an alternate (designee) who is authorized to vote on their behalf.
3. An Organizational Member may hold office and serve in committee leadership positions.

**Section 3.** Representatives of co-sponsoring counties, private industry, state agency officials, and other waste management organizations may be invited by the President to participate in RPM meetings and serve on committees, but may not hold an elected position.

**Section 4.** The RPMs shall not have annual dues unless approved by SWAA and a two-thirds vote of the RMP membership.

## **ARTICLE V. OFFICERS**

**Section 1.** The Officers of the RPMs shall be President, President-Elect and Secretary.

**Section 2.** The President-Elect shall automatically become President upon completion of a term as President-Elect.

**Section 3.** The President, President-Elect and Secretary are elected to serve one-year terms.

- Section 4.** In the event the President is unable to complete the term of office, the President-Elect shall serve as President for the remainder of the term and for an additional one year term.
- Section 5.** A vacancy in the office of President-Elect or Secretary shall be filled in a general membership election called by the President.
- Section 6.** A listing of the RPMs officers shall be provided the SWAA president annually.

## **ARTICLE VI. MEETINGS**

- Section 1.** The RPMs shall hold an Annual meeting to conduct business and elect officers of the RPMS. The date, time, and place of this meeting shall be selected by the President in consultation with the Organizational Members.
- Section 2.** A quorum of the RPMs Annual meeting shall consist of one-half (1/2) of the Organizational Members.
- Section 3.** Additional meetings of the RPMs may be called by the President.
- Section 4.** The President shall approve all meeting agendas, invited speakers, and guests.

## **ARTICLE VII. VOTING**

- Section 1.** Organizational Members may vote on all matters brought before the membership except when that matter pertains to an issue specific to either the Metro HHW Programs or the Regional HHW Programs only. Organizational Members may then vote only on the matters relative to their own respective programs.

## **ARTICLE VIII. AMMENDMENT**

The first step to amend this Memorandum of Agreement is by a two-thirds vote of the membership at any meeting, provided that notice for the proposed amendment has been transmitted by the President to Organizational Members at least thirty days prior to the meeting. The proposed amendment is then given to the SWAA for action.

# **BY-LAWS**

## **ARTICLE I. DUTIES OF THE OFFICERS**

### **Section 1. President**

The President shall call and preside at meetings of the RPMs. The President shall appoint, or assign, with the approval of the Members, a Chair for each Standing Committee and other ad hoc committees deemed necessary by the President or members. The President shall be responsible for the overall direction of the organization and the conduct of the work of its officers and committees. The President of the RPMs is to represent the interests and leadership at all times. The President is responsible for maintaining a communication link between the RPMs and the Executive Board of the Solid Waste Administrators Association.

### **Section 2. President-Elect**

The President-Elect shall assist the President as presiding officer. The President-Elect shall preside at RPM meetings in the absence of the President.

### **Section 3. Secretary**

The Secretary will be responsible for maintaining records of all official actions, meetings and for preparing and distributing minutes of each meeting.

## **ARTICLE II. COMMITTEES**

**Section 1. Ad hoc committees may be appointed at the discretion of the President.**

**Section 2. Standing Committees are:**

- Very Small Quantity Generator's
- Standard Operating Procedures
- Education
- Training
- SWAA Contacts/Reports/Legislation
- Mission/Vision/Meetings/Strategic Planning and
- Product Stewardship committees

**Section 3. Non-voting members may serve on committees except as a chairman.**

### **ARTICLE III. AMENDMENTS**

**The By-Laws may be amended by a quorum of one-half (1/2) of the membership at any meeting provided that a notice for the proposed amendment has been transmitted by the President to Organizational Members at least thirty days prior to the meeting.**