

## CHAPTER 2. ADMINISTRATION

**ARTICLE VI: Boards and Commissions****DIVISION 7. Waste Reduction & Recycling Board****Section 2-270. Definitions.**

For the purposes of this division, the following words and their derivations shall have the following meanings:

*Board* shall mean the Waste Reduction & Recycling Board of the City of Anoka.

*Chairperson* shall mean the Chairperson of the Waste Reduction & Recycling Board as provided for hereinunder.

*Vice Chairperson* shall mean the individual that will serve as the Chairperson in the absence or incapacity of the Chairperson until such time that the Chairperson is present or in the case of the resignation or death of a Chairperson, until the Board selects a new Chairperson.

*Treasurer* shall mean the City's Finance Director who shall have the care and custody of the funds of the Board and shall deposit them for the use of the Board in such banks or banks as the City directs. The Treasurer/City Finance Director shall keep regular books of accounts showing receipts and expenditures and shall render, when requested, an account of the transactions and the financial condition of the Board.

**Section 2-171. Purpose of Waste Reduction & Recycling Board.**

The City of Anoka is committed to the protection of the health and general welfare of its citizens. The Waste Reduction & Recycling Board serves as an Advisory Board to the City Council regarding the proper collection, handling and disposal of solid waste and recyclables in order to maintain a safe, healthy and clean environment.

**Section 2-172. Composition, Qualifications, Appointments, Terms, Oath of Office, Attendance, Resignations and Vacancies.**

- (a) *Composition.* The Board shall consist of seven (7) members. A quorum shall be four (4) members. Members serve without compensation.
- (b) *Qualifications.* Members of the Board must be residents of the City of Anoka. Members are expected to be interested in solid waste and recycling matters as they relate to the overall general welfare and development of the community.
- (c) *Appointments.* Appointments to the Board shall be as established in the current City Council policy, as amended from time to time; Policy Establishing Procedures for Appointments to Boards and Commissions.
- (d) *Terms.* Appointees shall hold office until their successors are appointed and have qualified.
  - (1) *Full Terms.* Members shall be appointed to serve a two-year (2 yr) term, commencing on January 1<sup>st</sup> and expiring at midnight on December 31<sup>st</sup> of the second year.
  - (2) *Partial Terms.* Members appointed to fill a vacancy/partial term shall begin serving upon being appointed and taking an Oath of Office, and shall serve the remaining balance of their predecessor's term.

- (e) *Oath of Office.* Every appointed member shall, before entering upon the discharge of his duties, for each term appointed, take an oath that he/she will faithfully discharge the duties of office.
- (f) *Attendance.* Members are expected to prepare for and attend meetings of the Commission when held. Any member absent from a total of four (4) regular meetings annually shall be subject to vacation of their office and the Board shall recommend to the City Council that the seat be vacated and a replacement appointed. Members shall participate in a minimum of three recycling events and/or activities per year during their term. Members that do not adhere to this participation shall be subject to vacation of their office as described above.
- (g) *Resignations.* Resignations from the Board shall be submitted to the City in written form for acceptance by the City Council. After City Council acceptance, resignations will be acted upon as established in the current policy, as may be amended from time to time; Policy Establishing Procedures for Appointments to Boards and Commissions.
- (h) *Vacancies.* Vacancies in the Commission will be acted upon as established in the current policy, as may be amended from time to time; Policy Establishing Procedures for Appointments to Boards and Commissions.

**Section 2-173.**

**Removal of Members.**

A member may be removed from the Board, when it is determined by a majority of the City Council, that removal of an individual would be in the best interest of the City.

**Section 2-174.**

**Officers, Meetings, Reports and Expenditures.**

- (a) *Officers.* The Board elect a Chairperson and Vice Chairperson from among its appointed members at their annual meeting each year.
- (b) *Meetings.* All meetings of the Board shall be open to the public and meet the requirements of municipal meeting posting notice as prescribed in Minnesota Statutes.

Annual Meeting. The Board shall meet for their Annual meeting in January of each year at Anoka City Hall.

Regular Meetings. Regular meetings shall be held monthly at a time and date as designated by the Board. Regular meetings may be held at such other places than Anoka City Hall as the Board, by resolution, designates.

Special Meetings. The Chairperson or Acting Chairperson may, when deemed necessary, verbally call for a Special Meeting. A Special Meeting may also be called by written request of any two members of the Board for the purpose of transacting the business designated in the call. The call for a Special Meeting shall designate the date, time and place of the meeting and business to be transacted. Said call may be delivered by mail through USPS or via electronic mail, to each member of the Board at least two (2) days prior to the date of such Special Meeting. Said call shall be mailed to the address on file with the City. At such Special Meeting, only business designated in the call shall be discussed.

- (c) *Reports.* Upon request by the City Council, the Board shall render annually a full report of its work to the City Council.
- (d) *Expenditures.* Expenditures of the Board shall be within amounts appropriated for the purpose of the City Council.

**Section 2-175.**

**Staff.**

The Board shall receive the staff services of the City's Communications & Recycling Manager and other personnel as recommended by the City Manager within the means provided for by appropriations made therefore by the City Council.

**Section 2-176.**

**Order of Business.**

At the Regular Meetings of the Board, the following shall be the order of business:

1. Call to order.
2. Roll Call.
3. Approval of meeting minutes.
4. Old Business.
5. New Business.
6. Communications.
7. Adjournment.

**Section 2-177.**

**Manner of Voting.**

The voting on all questions coming before the Board shall be by voice vote.

**2-178 through 2-189.**

**Reserved.**