SW MI Materials Management Planning Committee Agenda

October 20, 2025
1:00 p.m.

Location: Pokagon Band Community Center
27043 Potawatomi Trail Dowagiac, MI 49047

1. **Call to Order & Roll Call** — Kalli Marshall, VBCD, Chair
2. **Approval of Agenda**
3. **Approval of September 15, 2025 Minutes**
4. **Old Business**
   - Working Groups Update and Topic Brainstorming — Bekah Schrag, DPA
   - Recycling Goal Review — Bekah Schrag, DPA
5. **Hearings**
   - Hauler Perspectives and Considerations — Christopher Phillips, Best Way
6. **New Business**
   - Bylaws Update — Bekah Schrag, DPA
7. **Public Comment**
8. **Miscellaneous**
9. **Adjournment**

Next meeting will be held November 17, 2025 at 1:00 p.m. at Pokagon Band Community Center, 27043 Potawatomi Trail Dowagiac, MI 49047

For questions about accessibility or to request accommodations, please contact Bekah Schrag at (574) 312-9148 or by email at schragb@swmpc.org

Minutes

SW MI Materials Management Planning Committee

Monday, September 15, 2025, at 1:00 p.m.

Location: Pokagon Band Tribal Police Department Emergency Operations Center
58620 Sink Rd, Dowagiac, MI49047

Role	Member	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Solid Waste Facility Operator	Bob Kras	IP	A	IP	IP	E	IP	IP	E	IP			
Hauler	Christopher Phillips (Vice-Chair)	IP	E	IP	IP	A	IP	E	IP	IP			
Materials Recovery Facility Operator	Donovan Kelley		IP	E	IP	A	E	E	IP	E			
Composting Facility Operator	Adam Brent								IP	IP			
Waste Diversion, Reuse, Reduction Facility Operator	Sheila Bergen				IP	IP	IP	IP	A	IP			
Environmental Interest Group	Kalli Marshall (Chair)	IP	IP	IP	IP	IP	IP	IP	IP	IP			
Elected Township Official	David Kuhn	IP	IP	IP	IP	IP	IP	IP	IP	E			
Elected City/Village Official	Deah Muth	IP	IP	V	IP	V	IP	E	IP	E			
Business that generates Managed Materials	Al Pscholka	IP	IP	E	E	A	E	IP	A	A			
Regional Planning Agency	John Egelhaaf	IP	IP	IP	IP	IP	IP	IP	IP	IP			
Sovereign Nation	Jennifer Kanine	IP	IP	IP	V	A	IP	IP	IP	IP			
Berrien County													
Elected County or Municipal Official	Dave Vollrath	IP	IP	IP	IP	IP	IP	IP	IP	IP			
Business that Generates Managed Materials	Jeff Doroh	IP	IP	IP	E	A	IP	IP	E	IP			
Cass County													
Elected County or Municipal Official	Roseann Marchetti (Secretery)	IP	IP	E	IP	IP	IP	IP	IP	IP			
Business that Generates Managed Materials	Amy Huser	IP	IP	IP	IP	E	IP	IP	IP	IP			
Van Buren County													
Elected County or Municipal Official	Kurt Doroh							IP	IP	A			
Business that Generates Managed Materials	Robert Baran	IP	IP	A	IP	IP	IP	IP	A	IP			

IP - Present in Person; V - Participating remotely; E- Excused absence; A - Unexcused absence; A blank spot means the position is vacant

Public Present

Marchetti, Jerry

Adams, Jill

Plathe, Justin

1. **Call to Order & Roll Call**
   Chair Kalli Marshall called the meeting to order at 1:00 p.m. Role call was taken, and it was established that a quorum was present.

2. **Approval of Agenda**
   Roseann Marchetti moved to **"ACCEPT THE AGENDA."** Sheila Bergen seconded the motion, which carried unanimously.

3. **Approval of August 18, 2025 Minutes**
   Roseann Marchetti moved to **"APPROVE JULY 21, 2025 MINUTES."** Dave Vollrath seconded the motion, which carried unanimously.

4. **Old Business**
   Update on Working Groups Interest Form
   Bekah Schrag gave an update on the working group interest form. So far, 11 people had filled out the interest form, and only 3 of the MMPC members showed interest. She urged members to be involved since each working group needs two MMPC members. Schrag said that the meetings would most likely be virtual and be once a month or once every other month.

5. **Hearings**
   Recycling and Best Practices
   Chair Marshall presented on recycling goals and best practices, with a focus on both curbside and drop-off recycling. The discussion on curbside programs addressed budget considerations, including how to create and manage program budgets, as well as concerns about potential contamination if recycling carts are distributed to all residents. Christopher Phillips suggested that drop-off locations could be co-located with grocery stores to improve accessibility for the community, and it was further noted that partnerships with these stores could be established so that the stores themselves could also make use of the drop-off bins.

   Chair Marshall then discussed various initiatives to promote sustainability in schools, including the Michigan Green School Initiative, which offers free participation and certification. She mentioned the possibility of conducting waste audits and creating educational materials for different grade levels. Marshall also explored ideas for school-based recycling programs, including using schools as drop-off sites and involving students in recycling efforts. Additionally, she suggested implementing a business recycling certification program similar to a report card system to encourage better sustainability practices.

6. New Business

Benchmark Recycling Requirements

Schrag presented on the benchmark recycling standards required by the State for the plan. She noted that the best available data was used, though information on subscription-based curbside recycling access is not currently available. This data will be necessary to verify whether the region is meeting benchmark standards. Schrag also reviewed curbside recycling access requirements, which apply to municipalities in urban areas and those with more than 5,000 residents, with collection required at least twice per month and for materials specified in the plan. Discussion followed on the challenges of providing curbside access in rural areas, particularly in townships with large geographic areas and widely dispersed customers.

Schrag outlined the urban municipalities within the region that will need curbside recycling access by January 1, 2026, based on 2020 census data (A list can of municipalities can be found in the meeting packet). She then reviewed drop-off requirements for each county, noting that the number of sites depends on how many residents lack curbside access. Because subscription-based curbside coverage maps are not yet available, the number of required drop-off sites cannot currently be determined. Schrag explained that drop-off centers must be open at least 24 hours per month and accept the materials specified in the Materials Management Plan. She reported that Berrien County currently has four compliant drop-off sites, Cass County has none, and Van Buren County has eight.

The group discussed challenges with establishing and funding drop-off sites, particularly the difficulty of covering operational costs. Private sector partnerships were suggested as a possible solution, along with ideas such as allowing access for residents outside of a municipality for a fee or expanding options for those without curbside service.

Recycling Goal Setting

Schrag mentioned that the goals provided in the presentation were from a previous interactive activity with the MMPC. This was another opportunity to refine the goals, add additional objectives and actions, or provide feedback on what was already suggested. Interactive activities were completed for recycling goals in the following categories: Diversion, Public Awareness and Education, Infrastructure and Access, and Policy and Funding. Schrag said that the comments will be compiled and a list of goals will be created for review at the next MMPC meeting.

8. Public Comment

John Egelhaaf commented on the hard work that Bekah Schrag and Kalli Marshall are doing to take a high level project and make it digestible for the committee, while recognizing the lack of information coming from the State.

Chair Marshall recognized the committee's progress, particularly noting that throughout the ongoing discussions, significant progress had been made on goals, objectives, actions, demographics, and many other aspects of the Plan.

9. Miscellaneous

Chair Marshall asked what topics the committee would like to be presented at future meetings, and learning more about haulers and how the plan can work with existing haulers to accomplish the plan goals was mentioned.

The group discussed challenges and opportunities in recycling and waste management, focusing on the profitability of haulers and the need for clear destinations for recycled materials. They explored innovative uses for glass, such as converting it into sand for shoreline protection, and emphasized the importance of understanding haulers' capabilities and engaging stakeholders. The possibility of incentivizing new businesses to profit from recycled materials was highlighted as a way to create jobs and boost the regional economy. The group also considered organizing facility tours to gain a better understanding of recycling processes and discussed the need for public sector involvement if private haulers do not participate in recycling initiatives.

10. Adjournment

Roseann Marchetti moved to adjourn the meeting. Adam Brent supported the motion. Chair Marshall declared the meeting adjourned at 3: 12 pm. The next meeting will be held on October 20, 2025 at 1:00 p.m.

Submitted by:

Bekah Schrag

September 27, 2025

Recycling Goals

Goal 1: Divert Various Materials from the Landfill and Track Diversion Rates

Objective 1.1 Improve Diversion of Hard-to-Recycle and Hazardous Materials

- Implement at least one year-round collection site within each County that accepts tires, HHW, batteries, and electronics.
- Partner with Gazelle, TerraCycle, Goodwill, Habitat ReStore, and others to expand diversion pathways.
- Add four comprehensive drop-off sites per county (HHW, mattresses, foam, tires, recyclables, food waste).
- Include E-waste, HHW, plastic films, and reuse programs consistently in diversion metrics.

Objective 1.2 Expand Glass Recycling Opportunities

- Research feasibility of diverting glass for alternative uses (e.g., sand for lakefront projects).
- If feasible, establish or incentivize a glass recycling facility in the tri-county area.
- Track glass as a separate recycling metric, since it is currently being removed from the recycling stream and treated as waste.

Objective 1.3 Foster Local Markets and Economic Development

- Partner with local economic development agencies to attract companies to the region that utilize recycled materials.
- Promote Michigan's Materials Marketplace and NextCycle program for innovation.
- Support local industries to create end markets for recycled materials.
- Encourage community-level baling (e.g., cardboard) for resale rather than relying only on MRFs.

Objective 1.4 Establish Diversion Tracking Methods and Set Clear Performance Targets

- Implement an online form for MRF's, Composters, Diversion Program Managers, and others to submit quantities of recyclables, organics, and other materials that are diverted from the landfill.

- Reduce contamination rates by 1% annually, with a goal of reaching less than 5% contamination
- Increase diversion rates by 2% annually for the first five years.

Goal 2: Build a Culture of Recycling and Waste Reduction Through Education, Engagement, and Outreach

Objective 2.1 Increase Public Awareness of Recycling Opportunities

- Develop a regional education campaign on what, where, and how to recycle and reduce waste.
- Launch outreach through billboards, media, and digital channels to advertise recycling events and promote correct recycling practices.
- Build and maintain a digital presence (e.g., "Southwest Michigan Recycles" social media, blog, education programming).
- Hold public events to share programs, goals, and successes.
- Encourage community-wide visibility by sharing progress updates and goals in multiple formats

Objective 2.2 Strengthen Recycling Education in Schools and Businesses

- Establish a school recycling coordinator position for each district to lead education and outreach in schools.
- Develop official partnerships with schools to integrate recycling education into student learning and community projects.
- Engage grocery stores and businesses as partners to share recycling information and host events.
- Provide toolkits for schools and businesses to implement recycling education programs.

Objective 2.3 Promote Retailer Responsibility and Consumer Choices

- Encourage retailers to recycle the products they sell and provide clear recycling instructions to customers.
- Educate consumers on single-use packaging impacts; promote reusable/recyclable alternatives.

- Highlight examples of retailers and businesses who successfully promote recycling and waste reduction through certifications.
- Educate the public on hazardous materials and the need to keep them out of landfills.

Objective 2.4 Improve Effectiveness of Outreach and Messaging

- Utilize AI contamination technology to deliver targeted, audience-specific recycling messages.
- Develop campaigns that explain why recycling works and address myths to improve participation and reduce contamination.
- Create outreach strategies for rural, urban, and hard-to-reach populations.
- Integrate waste reduction initiatives into education efforts, linking recycling with broader sustainability goals.

Goal 3: Expand and Improve Recycling Infrastructure and Access

Objective 3.1 Expand Curbside Recycling Services, Ensuring Minimum Requirements are Met.

- By 2026: Ensure 90% of single-family dwellings in urban areas have curbside service (min. twice/month).
- By 2028: Ensure 90% of single-family dwellings in municipalities >5,000 residents have curbside service.
- Minimum Requirements: consistent materials accepted (plastics, cans, cardboard, paper, cartons, glass), recycling is picked up at least twice per month, and education regarding acceptable materials is provided often.
- Develop strategies to reduce contamination alongside volume increases, ensuring recyclables are market-ready.

Objective 3.2 Ensure Equitable Drop-Off Access, Ensuring Minimum Requirements are Met.

- By 2032:
    - Counties <100,000 residents → 1 site per 10,000 residents without curbside.
    - Counties ≥100,000 residents → 1 site per 50,000 residents without curbside.

- Minimum Requirements: Sites must offer collection of plastics, cans, cardboard, paper, cartons, glass; the site must be open to the public for at least 24 hrs/month; the site must offer at least some evening/weekend hours.
- Ensure drop-offs are manned and located within ~10 miles for every household.
- Use GIS mapping to optimize facility placement; explore schools and grocery stores as additional collection points.
- Encourage business-government partnerships to share infrastructure costs.
- Promote universal access for all sites so anyone from the County or region may drop-off recyclables.

Objective 3.4 Modernize Recycling Transportation and Logistics

- Transition municipal waste fleets to electric/clean-fuel trucks, and promote the transition for private companies.
- Develop coordinated logistics with haulers to ensure adequate equipment, hours, and materials handling capacity.
- Standardize procedures to make sure expansion of services does not result in higher contamination rates.

Goal 4: Strengthen Policy and Funding to Support Recycling

Objective 4.1 Establish Sustainable Funding

- Create a dedicated, ongoing funding source for recycling, food scrap diversion, and education programs.
- Explore tax increases, dedicated millages, or alternative funding models tailored to each county's needs.
- Provide grants to schools and community organizations to support recycling education and program implementation.
- Develop county-level requirements for minimum program staffing, including a full-time recycling coordinator.
- Create a toolkit for municipalities with sample policies (e.g., hauler registration, single-hauler contracts, ordinances).

Objective 4.2 Make Recycling Cost-Effective and Transparent

- Encourage single-hauler contracts in cities/villages to ensure universal recycling access at consistent costs..

- Mandate hauler data reporting on weight, volume and destinations to build transparency and public trust.
- Investigate models to make recycling cheaper than disposal, including subsidies, fee restructuring, or incentives.

Objective 4.3 Advance Waste Reduction Through Policy and Incentives

- Enact a county ordinance that requires haulers to obtain a license to operate within the county, and require haulers offer curbside recycling access to any household with curbside trash pickup.
- Explore ordinances or voluntary agreements that require retailers and businesses to support waste reduction and recycling promotion.
- Support Extended Producer Responsibility legislation to incentivize producers to use easier-to-recycle packaging and help fund recycling programs throughout the state.
- Enact a county resolution requiring all county-sponsored functions to use recyclable and compostable materials when possible, and require the function to provide recycling and food scrap recycling.
- Enact a county resolution requiring all county buildings purchase recyclable or compostable materials when possible, and ensure all county buildings have access to recycling and food scrap recycling.

BYLAWS
of
SOUTHWEST MICHIGAN MULTICOUNTY MATERIALS MANAGEMENT PLANNING COMMITTEE FOR BERRIEN, CASS, AND VAN BUREN COUNTIES

Article I – Name and Definitions

Section 1. Name
The name of this committee shall be the Southwest Michigan Multicounty Materials Management Planning Committee (hereafter known as "Committee").

Section 2. Definitions
The terms defined in this section shall have the following meaning given unless otherwise provided:

A. "Committee" means the Southwest Michigan Multicounty Materials Management Planning Committee
B. "Member" refers to individuals appointed to the Committee, including officers.
C. "Act" means Part 115 (Materials Management) of the State of Michigan's Natural Resources and Environmental Protection Act of 1994 (MI Public Act 451), as amended.
D. "DPA" means the Designated Planning Agency
E. "CAA" means the County Approval Agency. Berrien, Cass, and Van Buren Counties all have their own CAA.
F. "Counties" means Berrien, Cass, and Van Buren Counties working jointly.
G. "MMP" means the Multicounty Materials Management Plan

Article II – Purpose and Responsibilities

Section 1. Purpose
Pursuant to the intent and authorities contained within the "Act", the purpose of the committee shall be to aid in the preparation, adoption, and implementation of the MMP.

Section 2. Responsibilities
The Committee shall have such powers, authority, obligations, and duties pursuant to Part 115 of P.A. 451 of 1994 as amended. Some of the duties of the Committee shall include the following:
(a) Direct the DPA in the preparation of the MMP.
(b) Review and approve the DPA's work program under section 11587(4).
(c) Identify relevant local materials management policies and priorities.
(d) Ensure coordination in the preparation of the MMP.
(e) Inform and advise counties and municipalities with respect to the MMP.
(f) Ensure that the DPA is fulfilling the requirements of part 115 as to both the content of the MMP and public participation.
(g) Provide a new MMP to the State of Michigan and the CAA pursuant to the terms and conditions of the Act.

Article III – Membership

Section 1. Eligibility

The Committee's composition is directed by the Act, and its members are appointed by each of the County Boards of Commissioners for terms as specified by the Interlocal Agreement based on said law.

The membership of the Planning Committee shall consist of the following nominated members:

A. A representative of a solid waste disposal facility operator that provides service in the planning area.
B. A representative of a hauler that provides service in the planning area.
C. A representative of a materials recovery facility operator that provides service in the planning area.
D. A representative of a composting facility or anaerobic digester operator that provides service in the planning area.
E. A representative of a waste diversion, reuse, or reduction facility operator that provides service in the planning area.
F. A representative of an environmental interest group that has members residing in the planning area.
G. An elected official of a township in the planning area.
H. An elected official of a city or village in the planning area.
I. A representative of a business that generates managed material in the planning area.
J. A representative of the regional planning agency whose territory includes the planning area.
K. A member from the Pokagon Band of Potawatomi Indian tribe headquartered within the three-county region. The Tribe shall have the right to appoint one at-large member

Section 2. Appointments

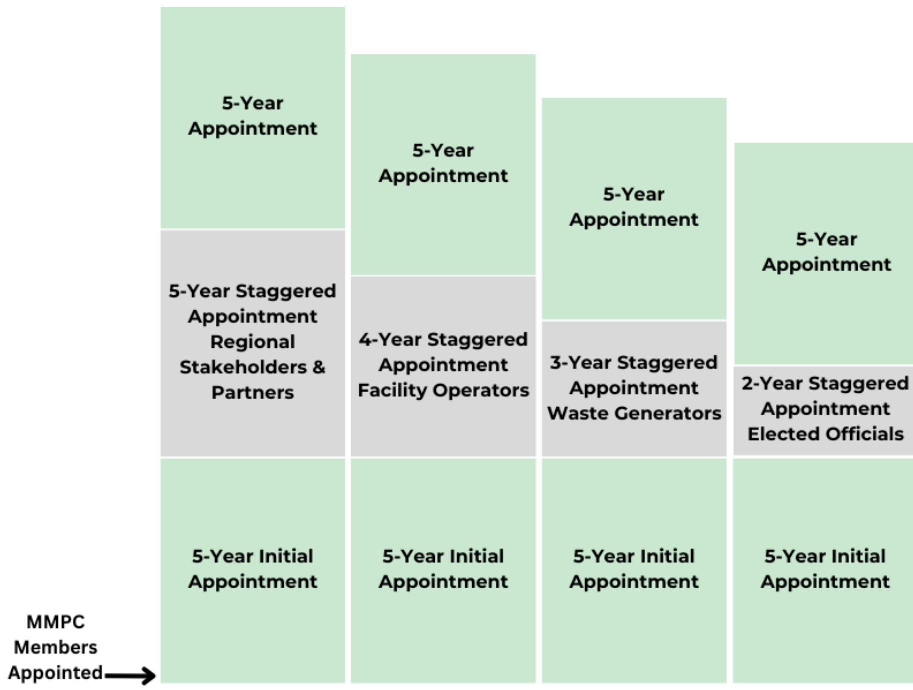
The Counties, in collaboration with the DPA, shall publish advance notice of the appointment opportunities and shall request that the names of persons interested in being considered for appointments be submitted to the DPA. Members of the Committee shall be recommended by the DPA to the counties. Approvals shall be addressed pursuant to the respective County Board of Commissioners' appointment process. Each of the three counties must agree on all appointments. The DPA will ensure that appointment recommendations reflect an equitable geographic representation and equal distribution between counties when possible. In addition, each of the counties shall appoint an elected official of the County and a member that meets the criteria from "I" above without DPA recommendation.

An appointed member may appoint a proxy to attend on the occasion of the member's absence from a meeting. All proxy members must meet the required role of the seat as described in Section 1. Proxy attendees shall not have voting privileges and do not count toward establishing a quorum. Irrespective of the appointment of a proxy, the attendance requirements of Section 6 below apply to the member who appoints a proxy.

Section 3. Terms
Each Member shall initially serve five years. After their initial five-year term, there shall be a period of staggered appointments (for 2, 3, 4, and 5-year terms) as shown in the following figure.

Elected Officials shall serve a two-year staggered term, material generators shall serve a three-year staggered term. facility operators shall serve a four-year staggered term, and regional partners and stakeholders shall serve a five-year staggered term. A graphic is shown in Appendix A.

Subsequently, their successors shall be appointed for terms of 5 years. A member may be reappointed.



Section 4. Vacancies.
When a vacancy on the Planning Committee occurs, the DPA will notify the COUNTIES of the vacancy, and recommend the appointment of a representative following the process dictated in the "Appointments" Article III Section 2, for the Committee seat that meets the expertise required for the vacancy. In case of a vacancy, a successor shall serve for the duration of the unexpired term.

Section 5. Resignation
A member will indicate his/her intent to resign by submitting a written statement with an effective date of resignation to the Committee Chairperson. Each member shall provide at least 30 days' notice before any such resignation shall become effective.

Section 6. Attendance
Members of the Committee are expected to attend all meetings. If a member is absent from four meetings per rolling 12-month period without prior approval from the Committee Chair, that member is deemed to have abandoned his or her seat and a vacancy shall be created.

Section 7. Removal of a member

The removal of a committee member or official may only occur with a cause and requires a two-thirds vote of voting members present at a meeting at which a quorum is present. A member shall only be removed with cause. The member or official shall not vote on his or her removal and shall not be counted toward a quorum for the purposes of this section.

Section 8. Conflict of Interest

A. Each member of the Committee shall avoid conflicts of interest related to personal financial gain or benefits.
B. If there is a question whether a conflict of interest exists or not, the question shall be put before the Committee. Whether a conflict of interest exists or not shall be determined by a majority vote of the remaining members of the Committee.
C. When a conflict of interest exists, the member of the Committee, shall do all of the following immediately, upon first knowledge of the case and determining that a conflict exists:
    I. declare a conflict exists at the next meeting of the Committee,
    II. cease to participate at the Committee meetings, or in any other manner, or represent oneself before the Committee, its staff, or others, regarding the topic, and
    III. during deliberation of the agenda item before the Committee, leave the meeting or remove oneself from the front table where members of the Committee sit, until that agenda item is concluded.

Article IV - Officers

Section 1. Officers and Terms

The following officers of the Committee shall be elected to one (1) year terms, at the first meeting of each calendar year. In the first year of the Committee's existence, the term of the officers shall begin during the initial meeting of the Committee in 2024 and conclude following the meeting when the election of officers is conducted in the first meeting of 2026.

Subsequent to the first years of the Committee, officer's terms will expire after the conclusion of the meeting when election of new officers is completed. No more than one officer shall be from any one of the Counties. With the exception of the initial meeting, officers take office at the meeting following their selection. The officers' respective duties shall be as follows:

A. Chairperson. The Chairperson shall see that all the rules and policies of the Committee are understood and observed; appoint membership to any ad hoc committees as approved; and act as a spokesperson for the Committee. The Chairperson shall preside over all Committee meetings. In consultation with the DPA the Chairperson shall generate the agenda for each meeting.
B. Vice Chairperson: The Vice-Chairperson shall preside over Committee meetings in the absence of the Chairperson and perform other duties as may be delegated by the Chairperson.
C. Recording Secretary: The Recording Secretary shall be responsible for the recording and maintenance of minutes for all Committee meetings; forwarding minutes, notices and

communications to Committee members; reviewing correspondence and other communications and consulting with appropriate parties to facilitate actions as needed; maintaining all Committee documents.

Upon approval by two-thirds (2/3) of the Committee members present, a staff person may be employed to assume some or all of the duties of the Recording Secretary. In such case, the Recording Secretary will retain oversight of the duties assigned to staff.

Article V – Sub-Committees and Working Groups

Section 1. Sub-Committee Formation

The DPA will recommend the formation of subcommittees as needed. Special subcommittees shall be formed, as authorized by the Committee and appointed by the Chairperson, when deemed necessary for the discharge of the duties of the Committee. Sub-Committee meetings must comply with the Open Meetings Act of PA 267 of 1976.

Section 2. Working Groups

The DPA will recommend the formation of working groups to address specific topics or projects. Working groups shall be established when authorized by the Committee and appointed by the Chairperson. Membership of working groups may include members of the public with expertise relevant to the group's purpose but must include one ~~two~~ member~~s~~ appointed to the Committee. Working groups may operate under the oversight of an existing subcommittee or independently, as determined by the Committee. Members of the working groups will be eligible for a per diem at the same rate as the Committee.

Article VI – Meetings

Section 1. Meeting Times

A regular meeting day and time shall be determined and adopted by a vote of the Committee, and public notification shall be given of any changes. In the event such an established regular meeting date falls on a holiday, such meeting shall be convened the following day, at the same time, or as set by the Chairperson.

Section 2. Special Meetings

Special Meetings may be called by the Chairperson or Vice Chairperson, or by a majority of the members of the Committee, at such time and place as deemed necessary after proper notice.

Section 3. Meeting Notice

Proper notice of regular or special meetings shall be made in accordance with the State of Michigan Open Meetings Act. Written notice shall be provided to each member of the Committee at least seven calendar days prior to the date of each meeting.

Section 4. Location of Meetings

Regular meetings of the Committee may be held in the county of the current Committee Chairperson. The exact location will be selected by the Committee Chairperson in consultation with the DPA. Special meetings will be selected by the Committee Chairperson in consultation with the DPA.

Section 5. Open Meetings
All meetings for the taking of official action shall be open to the public and comply with the Open Meetings Act, PA 267 of 1976.

Article VII – Designated Planning Agency Duties

Section 1. Responsibilities
The Duties of the DPA shall be found in the Contract for Materials Management Planning between the Counties and the DPA.

Article VIII – Rules of Conduct

Section 1. Quorum
A quorum of the Committee shall consist of a majority of the seated and serving appointed members. Attendance by proxy shall not count toward establishing a quorum.

Section 2. Voting
Official action can be taken only by a majority vote of the appointed membership. Proxy voting shall not be permitted.

Section 3. Regular Meeting
The conduct of a regular meeting shall generally follow the order of business outlined below, subject to modification at the discretion of the committee:

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. Communications
6. Old Business
7. Hearings (if scheduled)
8. New Business
9. Sub-Committee Reports
10. Public Comment
11. Miscellaneous
12. Adjournment

Article IX. – Amendments

Section 1. Policy Amendment
Any amendments to these bylaws which would commit the Counties adherence to a specified waste management policy requires approval by the governing boards of all Counties.

Section 2. Procedure Amendment
An amendment which involves modifications in Committee operating procedure, but does not impact Counties, must be approved by a two-thirds (2/3) vote of the total Committee membership during a Committee meeting.

Article X. – Adoption

Section 1. Adoption
Upon adoption of these bylaws, at the date of signature, they shall become effective.

Appendix A: Staggered Terms for the Planning Committee