

Advisory Committee Meeting Format and Rules of Engagement

Solid Waste Plan 2040 and Advisory Committee

The development of the Solid Waste Management Plan for Lincoln and Lancaster County (Solid Waste Plan 2040) is one of the stated objectives in the Lincoln-Lancaster County 2040 Comprehensive Plan (LPlan 2040). The Advisory Committee has been established to provide guidance for this planning effort.

The Public Works and Utilities Director is the designated Project Manager. Staff from the Public Works and Utilities Department, the Lincoln-Lancaster County Health Department, the Mayor's Office and the Lincoln-Lancaster County Planning Department make up the Management Team and will work with HDR Engineering, Inc. (HDR) in the development of documents for presentation at Advisory Committee meetings; they will also participate in Advisory Committee meetings, when appropriate.

Meeting Format

The Advisory Committee meetings will be open public meetings. The following rules will apply to all Advisory Committee Meetings.

1. The Committee Chair (or Vice Chair in the absence of the Chair) is responsible for opening the meeting, calling roll, accepting public comment and closing the meeting.
 - a. A quorum is required for each meeting to proceed; a quorum of the Advisory Committee is defined as ten of the appointed Committee members present at the designated meeting start time. If a quorum is not present, the Chair will conclude the meeting.
2. A member of the HDR Project Team will facilitate each meeting.
3. The standing agenda will generally include the following:
 - a. Welcome, Public Meeting Law Acknowledgement and Opening Remarks (Chair)
 - b. Roll Call (Chair)
 - c. Review Meeting Format and Rules of Engagement (Chair)
 - d. Introduction of Facilitator (Chair)
 - e. Safety Briefing (Facilitator)
 - f. Meeting Specific Technical Agenda (Facilitator and Technical Staff)
 - g. Accept Committee Comments/Discussions (Facilitator and Technical Staff)
 - h. Review of Actionable Items (Facilitator)
 - i. Next Meeting Topics (Facilitator)
 - j. Accept Public Comment (Chair)
 - k. Meeting Closure (Chair)

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4. Agendas and meeting materials will be sent to the Advisory Committee members electronically one week in advance of the meeting date. It will be the responsibility of the committee members to review and when necessary print the materials in advance of each meeting. Meeting materials will not be provided at the meetings. If, on occasion, printed materials are made available they will only be distributed to the Advisory Committee members; electronic copies will be provided via the website.
5. The meeting facilitator will be responsible for tracking agenda progress and creating a list of Actionable Items.
6. Meetings will start promptly at the designated time and end at or before the designated time.
7. The last 15 minutes of each meeting will be designated for public comments; this process will be moderated by the Committee Chair.
 - a. The public comment period at each meeting will be governed by the following guidelines:
 - i. State name and address.
 - ii. Limit comments to allotted time.
 - iii. Show respect to the meeting attendees, Advisory Committee members, facilitator and presenter(s).
 - iv. No foul language or inappropriate behavior.
 - v. Follow standard rules of decorum
8. Meeting notes will be taken during each meeting. The notes will be posted with meeting materials on the project website.
9. If a vote is required it will be recorded by roll call or similar vote.

An Advisory Committee Chair and Vice Chair have been selected by Mayor Chris Beutler; the general duties of the Committee Chair include the following:

1. Open each meeting, take roll call of attendance, and close each meeting.
2. Introduce the facilitator.
3. Enforce meeting format and rules of engagement.
4. Moderate the public comment period.
5. Attend all Advisory Committee Meetings.
6. Call for Advisory Committee votes, if necessary.
7. In the absence of the Chair, the Vice Chair will assume the responsibilities of the Chair.

Rules of Engagement for Advisory Committee Members

1. Arrive on time, prepared and ready to participate.
2. Follow standard rules of decorum.
3. Be respectful of fellow Advisory Committee members, the public, the facilitator and presenter(s) and others attending and participating in the meetings.