



Pinellas Partners in Recycling (PPR)

Policies and Procedures

Approved 11/10/2021

INTRODUCTION

Pinellas Partners in Recycling (PPR) is an advisory and networking group focused on recycling, waste reduction and diversion, and management of solid waste as a resource in Pinellas County and the surrounding Tampa Bay area.

SECTION I: OBJECTIVES

The objectives of Pinellas Partners in Recycling are:

- A. To educate the public on the importance, methods, and positive environmental impact of waste reduction, reuse, recycling, and solutions through integrated solid waste management
- B. To inspire conscious decision making and thoughtful consumption
- C. To improve recycling programs and maximize waste diversion
- D. To standardize recycling collection, processing, marketing, and promotion practices
- E. To coordinate public outreach on waste reduction, reuse, and recycling through local, regional, state, and national collaboration
- F. To provide educational and technical assistance regarding waste reduction, reuse, and recycling
- G. To educate and support existing recycling end market and end market development at the local, state, and federal levels
- H. To research and recommend innovative pilot programs and grants
- I. To promote continued learning, networking, and collaboration among public sector, private sector, and non-governmental organizations to further the goals of PPR
- J. To report PPR's activities, actions, and accomplishments

SECTION II: VOTING MEMBERSHIP

A. Voting Membership (Group Cities are considered one vote) is as follows:

| Vote Count | Voting Members |
|------------|--|
| 1 | St. Petersburg |
| 1 | Clearwater |
| 1 | Largo |
| 1 | Pinellas Park |
| 1 | Dunedin |
| 1 | Tarpon Springs |
| 1 | Group "A" Cities – Belleair/Belleair Bluffs/Oldsmar/Safety Harbor |
| 1 | Group "B" Cities – Gulfport/Kenneth City/Seminole/South Pasadena |
| 1 | Group "C" Cities – Belleair Beach/Belleair Shore/Indian Rocks Beach/Indian Shores/Madeira Beach/Redington Beach/N. Redington Beach/Redington Shores/Treasure Island/St. Pete Beach |
| 1 | Pinellas County Department of Solid Waste (DSW) |
| 1 | Keep Pinellas Beautiful |
| 1 | Pinellas County Schools |
| 1 | Non-Governmental Advocacy Organization Related to Recycling and the Environment |
| 1 | Private Sector Recycling Processing Representative |
| 1 | Private Sector Recycling Collection Representative |
| 15 | Total |

B. Quorum

1. A quorum consists of a majority, or eight (8) members, of the Voting Membership and is required to conduct official business. The Chair (or their delegate) will vote only in the event of a tie.

C. Responsibilities of Voting Membership:

1. Attend and participate in regular meetings and Work Groups meetings.
2. Voting Members who cannot attend the regular meetings or participate on Work Groups are urged to send an alternate. Alternates have the same voting privileges as the Voting Member.

3. Follow *Robert's Rules of Order* when conducting business as follows:
 - a. Be Recognized. The first step in making a motion is to seek recognition by the Chair to speak. Any Voting Member may speak up and say, "Chair?" And the Chair responds, "The Chair recognizes (Name)."
 - b. Make a Motion. After recognition, the Voting Member may propose the motion by saying, "I move that (state action)."
 - c. Second the Motion. A different member Voting Membership offers a second to this proposed motion. All this second member needs to say is, "Second."
(A note on seconds: The second is impromptu—meaning the Chair doesn't have to invite this step by asking, "Is there a second?" And the Voting Member making the second does not have to follow the separate step to be recognized).
 - d. Repeat the Motion. Once a second has been given, the Chair repeats the motion back to the group, officially stating by this repetition that the idea as proposed is now available for consideration by the Voting Membership. The Chair simply says, "It has been moved and seconded that (state action)."
 - e. Discuss the Motion. The Chair invites debate about this motion by asking, "Is there any discussion?" Consideration of a motion could include various members offering their ideas and opinions, or it might include referral of the proposal to a Work Group, or postponed consideration until a later meeting.
 - f. Vote on the Motion. And as a final step after discussion, the Voting Membership takes action to dispose of the motion. The Chair leads by saying, "If there is no further discussion, we will take a vote. All those in favor of that (action), 'aye.' All those opposed say, 'no.' " Then, the Chair states the results of that vote, by saying, for example, "The 'ayes' have it and the motion is adopted. (State action)."
4. Actions that require a Vote: the approval Officers requires a vote. Approval of Non-Governmental Advocacy Organization Related to Recycling and the Environment, 2) Private Sector Recycling Processing Representative, and 3) Private Sector Recycling Collection Representative requires a vote. Approval of meeting notes and meeting adjournment does not require a vote.

5. The Voting Members in Groups "A," "B," and "C" Cities will decide amongst those present who will represent the group for voting purposes. Group Cities should make every effort to ensure the Group has representation at every meeting.

D. Terms of Appointment:

1. Representatives from Pinellas County Government, the Pinellas County municipalities, Keep Pinellas Beautiful, and Pinellas County Schools will be appointed by the representative organizations. Their Voting Membership will remain effective until a member resigns or is withdrawn by their respective organization or by a majority of the Voting Membership.
2. The Voting Members for the 1) Non-Governmental Advocacy Organization Related to Recycling and the Environment, 2) Private Sector Recycling Processing Representative, and 3) Private Sector Recycling Collection Representative serve two-year terms.
 - a. Interested applicants should apply by requesting, completing, and submitting an application form to recycle@pinellascounty.org.
 - b. Applicants will be selected by a majority of the Voting Membership.
 - c. Elections will be held in even-numbered calendar years in conjunction with the election of the Officers.
 - d. Representatives may re-apply for consecutive two-year terms.
 - e. The two-year term will be effective until a member resigns, is withdrawn by their respective organization, or by a majority of the Voting Membership. A vacant position will be filled using the above-described application process. The new representative's term will remain in effect until the new voting cycle.
 - f. If the position is occupied by an organization rather than an individual appointment, representatives who cannot attend the regular meetings or participate on Work Groups are urged to send an alternate.

SECTION III: OFFICER ELECTIONS AND RESPONSIBILITIES

- A. The PPR Chair and Vice-Chair are known collectively as "Officers." Officers are elected at the first scheduled meeting of each calendar year (January). The newly elected

Officers will preside in the first meeting of the calendar year. Officers will hold office for one year or until successors are elected.

- B. Any Voting Member may nominate a candidate to be an Officer. The Chair will be selected from a governmental organization of the Voting Membership. The Vice Chair will be selected from the Voting Membership. The election of Officers will be by a majority vote by the Voting Membership.
- C. The Chair will preside at PPR meetings. The Chair will be responsible, either individually or by delegation, for timely distribution of agendas and meeting notes. The Chair, either individually or by delegation, will provide a report of PPR's actions, activities, and accomplishments to the Pinellas County Technical Management Committee (TMC).
- D. The Vice-Chair will, during the Chair's absence or their inability to serve, have and exercise all duties and powers of the Chair. The Vice-Chair will also perform other such duties as may be assigned by the Chair.
- E. If both the Chair and the Vice-Chair are absent from a meeting, a temporary Chair from the Voting Membership will preside over the meeting.
- F. Any vacancy in office created by resignation or replacement of Officers will be filled in accordance with Section III (B) at the next regular meeting. The newly elected Officer will serve the remaining term.
- G. If, at any time, the PPR Voting Membership documents that Officers are not performing their duties, they may be replaced by a majority of the Voting Membership.

SECTION IV: WORK GROUPS

- A. Work Groups or individual responsibilities may be established to advance and support the objectives of PPR.
- B. Work Groups or individual responsibilities are established at the direction of the Chair.
- C. Work Groups or individuals will discuss programs, issues, and recommend solutions.
- D. Work Groups or individuals will report at regularly scheduled PPR meetings or at the request of the Chair.
- E. Work Groups or individuals will develop a charter based on the template charter for PPR Work Groups.

- F. Work Groups or individuals will create meeting agendas and notes, using the designated template, for its meetings and submit meeting notes to recycle@pinellascounty.org to be saved and filed.

SECTION V: MEETINGS

- A. PPR meetings are open to the public. DSW will provide notice of regular meetings to Pinellas County Communications (Communications) at least a calendar week before the meeting. Communications will publish the meeting dates on the Pinellas County Government Calendar.
- B. PPR will meet at least every other month at a date, time, and place acceptable to a majority of the Voting Membership. The date or time may be changed to maximize Voting Membership participation. The Chair may call special meetings when necessary. If circumstances warrant, the Chair may cancel or postpone a regular or special meeting; and if necessary, set a new date, time, and place for the meeting. If a meeting is changed, DSW will notify Communications of the change as soon as possible.
- C. Meeting agendas and notes will be filed in accordance with DSW filing procedures. DSW will advise Voting Membership how to access documents.
- D. DSW is responsible for notifying the public about the meetings, maintaining the PPR contact list, and distributing agendas, meeting notes and other relevant information.

SECTION VI: AMENDMENTS

These Policies and Procedures will be evaluated at least annually and amended by a majority vote of the Voting Membership. Proposed amendments will be voted on at regular meetings. Amendments in these Policies and Procedures will be presented to the TMC for information.

Revision History:

| Revision | Date | Description of changes |
|----------|------------|--|
| 1.0 | 11-10-2021 | Initial Release. Adoption of Policies & Procedures following separation from TMC and governing Bylaws. |
| 2.0 | 07-22-2022 | Document accessibility corrected. |