



Victoria Recycles Community Advisory Panel Guidelines

NAME: The name of this group is the Victoria Recycles Community Advisory Panel.

MEETINGS:

- A. Meetings are held quarterly on the second Thursday of even numbered months with a summer recess during June and August.
- B. Meetings will be held with a staff member of the City of Victoria present in order to discuss the scope of work of recycling, including but not limited to public education, funding, program development and implementation.
- C. An appointed committee member or a City of Victoria staff member will facilitate meetings.
- D. Members will be notified of meetings two (2) weeks prior to the meeting date via email. A draft agenda and minutes from the previous meeting will be sent with meeting notification.
- E. A quorum is not necessary in order to hold and conduct meetings.

PURPOSE:

- A. Provide a venue for a dialogue between the Victoria Recycles Community Advisory Panel, the Recycling Program Coordinator, the Solid Waste Manager and the Director of Environmental Services that improves planning and communication with the community.
- B. Victoria Recycles Community Advisory Panel is an advisory group, not a decision making body. The City of Victoria will not ask the group to approve or disapprove any actions the City of Victoria may take, but when possible, will be responsive to suggestions and concerns.

MEMBERSHIP:

- A. Membership is open to all citizens of Victoria, Texas regardless of age, sex, religion, national origin, race, color or disability.
- B. Members of the Victoria Recycles Community Advisory Panel are stakeholders citizens of Victoria Texas and provide leadership to the community that achieves the mission of the Victoria Recycles Community Advisory Panel
- C. Any individual whose service is deemed a conflict of interest by the Victoria Recycles Community Advisory Panel, the Recycling Program Coordinator or the Director of Environmental Services will be dismissed from membership.

VISITORS:

Visitors are encouraged to attend meetings. Notification of meetings are made two weeks prior to the meeting in the Victoria Advocate.

CONFIDENTIALITY:

Confidentiality between group members and the City of Victoria shall be maintained with viewpoints of individuals not attributed to them unless otherwise requested.

MINUTES:

A summary of each meeting will be kept on file with the appointed person with the Victoria Recycling Education Committee. The summary will be provided to absentee group members along with the upcoming meeting via email at least two weeks prior to the subsequent meeting.

POLICIES & PROCEDURES:

- A. Decisions will be made by a consensus of group members and the approval of the Recycling Program Coordinator and/or the Director of Environmental Services.
- B. Documents, activities or projects will be approved by consensus of the group members and the Solid Waste Manager and/or the Director of Environmental Services before the public distribution or implementation and will in no way mis-represent the mission of this committee, its membership or the City of Victoria.
- C. Documents will be on approved letterhead and will not contain contact information of committee members.
- D. In case of emergency, the Solid Waste Manager, Recycling Program Coordinator or the Director of Environmental Services may approve documents, activities or projects.

COMPENSATION:

Members shall not be compensated for their participation in the group.

VALUES:

- Public participation involves both informing the public at large and incorporating public involvement in to practice.
- The public should have a say in decisions about actions that affect their lives.
- Public participation includes the understanding that the public's contribution will influence decision-making.
- The public participation process seeks out and facilitates the involvement of those potentially affected.
- The public participation process involves participants in defining how they participate.
- The public participation process provides participation with the information they need to participation in a meaningful way.
- The public participation process communicates to participants how their input affects decisions.