

BYLAWS
CAMPTON TOWNSHIP SOLID WASTE DISPOSAL DISTRICT
JANUARY 17, 2018

ARTICLE I. NAME

The name of this organization is the CAMPTON TOWNSHIP SOLID WASTE DISPOSAL DISTRICT, which may be abbreviated as "CTSWDD". Campton Township residents created this district through a referendum on November 6, 1990.

ARTICLE II. PURPOSE

The purpose of the Campton Township Solid Waste Disposal District is:

1. To maximize recycling and minimize the burden of buried waste in landfills by providing Campton Township residents with effective and efficient solid waste disposal and recycling services through one responsive, reliable and cost efficient commercial waste hauler.
2. To identify goals, policies and procedures that will aid furthering the twin goals of increasing recycling and solid waste reduction in Campton Township

ARTICLE III. MEMBERSHIP

The district is managed by a Board of Trustees pursuant to the provisions of the Illinois Solid Waste District Act (70 ILCS 3105/) (The "Act").

1. The Board consists of five trustees appointed by the Campton Township Supervisor with the advice and consent of the Board of Trustees.
2. Trustees are appointed for a single five-year term which begins on July 1st and ends on June 30th, or as amended by the Act.
3. A trustee appointed to complete a former trustee's term of office serves until the end of that trustee's term. They may then be appointed to a single five-year term. A trustee who has served a full five-year term is ineligible to serve as a trustee for one year following the expiration of his or her term.
4. Trustees must be residents of Campton Township, qualified voters, may not hold other public office, and may not be officers of any political party. A trustee who leaves the District during his or her term of office may not continue as a trustee and the office becomes vacant.
5. Trustee serves without compensation but may be reimbursed for expenses incurred in the performance of their duties as trustee.

6. Trustees may be removed for cause by a written order by the Campton Township Supervisor. Such order will be filed with the Kane County Clerk.

ARTICLE IV. OFFICERS

1. The Board elects officers by a majority vote of those trustees present at the July regularly scheduled meeting.
2. The cycles of officers will begin with the July meeting and run for a 12-month period.
3. Officers consist of a President, Secretary and Treasurer. Officers may serve any number of consecutive cycles.
4. An officer may resign by submitting a written resignation to the Board, with a copy to the Township Board. When an office becomes vacant, the Board will hold a special vote at its next regular meeting, and the officer elected at that meeting then will serve until the next regularly held election of officers.
5. Duties of officers.
 - a. President.
6. Preside at all meetings of the Board.
 - i. Preside at all meetings of the Board.
 - ii. Appoint a President pro tem should they be unable to preside at a meeting.
 - iii. Execute agreements and legal instruments together with any other officer of the Board as permitted by law and /or rules of the Board.
 - iv. Prepare and post meeting agenda.
 - v. Maintain the District's records.
 - vi. Prepare and file reports as required by law.
 - vii. Act as spokesperson for the Board. All District communications must be signed by the President unless otherwise delegated by the President to another trustee, or by motion of the Board.
 - viii. Report monthly on the District's activities to the Campton Township Board of Trustees.
 - ix. Answer queries to the District unless otherwise delegated by the President to another trustee, or by motion of the Board.
 - x. Represent the District to the community and public officials.
 - xi. Report monthly to the Board any communications received or generated in furtherance of the office.
 - xii. Clears signatures and titles off District's accounts with appropriate financial institutions as soon as a new Treasurer is elected and installed, so that checks can be processed without delay.

- xiii. Preside over all hearings, protests or other contested matter, unless such duties are otherwise delegated by the President or by motion of the Board.
 - xiv. The President has the same voting privileges as other Board trustee.
- b. Secretary
- i. Take minutes at meetings. Distribute them to board trustees prior to the next board meeting. Minutes to include reminder of next board meeting date.
 - ii. Maintain the Board's current and past Action Items List.
 - iii. Maintain current list of trustees.
 - iv. Maintain current list of key CTSWDD Contacts and Information.
 - v. Maintain term expiration list.¹
- c. Treasurer
- i. Conduct the District's financial business.
 - ii. Pay the bills after approval by the Board.
 - iii. Keep complete and accurate accounts of the District's finances, showing receipts, disbursements, balance, and location of bank accounts, investments rates of return, etc.
 - iv. Present a written report monthly to the Board on the status of all accounts. In addition to the information generated by the Treasurer, the reports include copies of monthly statements from the financial institutions with which the District conducts business.
 - v. Prepares reports as needed for annual or special audits and outside agencies.
 - vi. The Treasurer's reports are prepared, reviewed and approved at the monthly board meetings. The Board shall prepare, approve and post to our web site financial reports covering the past year.

ARTICLE V. COMMITTEES

The President, with the consent of the Board, may appoint committees as they deem necessary to carry out the work of the Board. The President is an ex-officio trustee of all committees. Committees may be composed of representatives of public agencies, private volunteer groups and public members but must include at least one Trustee of the District.

ARTICLE VI. MEETINGS

1. All meetings of the Board conform in all respects to the Illinois Open Meeting Act (5 ILCS 120/) and must be open subject to the exceptions allowed by the Act.
 2. Meetings are conducted according to Robert's Rules of Order.
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3. The Campton Township Solid Waste Disposal District Board of Trustees will hold regular meetings. The Board shall prepare a schedule of meeting dates and times in November of each calendar year for the next years scheduled meetings. The meeting dates shall be posted on our web site and at the Campton Township Community Center.
4. Special meetings may be called by the President, or may be called if required by a majority of Board trustees.
5. The President pro tem will be elected to serve at a meeting should the President be unable to do so by those trustees present.
6. A quorum of three trustees must be physically present at the location of any official meeting of the CTSWDD.
7. Written minutes of all meetings must be kept by the Secretary and include at a minimum
 - a. the date, time and place of the meeting.
 - b. the trustees of the public body recorded as present or absent, and whether the trustees were physically present by means of video or audio conference.
 - c. a summary of discussions on all matters proposed, deliberated, or decided and a record of any votes taken.
8. Minutes must be available for public inspection and must be posted on the web site within seven days of approval.
9. An agenda for any meeting
 - a. must be posted at the location where the meeting is to be held at least 48 hours before the meeting.
 - b. must be posted on the District's web site not less than 48 hours prior to the meeting, and must remain until the meeting is concluded.
10. Attendance via audio- or video-conferencing
If a quorum is physically present, the Board may allow a trustee to attend a meeting by other means if the trustee is prevented from physically attending because of:
 - a. Personal illness or disability;
 - b. employment;
 - c. the business of the public body;
 - d. a family or other emergency;

A trustee must notify the Secretary of having to attend by audio or video conferencing.

ARTICLE VII. CONFLICT OF INTEREST

It is in the best interests of the District to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. Conflicts of interest arise whenever the personal or professional interest of an individual trustee of the Board is potentially in conflict with the purpose of CTSWDD and responsibilities of the Trustee. This provision is intended to supplement but not replace any applicable laws governing conflict of interest.

Personal or professional interests include an interest of any kind, which in view of all circumstances is substantial enough that it would, or reasonably could, affect a trustee of the Board's judgement with respect to transactions to which that person is a party.

If an issue is to be decided by the Board that involves potential conflict of interest for a Trustee:

1. It is responsibility of that Trustee to;
 - a. Identify the potential conflict of interest.
 - b. Not participate in discussion of the matter, or motion being considered, nor will they attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting. Non-participation may include physically leaving the meeting.
 - c. Not vote nor be counted in determining the presence of a quorum for purposes of the vote on the potential conflict.
2. It is the responsibility of the Trustee thereof to:
 - a. Identify any potential conflict of interest known.
 - b. Record in the minutes of the Board meeting the conflict, or potential conflict of interest and the actions taken, and use the procedures and criteria of this provision.
3. It is the responsibility of the Board or trustee thereof to comply with the Illinois Public Officer Prohibited Activities Act (50 ILCS 105), and other applicable laws.

ARTICLE VIII. CTSWDD EQUIPMENT

No CTSWDD Board Members shall request, use or permit the use of CTSWDD equipment for personal convenience, for profit, for private use, or as part of secondary employment. CTSWDD equipment shall not be used in an illegal manner or activity.

ARTICLE VIX. AMENDMENTS

These bylaws may be amended at any time by a majority vote of the all Board trustees and posted on the District's web site.

Approved by the Campton Township Solid Waste District Trustees this 17th day of January, 2018

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