



CAMPTON TOWNSHIP
Solid Waste Disposal District

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Campton Hills, IL 60175
(630) 448-0070

By-laws
Campton Township Solid Waste Disposal District
May 17, 2023

Article I. Name

The name of this organization is the Campton Township Solid Waste Disposal District, which may be abbreviated as "CTSWDD". The district was created by Campton Township residents by referendum on November 6, 1990.

Article II. Purpose

The purpose of the Campton Township Solid Waste Disposal District shall be to:

1. 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, and
2. identify goals, policies, and procedures that will aid in furthering the twin goals of increasing recycling and reducing solid waste in Campton Township.

Article III. Membership

The district shall be managed by a board of trustees, pursuant to the provisions of the Solid Waste Disposal District Act (70 ILCS 3105/) (The "Act").

1. The board consists of five trustees, each trustee is appointed to serve a staggered 5-year term by the township supervisor with the advice and consent of the board of township trustees. A trustee shall be a resident of Campton Township, a qualified voter who does not hold any other public office and is not an officer of any political party. A trustee shall be selected on the basis of their demonstrated interest in the purpose of the district.
2. A trustee shall serve without compensation but may be paid their actual and necessary expenses incurred in the performance of official duties.
3. A trustee is appointed for a five-year term no later than July 1 of the year of appointment and expiring on June 30th of the fifth year following appointment, or as amended by the Act.
4. A trustee who no longer resides within the district during his or her term of office may not continue as a trustee and the office shall become vacant.
5. A trustee may be appointed to fill a vacant office with a partial term of remaining service by the township supervisor with the advice and consent of the board of township trustees. A trustee may be appointed to serve a five-year term of service following the expiration of a partial term of service.
6. A trustee who has completed a five-year term of service may not serve as a trustee for one year following the expiration of his or her term.
7. A trustee may resign by submitting a written resignation to the board and to the board of township trustees.
8. A trustee may be removed for cause by a written order by the township supervisor. Such an order shall be filed with the county clerk.

Article IV. Officers

Annually, at the June meeting, a majority of a quorum of trustees shall select a president, secretary, treasurer, and assistant treasurer; each to serve a 1-year term of office. The 1-year term of office shall commence on July 1st and continue until the following June 30th and until their successor is selected. Officers may serve any number of consecutive 1-year terms. An officer may resign by submitting a written resignation to the board. When an office becomes vacant a successor trustee shall be selected at the next regular meeting to complete the remaining portion of the current term of office.

1. Duties of officers:

a. The president:

- i. Prepares and posts an agenda prior to meetings. Presides at meetings of the board with the same voting privilege as a trustee. Presides over hearings, protests or other contested matter; unless such duties are delegated by the president or by board action.
- ii. Appoints another trustee to serve during an absence as president pro tem.
- iii. Reports monthly to the board on township and district activities, communications received or generated, or other matters pertaining to solid waste.
- iv. Reports monthly on the district's activities to the board of township trustees.
- v. Responds to inquiries, represents and acts as spokesperson for the district. Signs official communications unless otherwise delegated by the president to another trustee or by board action.
- vi. Maintains district records, prepares and files reports as required by law. Executes agreements or legal instruments together with any other board officer as permitted by statute or by board action.
- vii. Acts as the authorized representative of the district and manages day-to-day activities.
- viii. Provides notice to authorize the district's solid waste contractor to provide emergency collection service during exigent circumstances.
- ix. The President shall have the authority to commit District resources in cases of emergency requests from Kane County, the Township, Villages or Emergency Services.
- x. The President or their designee has the authority to request the Waste Hauler to provided dumpsters or cart services available in the contract. The primary beneficiary of the services shall be the Parks and Open Spaces District; however, services can be provided to other Campton Township organizations, Kane County, villages or 501c organizations.

b. The secretary

- i. Records minutes at all meetings to include: the date, time, and meeting place; trustees present or absent and whether trustees were physically present or attending by other means; a summary of discussion on all matters proposed, deliberated, or decided with a record of any votes taken, and a reminder of the next meeting date. Minutes from the previous month are distributed prior to the next meeting with such minutes then presented at the meeting for review and approval.
- ii. Maintain the board's current and past list of Action Items.
- iii. Maintains a current list of trustees and dates of each term of service.
- iv. Maintains a current list of key district contacts and information.

c. The treasurer

- i. Conducts the financial business of the district.
- ii. Pay bills for the district
- iii. Pay bills approved by the board
- iv. Pay bills when an invoice is due, and a quorum was not present to approve payment for expenditures previously approved by the board.
- v. Pay bills when an invoice is due, for an emergency expenditure approved by the board president.

- vi. Maintain complete and accurate accounts of the district's finances, receipts, disbursements, balance, location of bank accounts, investments, rates of return, etc.
- vii. Maintains complete and accurate accounts of the district's finances, receipts, disbursements, balance, and location of bank accounts, investments, rates of return, etc.
- viii. Bank accounts can only be made in FDIC insured banks.
- ix. Investments can only be made in FDIC insured institutions. Any such investments may be purchased at the offering or market price thereof at the time of such purchase. All such purchases shall mature or be redeemable on a date or dates prior to the time when the public funds will be required for expenditure. The purchase of the investments shall require prior board approval.
- x. The treasurer with board approval can transfer bank accounts to a new institution.
- xi. The treasurer shall make sure that we have at least two authorized signors on each account and/or financial instrument.
- xii. The treasurer shall control access to CTSWDD bank issued Debit Cards. A minimum of two trustees shall have Debit Cards.
- xiii. Prepares and presents a written monthly report on the status of all accounts at each monthly board meeting for review and approval. In addition to the information generated by the treasurer for, the quarterly and year-end report include copies of statements from each financial institution maintaining a district account or financial instrument.
- xiv. Prepares special financial reports, as needed or requested by the board.
- xv. Prepares a financial report each January for the prior year to be posted to the district website.
- xvi. Updates the authorized signatures and titles on all district financial institution accounts as soon as possible upon being selected Treasurer and taking office.

d. The assistant treasurer

- i. Performs duties of the treasurer during an absence or illness of the treasurer.

Article V. Committees

The president, with consent of the board, may appoint advisory committees as may be necessary to carry out the work of the board. The president shall serve as an ex-officio trustee of all committees. Committees must include at least one trustee of the district with additional committee members composed of representatives of public agencies, private volunteer groups, members of the public, or special experts as may be indicated.

Article VI. Meetings

1. Regular, special, emergency, reconvened, or rescheduled meetings of the board shall be conducted in compliance with the Open Meetings Act (OMA) and Robert's Rules of Order. OMA exceptions for meeting notice, meeting agenda, posting of agenda, meeting date, time, or location applicable to special, emergency, reconvened, or rescheduled meetings may be exercised when necessary.
2. The board shall hold regularly scheduled meetings and approve an annual schedule of meeting dates and times each year in November for the following calendar year. No later than December 31 of each year the approved meeting schedule shall be posted at the Campton Township Community Center, the office of supervisor of Campton Township, the district Facebook page, and the district website.
3. Regularly scheduled meetings shall normally be conducted in person at the location indicated on the schedule of meeting dates and times. A quorum of three trustees must be physically present at the meeting location for the board to meet to discuss or take action on the posted meeting agenda. Upon receiving notice provided to the secretary, a majority of a quorum of trustees may allow another trustee of the district to attend the meeting by other means, as permitted by the OMA.

4. A regularly scheduled meeting may, from time to time, need to be conducted remotely through Microsoft Teams as permitted by an executive order of the Governor or the OMA. A remote meeting shall be indicated on the posted monthly agenda, recorded, and all action taken shall be by a roll call vote.
5. Special meetings may be called by the president or by a majority of a quorum of trustees.
6. Written minutes of all meetings shall be recorded by the secretary. Meeting minutes shall be available for public inspection and posted on the district website within seven days following board approval.
7. A meeting agenda shall be posted at least 48 hours prior to the meeting at the Campton Township Community Center, the office of supervisor of Campton Township, the district Facebook page, and the district website. A meeting agenda shall remain posted until the conclusion of the meeting.
8. When any trustee is attending by audio conference all votes shall be taken by roll call.
9. To the extent practical, a copy of all documents being reviewed, discussed or adopted by the board shall be available to members participating by audio conference.

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, including appearances of a conflict of interest. A conflict of interest may arise whenever the personal or professional interest of an individual trustee is potentially in conflict with the stated purpose of Article II, the responsibilities of a trustee, or the office of a trustee. It shall be the responsibility of each trustee to comply with the Illinois Public Officer Prohibited Activities Act (50 ILCS 105) and other applicable laws. The provisions in this Article VII are intended to supplement, but not replace, any applicable laws governing conflict of interest.

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

If a matter to be decided by the board involves a potential or actual conflict of interest for a trustee, it shall be the responsibility of that trustee to:

1. identify the conflict of interest to the board;
2. refrain from attempting to influence the vote of any other trustee on the matter in any manner or at any time or place;
3. refrain from participating in the making of a motion, board discussion of a motion, or a board vote on a motion pertaining to the matter; and
4. physically leave a meeting of the board or the applicable portion of a meeting pertaining to the matter.

Before a board vote on a matter where one or more trustees have a potential or actual conflict of interest the board must achieve a quorum of three trustees who are each free of any such conflict of interest.

The secretary shall record in the meeting minutes of the board: a summary of the potential or actual conflict of interest, confirmation of compliance with this Article VII, and any action taken by the board on the matter.

Article VIII. Miscellaneous Provisions

1. The board shall select one trustee or District Volunteer who shall serve as the freedom of information officer for the district in accordance with the Illinois Freedom of Information Act (5 ILCS 140). As freedom of information officer, the appointed trustee shall be delegated those powers necessary to carry out duties related to providing public access to eligible records as provided in the Act. There shall be no limitation on how long a trustee may serve as freedom of information officer.
2. The board shall select one trustee or District Volunteer who shall serve as webmaster for the district. As webmaster, the appointed trustee shall be delegated those powers necessary to create, maintain, and keep current the data and content presented to the public on the district Facebook page and the district website. There shall be no limitation on how long a trustee may serve as webmaster.
3. The board shall select one trustee or District Volunteer who shall serve as recorder of solid waste data for the district. As recorder, the appointed trustee shall be delegated those powers necessary to maintain accurate and up-to-date records related to the type and amount of solid waste collected and disposed within the district by the solid waste contractor. There shall be no limitation on how long a trustee may serve as recorder.

4. A trustee shall not request, use, or permit the use of district equipment for personal convenience, for profit, for private use, or as part of secondary employment. District equipment shall not be used in an illegal manner or activity.

Article XIX. Amendments

These by-laws may be altered or mended, or new by-laws adopted at any regularly scheduled meeting of the board by a majority of a quorum of trustees. District by-laws shall be posted on the district website.

Revised and approved on this 17th day of May 2023.

A handwritten signature in blue ink, reading "Steven Cartwright", is written over a horizontal line.

Secretary

Campton Township Solid Waste Disposal District