

# RUTLAND COUNTY SOLID WASTE DISTRICT EXECUTIVE BOARD POLICY

## I. PURPOSE

- A. To specify the size, membership and method of selecting the Executive Board of the Rutland County Solid Waste Management District Board of Supervisors (BOS).
- B. To define the roles and responsibilities of the Executive Board.

## II. DEFINITIONS

- A. "RCSWD" shall mean the Rutland County Solid Waste Management District.
- B. "Board of Supervisors" (BOS) shall mean the governing body of the District.
- C. "Charter" shall mean the governing agreement of the BOS.
- D. "District" shall mean the Rutland County Solid Waste Management District.
- E. "Executive Board" shall mean the subcommittee of the BOS established under the District's Charter.

## III. POLICY

- A. **Composition.** As provided by the Rutland County Solid Waste Management District Governing Agreement (Charter), Article II Section 10. The Board of Supervisors shall have the authority to establish an Executive Board and grant such powers as it may deem necessary. Also, the Board of Supervisors (BOS) hereby resolves that the Executive Board shall be comprised of the Chair and Vice-Chair of the District, and two (2) additional Board members to be appointed by the BOS. The members of the Executive Board shall be appointed at the District's Annual Organizational Meeting. Vacancies on the Executive Board shall be filled by the BOS as soon as possible.
- B. **Powers.** The Executive Board is hereby authorized to:
  - 1. In an emergency or if a quorum of the full board of supervisors cannot be met (i.e., statutory, regulatory, legal, personnel, etc.) Direct the business of the District between meetings of the BOS and implement the policies and procedures of the BOS.
  - 2. In an emergency or if a quorum of the full board of supervisors cannot be met (i.e., statutory, regulatory, legal, personnel, etc.) Act on behalf of the BOS regarding the financial matters of the District. Financial matters, for the purposes of this resolution, shall include but not be limited to the following:

- (a) Review the draft District budget prepared by the District Manager for the upcoming year before submission to the BOS.
  - (b) Review invoices of the District and authorize payments thereof as long as they are within the budget.
  - (c) Review contracts and act as a board of appeal regarding disputes between the District Manager and a contractor.
  - (d) Monitor budget and grant administration.
  - (e) Monitor investments.
  - (f) Review monthly financial reports.
  - (g) Review matters related to bond issuance and approval.
- 3. Act as specified in the District's Personnel Policies.
  - 4. Review proposed legislation and act, or direct the District Manager to act, on behalf of the BOS to further the interests of the District.
  - 5. Review important policy matters, prior to discussion and action by the BOS.
  - 6. Review allegations of fraud and malfeasance, inappropriate behavior and any other acts deemed detrimental to the District.

#### **IV. EXCEPTIONS**

None.

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