

MEMORANDUM AND RULES OF THE NATIONAL ASSOCIATION OF WASTE DISPOSAL OFFICERS

1 Objectives of the Association

- 1.1 The promotion of the scientific, technical, legal, financial and practical aspects relating to the function of a Waste Disposal Authority (WDA).
- 1.2 To share information, explore issues and develop strategies for achieving best practice solutions
- 1.3 To facilitate understanding of key factors (including legislation) which impact on waste, recycling and sustainable development, determine a position on major issues and lobby stakeholders to influence their standpoints and resultant policies.

2 Membership

- 2.1 Membership shall be limited to U.K. Waste Disposal Authorities (WDA) who will be eligible to nominate one representative.
- 2.2 The representative should normally be the most senior client officer with full-time responsibilities for waste management and be a Corporate or Non-Corporate Member of the Institute of Waste Management (IWM).
- 2.3 A substitute WDA client officer shall be permitted to attend meetings in the absence of the nominated representative. Substitutes shall have the same voting rights as the representative for whom they are substituting.
- 2.4 Applications for Membership of the Association that do not appear to fulfil the above criteria shall be referred to the Policy and Advisory Committee for consideration and determination.
- 2.5 Other Organisations may attend with the approval or at the request of the Chairman, but those representatives attending shall not have any voting rights.

3 Officers

- 3.1 The Association shall have the following Executive Officers:
 - Chairman
 - Vice-Chairman
 - Secretary
 - Treasurer/Membership Secretary

4 Policy and Advisory Committees

- 4.1 The Association shall form a Policy and Advisory Committee consisting of:
- the Executive Officers
 - former NAWDO Chairmen
 - four other elected members
- 4.2 The Policy and Advisory Committee may co-opt other members of the Association to attend its meetings, where necessary, to further the work of the Association.
- 4.3 The Policy and Advisory Committee shall consider any matter relevant to the purpose or functioning of the Association, including use of the Association's funds and any matter referred to it by members of the Association. The Policy and Advisory Committee may, where relevant, make recommendations to the Association on matters, which it has considered.
- 4.4 Advisors to any other Groups, Committees etc shall be nominated by the Policy and Advisory Committee.
- 4.5 Other organisations may attend Policy and Advisory Committee meetings with the approval or at the request of the Chair, but those representatives attending shall not have any voting rights.
- 4.6 The Policy and Advisory Committee shall have the same arrangements for chairing meetings as applies for full Association meetings.

5 Election of Officers and Term of Officer

- 5.1 All Executive Officers, with the exception of the Chairman, and elected members of Policy and Advisory Committee shall be elected annually at the Annual General Meeting. Officers wishing to stand for re-election shall be permitted to do so, if they wish.
- 5.2 Nominations shall normally be submitted prior to the AGM. Only paid-up members of the Association may nominate. Nominations may, at the discretion of the Chairman, be accepted at the AGM.
- 5.3 Should any positions remain unfilled, the Policy and Advisory Committee may subsequently seek to co-opt other members of the Association fulfil these roles.
- 5.4 The Chairman shall be elected for a two-year term, at the appropriate Annual General Meeting.

6 Voting Rights

- 6.1 In all cases voting shall be on the basis of one vote per fully paid-up member of the Association attending the meeting.
- 6.2 Proxy voting may be permitted, when practical, on a basis agreed by the Policy and Advisory Committee.
- 6.3 Decisions are determined by a majority vote. In the event of a tie, the Chairman shall have a second casting vote, which he shall use at his discretion.
- 6.4 Voting may be done by a show of hands or by paper ballot if requested.

7 Accounts

- 7.1 Two auditors shall be appointed from the Association.
- 7.2 The Treasurer/Membership Secretary shall present a report and audited accounts to the Annual General Meeting.

8 Meetings

- 8.1 The Association shall meet four times a year, including the Annual General Meeting, or more frequently if considered necessary by the Policy and Advisory Committee.
- 8.2 The Policy and Advisory Committee shall meet as frequently as it determines necessary.
- 8.3 Meetings shall be chaired by the elected Chairman or, if the Chairman is unable to attend, by the Vice-Chairman. If neither is able to attend, the Secretary shall seek another member of the Policy and Advisory Committee to chair the meeting.
- 8.4 All attendees will be required to register their attendance by signing the registration sheet available at the meeting.

9 Annual General Meeting

- 9.1 An Annual General Meeting (AGM) will be held each year.
- 9.2 Notice of the AGM will be given by the Secretary at least 8 weeks in advance, and normally at the preceding meeting of the Association.
- 9.3 Prior to the AGM, the following will be distributed:
 - The agenda and papers for the meeting
 - The date, time and place of the meeting

- List of vacant Executive Officer positions and how applications may be made
- List of Policy and Advisory Committee positions and how applications may be made

9.4 The incumbent Chairman of the Association will chair the AGM.

9.5 Invitations to the AGM will be distributed to all members of the Association.

10 Subscriptions

10.1 The Association's membership fee shall become due on 1st January each year and will be invoiced to the WDA.

10.2 The level of the fee shall normally be fixed at the previous AGM of the Association following a recommendation from its Policy and Advisory Committee.

11 Other Matters

11.1 The Association may form formal or informal links with any other organisation as determined by the membership and may exchange minutes, correspondence etc with such other organisations.

11.2 Details of meetings, minutes, correspondence, membership etc may be included on the Association website.

11.3 The Memorandum and Rules will be reviewed from time to time as circumstances require and may be amended by a simple majority of paid-up members at the AGM.

12 Date of this Memorandum and Rules

12.1 This Agreement runs from xx June 2007 and replaces any earlier versions.