



# Oregon Recycling System Advisory Council

## Recycling Council Rules

**Adopted May 2026**

The Oregon Recycling System Advisory Council (Recycling Council or Council) will operate in accordance with the Oregon Constitution, Oregon Revised Statutes, and applicable Oregon Administrative Rules. The Council may provide recommendations and conduct other duties outlined in the relevant legislation. Items explicitly required by law are italicized below and cannot be changed. Statutory duties can be found at [https://oregon.public.law/statutes/ors\\_459a.902](https://oregon.public.law/statutes/ors_459a.902).

### 1. Chair

- A. The Council shall elect one member to serve as Chair and another to serve as Vice-Chair, for the terms and with the duties and powers necessary for the performance of the functions of such offices as the Council determines.
- B. The Chair and Vice-Chair may not both be members appointed from the same representation group.
- C. The role of the Chair is to call and preside over Council meetings, develop meeting agendas, interact with agency staff, provide support to the Council, appoint committee members, sign documents on behalf of the Council, and serve as spokesperson for the Council.
- D. The role of the Vice-Chair shall include performing the Chair's obligations when they are unavailable. Assist the Chair with all responsibilities, including interacting with DEQ staff, creating meeting agendas and general support of the Council.
- E. The Chair and Vice-Chair shall be elected by a majority vote of the Council during the first meeting of the fiscal year or as needed due to a vacancy.

### 2. Meetings

- A. The Council shall meet at least once every three months at times and places specified by the Chair.
- B. The Council also may meet at other times and places specified by the call of the Chair or of a majority of the voting members of the Council, as necessary, to carry out the duties of the Council.
- C. A quorum shall consist of a majority of the voting members of the Council. No official action may be taken without a quorum present.
- D. Remote participation options shall be made available for all meetings.
- E. The Council may accept written and oral comments.
- F. Meetings must comply with Oregon public meetings law. Meetings will be recorded and meeting materials made available. All votes are public records.

### **3. Absences**

- A. Excused absences
  - i. A member may request an excused absence from a Council meeting from the Chair.
  - ii. The Chair may request an excused absence from the Vice-Chair
  - iii. All absences will be documented in the meeting summary.
- B. Unexcused absences
  - i. A member who incurs two or more unexcused absences within a twelve-month period may be subject to review by the Council. Following such review, the Council may recommend to the Governor that the member be replaced and that a new appointment be made to fill the position.

### **4. Council Action**

- A. Official action by the Council requires the approval of a majority of the voting members of the Council.
- B. The Chair may call for a vote that occurs outside of a meeting with at least two business days provided for members to cast their votes.
- C. Voting can be done in person, via email, or other Council approved methods.
- D. All formal recommendations will be made in writing to the Department of Environmental Quality or Producer Responsibility Organizations and require a vote of the majority of the council members.

### **5. Terms**

- A. The term of office of each member of the Council is three years, but members who are not legislators serve at the pleasure of the Governor. Membership terms are staggered to ensure that new appointments do not exceed more than one-third of all members.
- B. Council members shall not be appointed for more than eight consecutive years.
- C. Former council members will be eligible for re-nomination to serve on the Council after a break of at least one year.
- D. Before the expiration of the term of a member, the appointing authority shall appoint a successor whose term begins on July 1 following the appointment. A member is eligible for reappointment.
- E. If there is a vacancy for any cause, the appointing authority shall make an appointment to become immediately effective for the unexpired term
- F. The Chair and Vice-Chair serve one-year terms and may be re-elected by Council vote.

### **6. Conflict of Interest**

- A. No member of the Council shall cast a vote on any matter that is likely to provide a direct financial benefit to that member or otherwise give the appearance of a conflict of interest under State law.
- B. Council members must disclose any actual or potential conflicts of interest prior to discussion or voting on a matter and must recuse themselves from voting if appropriate, consistent with Oregon ethics laws.

### **7. Committees**

- A. The Council will have five standing committees:
  - i. Equity and Outreach - Equity report, multifamily needs assessment, education and outreach, racial equity, urban/rural balance
  - ii. Responsible End Markets - standards, certification, verification
  - iii. PRO Budget and Fees - Annual budget report, producer fee structure, ecomodulation bonuses, covered product exemptions
  - iv. Materials - USCL & PRO depot lists, on-ramp of new materials, delisting of materials, SIMs
  - v. Infrastructure - PRO Recycling Centers, system expansion, transportation reimbursement, CRPF investments
- B. Ad-hoc committees may be formed if needed for short-term topics.
- C. Public Meeting Compliance
  - i. All committee meetings must comply with Oregon public meetings laws.
  - ii. All Council members will be notified of committee meetings.
  - iii. Council members not on a committee may participate in discussions but may not vote on committee recommendations.
- D. Membership and Structure
  - i. The Chair may appoint up to seven members to standing committees.
  - ii. Each committee must include at least one member from three different sector representation groups. Representation groups detailed in statute are:
    - 1. Local Governments (4)
    - 2. Community-Based Organization/Small Business/Environmental Non-Profit (5)
    - 3. Recycling Industry (4)
    - 4. Producers (4)
  - iii. Council members may serve on up to two committees.
  - iv. A member may accept a third committee appointment if an open seat remains vacant, provided that doing so does not disrupt the balance of sector representation on the Council.
  - v. No committee may have 50% or more of its members from a single representation group.
  - vi. Each committee will select a chair/facilitator who will be responsible for facilitating meetings, ensuring all members have the opportunity to speak and coordinating reports to the full Council
- E. Alternate Committee Members
  - i. If a committee member cannot attend a meeting, they may designate another Recycling Council member to serve as a temporary alternate. The committee member must notify both the Council chair and the committee chair/facilitator prior to the start of the committee meeting.

## Contact

Oregon Recycling System Advisory Council

[Recycling.Council@DEQ.oregon.gov](mailto:Recycling.Council@DEQ.oregon.gov)

## Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age, sex, religion, sexual orientation, gender identity, or marital status in the administration of its programs and activities. Visit DEQ's [Civil Rights and Environmental Justice page](#).