

**Recycling & Waste Reduction Commission of Santa Clara County (RWRC)**  
*Draft Proposal*  
**Annual Planning Process to Consider Topics for Review**

**Mission:** The RWRC provides leadership for countywide planning and works to assure the success of countywide cooperative programs to reduce, reuse, and recycle materials that otherwise would be disposed of in landfills. In addition to state-mandated responsibilities, the RWRC serves as the principal advisory body to city and town councils and the Board of Supervisors of Santa Clara County on countywide solid waste planning issues.

The intent of this proposed process is to:

- Assist Commissioners in balancing state-mandated and ongoing countywide policy responsibilities with newly emerging issues;
- Assist the Technical Advisory Committee (TAC) in their review of current waste issues by identifying the Commission's priorities (the topics considered by the TAC are not limited to the priority list); and
- Assist staff in balancing their existing workload with new topics being considered.

Requests for the RWRC to consider new topics will be accepted year-round and from everyone, including: Commissioners, TAC, staff, members of the public, and advocacy organizations.

All requests will be considered at an annually scheduled meeting. Prior to the meeting, staff will prepare a brief summary of each issue (maximum one-page) based on input from TAC. The standard format should include: problem statement, alignment with Mission, anticipated time to research, key stakeholders, TAC recommendation, and staff recommendation.

At the meeting, there will be a brief presentation by staff/TAC, public input, discussion, and a priority ranking by the Commissioners. The Chair is responsible for clarifying the process prior to the ranking.

Once identified as a priority, each topic is assumed to be given time for the following: topic overview, key policy issues, and policy recommendations. The Commission may allocate additional RWRC meeting time for further discussion, may decide not to make a policy recommendation, or may propose a draft policy to seek input from stakeholders and member jurisdictions. Policy recommendations will generally not be revisited for at least one year except in the following circumstances:

- One or more of the member agencies have taken an action in the policy area that constitutes consideration of a needed refinement of the original RWRC policy recommendation;
- State or Federal law has changed and necessitates consideration of a change in the RWRC policy recommendation;
- Other significant circumstances have been occurred making the original RWRC policy recommendation out of date or otherwise inconsistent with the original intent of the recommendation.