

**Charter:**  
**Waste and Materials Management Study Group**

This charter outlines the purpose, structure, membership, and logistical arrangements for the Waste and Materials Management Study Group.

Background: Recognizing the benefits of working with a broad group of stakeholders, the Waste and Materials Management (WMM) Program created a stakeholder group, the WMM Study Group. This group serves as a forum to receive input from, and provide information to, interested parties on a range of policy and technical issues relating primarily to topics associated with the NR 500 chapters of the Wisconsin Administrative Code.

The WMM program also works with an ad hoc list of external stakeholders known as the Solid Waste Interested Parties (SWIP). SWIP meetings are convened at least annually by the DNR and are primarily to provide information on program developments. The WMM Study Group will address a more focused range of issues in greater depth and continuity, and with a greater emphasis on developing and delivering advice to the DNR and to policy makers on the issues the group takes up.

The WMM Study Group is not associated with the state's Council on Recycling, a statutory group charged with advising the secretary, governor and legislature on matters pertaining to waste reduction and recycling, some of which may overlap with topics taken up by the Study Group. The DNR will ensure relevant information is shared between the two groups.

Purpose and Scope: The WMM Study Group is an advisory group to the DNR's Waste and Materials Management Program. The group's responsibilities include:

- Advising and providing feedback to the WMM program in implementing and interpreting state and federal regulations pertaining to waste and materials management, including issues relating to consistency and fees;
- Providing the WMM program with a sounding board for guidance and policy development, program priorities and program evaluation; and
- Facilitating processes to tackle issues, promoting follow-through on issues discussed, and taking a role in implementing changes as appropriate.

The scope of work of the WMM Study Group will center on aspects of waste and materials management associated with the NR 500 chapters of the Wisconsin Administrative Code. The group will identify key issues to pursue, and adjust the list on an ongoing basis. The WMM program does not anticipate that this group will become involved with hazardous waste management or mining issues.

Membership and Structure: The WMM Study Group will:

- Consist of 6 to 10 members representing a range of stakeholder viewpoints;
- Be appointed by and serve at the pleasure of the DNR Secretary with input from interest groups;
- Consist of members appointed either as individuals or as representatives of an organization;
- Be led by two elected chairpersons, with agenda-setting to be done jointly by the chairpersons and the WMM program director;
  - Each chairperson shall serve a two-year term and will be elected by the Study Group members present at the last meeting of the calendar year. Terms by each chairperson should overlap so a returning and new chairperson serve for one year at the same time.
- Set up working subgroups of Study Group members and non-members (chaired by a member and reporting back to the Study Group) as needed to accomplish work; and
- Conduct its business transparently, following open meetings and open records laws, encouraging participation from non-members at meetings, and recognizing dissenting opinions.

The DNR will attempt to ensure balanced representation through consultation with some or all of the following groups:

- Environmental quality and/or public interest organization(s)
- Wisconsin Counties Solid Waste Management Association (WCSWMA)
- Solid Waste Association of North America, Badger Chapter (SWANA)
- National Waste and Recycling Association (NW&RA)
- Associated Recyclers of Wisconsin (AROW)
- Environmental and/or engineering consultants active in waste and materials issues
- Private and public waste and materials management industry
- Wisconsin Utilities Association
- University of Wisconsin System

Members of the WMM Study Group are expected to attend all meetings and actively participate in discussions, subgroup work, research and other tasks necessary to the success of the study group. Each member will be expected to collect information from the organization or group they represent to provide constructive input during group discussions. The success of the Study Group will be enhanced by regular attendance of the members. Proxies may attend to ensure information is shared with a member that

cannot attend, but will abstain from voting. Routine dependence on proxies is discouraged in order to maintain the collaboration and dynamics of the group.

Logistics:

- The Study Group is a working group and members may be asked to provide information to the group on various issues. DNR staff will also make presentations and provide documents to the group.
- The Study Group will meet 3-6 times per year, as agreed to by the chairperson and the WMM program director.
- Meetings will primarily be in person, but may be in webinar format as deemed appropriate by the chairperson and the WMM program director.
- DNR staff will provide logistical support, including setting up meeting locations, polling members for scheduling, ensuring proper public notice is provided, maintaining a mailing list and web page, assisting with document distribution and taking meeting notes.
- Each meeting will be public noticed. No later than two weeks prior to Study Group meetings, all Study Group members will be notified of meeting times and locations. No later than one week prior to the Study Group meetings all non-member interested parties will be notified of meeting times and locations.
- Meeting agendas and materials will be prepared for each meeting. This information will be sent electronically to the Study Group members at least one week prior to the meetings. Agendas and materials will also be posted to the DNR's public website.
- All meetings of the Study Group and its subgroups are open to the public. Generally, non-members will be allowed to participate in group discussions, though the chair(s) may temporarily limit outside participation if necessary to conduct Study Group business.
- Draft notes from each Study Group meeting will be distributed to the membership via email for comments approximately 10 working days after each meeting. Final meeting notes will be distributed to the Study Group and posted on the DNR's public website shortly after the notes are approved by the Study Group members at the next meeting.
- Ad hoc subgroups may be established by the Study Group for specific topics. In addition, it may be that individual Study Group members will be requested to fulfill certain assignments.
- The Study Group will review the draft recommendations from the subgroups.
- The format for recommendations will include a background narrative, followed by the proposed recommendation, type of recommendation (administrative, statutory, or regulatory) and any resources needed (staff and/or funding).

Subgroups:

- Subgroup meetings will be conducted in a similar fashion to Study Group meetings, with public notice and participation and DNR logistical support.
- Each subgroup will have a chairperson, who is a member of the Study Group. Membership may include additional Study Group members and /or nonmembers.
- Membership in the subgroups will encompass a wide variety of interests to ensure a balanced group and the broadest base for input.
- Each subgroup will provide updates and/or recommendations to the Study Group during Group meetings.
- The Study Group will establish the initial charge of subgroups. A charge may include: identifying options for resolving Waste issues as well as a priority for each issue, identifying what type of change is necessary, such as statutory, regulatory, or administrative (e.g., fact sheet or training) change, and identifying the amount of resources (e.g., staff or money) needed to implement. Subgroups determine overall scope of work.

Study Group Recommendations: The WMM Study Group can make formal recommendations to the DNR. The study group will vote on proposed recommendations with at least 80 percent of voting group members required for approval. Recommendations will include a brief background narrative, the proposed recommendation, a description of the type of recommendation (e.g., administrative, statutory, regulatory), a summary of dissenting opinions, and a description of any resources needed from DNR, stakeholders or others. Proposals that are legislative in nature should be worked on directly with legislators and their staff rather than the WMM program and documented in the Policy Bank.

Study Group Policy Bank: If the Study Group would like to document or recommend a policy change to the DNR or state legislature, the position statement can be documented in a "policy bank" with a goal of providing a specific recommendation on action needed. Policy documents are approved by the group when at least 80 percent of current voting group members vote in support of the policy. The group will review the bank of policies annually to ensure current members approve of the policy or want to make edits.

Charter Review Provision: The study group will review the charter at least every two years and provide the DNR with a recommendation as to whether any changes in purpose, scope, membership or otherwise are needed.