

**UPDATE IN PROGRESS**

**FISHERS ISLAND  
WASTE MANAGEMENT  
GOVERNING DOCUMENTS  
2024**

**Mission**

**Values**

**Governing Policies**

**Guiding Principles**

# Fishers Island Waste Management District

## Mission

Fishers Island Waste Management Tax District (FIWMD) is committed to the safe, environmentally and fiscally responsible distribution of items no longer needed or wanted by households and/or commercial enterprises.

These items include: food scraps, single use containers, paper, cardboard, furniture, appliances, construction waste, yard and landscaping debris. Items that cannot be reused or composted on the island must be transported off the island to companies in Connecticut for further distribution, incineration or permanent placement in a landfill.

## Values

The citizens, businesses and organizations of Fishers Island are entitled to have a fair, ethical and accountable FI Waste Management Commission. In keeping with this commitment, elected Commissioners will comply with both the spirit and letter of the Governing Policies and Guiding Principles herein.

## Governing Policies

Fishers Island Waste Management District follows all applicable New York State statutes for governance and management of Southold Districts. While the following summarizes and highlights FIWMD policies and practices, detailed clarifications should be sought in those primary documents.

### 1) Composition of the Commission

- a) The Fishers Island Waste Management District consists of a 5 member Board of Commissioners, elected to serve a 5-year term.
- b) Officers
  - i) A Chair, Treasurer, and Secretary are elected by the Commission on an annual basis at the start of the new term.
    - (1) A Vice-Chair position may be elected at the discretion of the Board.

- (2) By consensus of the Commissioners and as needed, roles may be reassigned mid-cycle.
- ii) Duties of the Officers include, but are not limited to, the following:
  - (1) Chair: conducts regular monthly meetings and calls special meetings as necessary.
  - (2) Treasurer: manages financial records, reports at monthly meetings, oversees preparation of the annual budget.
  - (3) Secretary: manages official correspondence.
- c) Employee Liaison: one Commissioner acts as the primary link between the Commissioners and the Staff. Please see Employee Handbook.

## **2) Meetings**

- a) The District’s affairs are conducted transparently and in public, except where confidentiality is legally required. FIWMD follows New York State Open Meeting Law.
- b) The Commission holds regular monthly meetings, and attendance is required of the Commissioners. More than 2 absences in a one-year period may result in censure by the Board of Commissioners. Absences excused by the Chair are exempt.
- c) Additional Board meetings may be called by the Chair.

## **3) Voting**

- a) The Commission may conduct a vote at regular or special meetings called by the Chair.
- b) A quorum of the Commission must be present for a vote to take place.
- c) A vote is carried by a simple majority.

## **4) Conflict of Interest**

- a) Commissioners and staff shall not use their official positions to influence decisions in which they may have a financial interest, organizational interest, or personal relationship, which may give the appearance of impropriety and will recuse themselves from discussion and or casting a vote.

## **5) Advocacy**

- a) Commissioners shall represent the official policies or positions of the Commission to the best of their ability. When presenting their own personal opinions or positions, commissioners shall explicitly state they do not represent the Commission nor imply that they do. Commissioners have no power outside meetings unless they have been authorized by the commission to represent them.

**6) Use of Public Resources**

- a) Commissioners shall not use public resources, such as staff time, equipment, supplies or facilities for personal purposes.

**7) Censure**

- a) Censure by vote of the Board may be, but is not limited to, the following situations:
  - i) Excessive absence from regularly scheduled monthly meetings.
  - ii) Violation of Conflict of Interest Policy.
  - iii) Disruptive or abusive behavior toward other Commissioners, FIWMD employees, or constituency.
  - iv) Disregarding Handbook and or Guidelines.
- b) Censure may include a verbal communication, written statement, and up to request of resignation.

**Guiding Principles**

The Commissioners agree to lead the Commission in such a way as to ensure that taxpayers benefit in the most efficient way possible from the expenditures of funds.

Commissioners promise:

- Fiscal responsibility to the taxpayer
- Safe operations for staff and patrons
- To be mindful of the fragile nature of our small island environment and community. To effectively fulfill this promise, the Commissioners commit to the Mission, Vision, and Governing Policies herein, as well as the following Principles and Operational Practices:

**Mission-Driven**

Discussions, decisions and allocation of resources focus on achieving the Mission and the best interests of FIWMD.

**Strategic Planning**

The Commission engages in a strategic planning and operational planning process on an annual basis.

### **Transparency, yet Confidentiality**

The business of the Commission is conducted in a transparent manner, while matters requiring confidentiality are handled as such.

### **Financial Audits**

The Commission’s financial records are audited on a yearly basis.

### **Good Team Members**

The Commissioners agree to be on time and prepared for meetings, stay on-topic and on-task during meetings, follow-through on commitments and assignments, and actively engage in the District’s affairs. All discussions follow collegial discourse and consensus-building etiquette.

### **Learning, Self-Improvement and Self-Assessment**

The Commission engages in education regarding matters of waste management technology, financial management, and other matters of governance and process to optimize its operations. The Commission will conduct self-assessment surveys as a performance improvement measure annually.

### **Best Practice Employer**

The Commissioners follow U.S. Equal Opportunity Commission best practices employment principles and support a positive and respectful workplace.

## **BEST PRACTICES FOR EMPLOYERS AND HUMAN RESOURCES/EEO PROFESSIONALS**

### **How to Prevent Race and Color Discrimination**

#### **General**

- Train Human Resources managers and all employees on EEO laws. Implement a strong EEO policy that is embraced at the top levels of the organization. Train managers, supervisors and employees on its contents, enforce it, and hold them accountable.
- Promote an inclusive culture in the workplace by fostering an environment of professionalism and respect for personal differences.
- Foster open communication and early dispute resolution. This may minimize the chance of misunderstandings escalating into legally actionable EEO problems. An alternative

dispute-resolution (ADR) program can help resolve EEO problems without the acrimony associated with an adversarial process.

- Establish neutral and objective criteria to avoid subjective employment decisions based on personal stereotypes or hidden biases.

### **Recruitment, Hiring, and Promotion**

- Recruit, hire, and promote with EEO principles in mind, by implementing practices designed to widen and diversify the pool of candidates considered for employment openings, including openings in upper level management.
- Monitor for EEO compliance by conducting self-analyses to determine whether current employment practices disadvantage people of color, treat them differently, or leave uncorrected the effects of historical discrimination in the company.
- Analyze the duties, functions, and competencies relevant to jobs. Then create objective, job-related qualification standards related to those duties, functions, and competencies. Make sure they are consistently applied when choosing among candidates.
- Ensure selection criteria do not disproportionately exclude certain racial groups unless the criteria are valid predictors of successful job performance and meet the employer's business needs. For example, if educational requirements disproportionately exclude certain minority or racial groups, they may be illegal if not important for job performance or business needs.
- Make sure promotion criteria are made known, and that job openings are communicated to all eligible employees.
- When using an outside agency for recruitment, make sure the agency does not search for candidates of a particular race or color. Both the employer that made the request and the employment agency that honored it would be liable.

### **Terms, Conditions, and Privileges of Employment**

- Monitor compensation practices and performance appraisal systems for patterns of potential discrimination. Make sure performance appraisals are based on employees' actual job performance. Ensure consistency, i.e., that comparable job performances receive comparable ratings regardless of the evaluator, and that appraisals are neither artificially low nor artificially high.
- Develop the potential of employees, supervisors, and managers with EEO in mind, by providing training and mentoring that provides workers of all backgrounds the opportunity, skill, experience, and information necessary to perform well, and to ascend

to upper-level jobs. In addition, employees of all backgrounds should have equal access to workplace networks.

- Protect against retaliation. Provide clear and credible assurances that if employees make complaints or provide information related to complaints, the employer will protect employees from retaliation, and consistently follow through on this guarantee.

### **Harassment**

Adopt a strong anti-harassment policy, periodically train each employee on its contents, and vigorously follow and enforce it. The policy should include:

- A clear explanation of prohibited conduct, including examples;
- Clear assurance that employees who make complaints or provide information related to complaints will be protected against retaliation;
- A clearly described complaint process that provides multiple, accessible avenues of complaint;
- Assurance that the employer will protect the confidentiality of harassment complaints to the extent possible;
- A complaint process that provides a prompt, thorough, and impartial investigation; and
- Assurance that the employer will take immediate and appropriate corrective action when it determines that harassment has occurred.

### **Community Outreach**

The District regularly communicates with the public during its monthly meetings, ICB meetings, through updates on its website and announcements on fishersisland.net. Additionally, several informational fliers are sent throughout the year. The commission welcomes community input. Please bring your questions to our meetings or send them to our website.