

BYLAWS

of the

SUMTER AREA TRANSPORTATION STUDY (SUATS)

The following bylaws are adopted by the SUATS Metropolitan Planning Organization (MPO) Policy Committee to provide for the transaction of business in the development and administration of transportation planning in the designated study area located within Sumter County, South Carolina.

SECTION I: PURPOSE

The following bylaws are adopted to designate the offices and functions of the SUATS Policy Committee and to provide for the transaction of business of the Committee in the development of transportation plans and implementation of transportation-related projects for the SUATS MPO in conformance with state and federal laws and regulations. The SUATS MPO carries out a continuing, cooperative and comprehensive transportation planning process for the City of Sumter and the urbanized areas of Sumter County that surround the City.

SECTION II: POLICY COMMITTEE MEMBERSHIP

The Policy Committee is the decision-making body which implements the SUATS MPO's policy directives and is responsible for transportation project selection. Policy Committee Membership consists of the following:

Policy Committee (Voting)

1. City of Sumter – Mayor
2. City of Sumter – One (1) Council Member
3. Sumter County Council – County Council Chairman
4. Sumter County Council - One (1) Council Member
5. Sumter County Legislative Delegation – Resident Senator
6. Sumter County Legislative Delegation –One (1) Resident Representative
7. Sumter County Legislative Delegation – One (1) Resident Representative
8. Sumter City-County Planning Commission – Planning Commission Chairman
9. Sumter Development Board – Chairman
10. Sumter County Transportation Committee – Chairman

Policy Committee Ex Officio Members (Non-Voting)

1. Sumter City Manager
2. Sumter County Administrator
3. Shaw Air Force Base Commander
4. SCDOT Commissioner – Fifth Congressional District
5. SCDOT Commissioner – Sixth Congressional District

The terms of elected officials on the Policy Committee shall be coterminous with their terms of elected office. The terms of appointed representatives to the Policy Committee shall be coterminous with

their appointment to the organization which they represent. Organizations shall provide written notice to SUATS providing the name and contact information of its updated voting representative to the Policy Committee as soon as a change of representative is made.

SECTION III: TECHNICAL COMMITTEE MEMBERSHIP

The Technical Committee, or Study Team, provides perspective from a range of experts on transportation. The Committee develops and reviews materials for consideration by the Policy Committee. The Technical Committee membership shall include, but is not limited to:)

1. Sumter City-County Planning Department, Planning Director
2. Sumter City-County Planning Department, Zoning Administrator
3. Sumter City-County Planning Department, Senior Planner (Transportation)
4. City of Sumter, Director of Public Services
5. Sumter County, Public Works Director
6. SCDOT, District 1 Administrator
7. SCDOT, Pee Dee Regional Planner
8. SCDOT, Sumter County Resident Maintenance Engineer
9. SCDOT, Sumter County Resident Construction Engineer
10. SCDOT, Office of Public Transit Program Manager
11. SCDOT, Intermodal and Freight Programs Manager
12. SCDOT, Regional Production Group 2 (RPG-2) Project Manager(s)
13. Santee-Lynches Regional Council of Governments, Regional Planner
14. FHWA Environmental Coordinator
15. Shaw Air Force Base Community Planner
16. Santee Wateree Regional Transportation Authority – Executive Director
17. Greater Sumter Chamber of Commerce, President
18. Sumter School District, Transportation Coordinator

SECTION IV: OFFICERS

- A. Officers – The officers of the Policy Committee shall be a chairman and a vice-chairman. The Mayor of Sumter and the Council Chairman for Sumter County shall serve as Chairman and Vice-Chairman, rotating responsibilities annually, based on the Calendar Year.
- B. Duties – The Chairman shall preside at all meetings of the Committee. In the absence of the Chairman, the Vice-Chairman shall preside. In the absence of both, a member agreeable to a majority of a quorum present shall serve as acting Chairman for that meeting. The Chairman may also appoint subcommittees, designate subcommittee chairs (including Chair of the Technical Committee) and perform such other duties as may be determined by the Committee.
- C. Committee Secretary - The Senior Transportation Planner for the Sumter City-County Planning Department shall serve as Secretary to the Committee and, as such, shall have general supervision over the administration of the Committee's business and affairs, subject to the direction of the Committee. The Secretary will be responsible for seeing that each Committee member receives copies of all correspondence received by and transmitted from the

Committee and other local government agencies involved with the SUATS program. The secretary shall also assure compliance with the SC Freedom of Information Act (FOIA) and all other applicable federal, state, and local laws pertaining to the activities of the committee.

SECTION V: MEETING

- A. Regular meetings – Regular meetings of the Policy Committee shall be held when determined necessary by the Chairman. In any event, meetings will be held at least semi-annually.
- B. Notice of Regular Meetings – Written notice of all regular meetings shall be mailed to each member of the general membership at least seven (7) calendar days prior to the meeting. Written notice shall also be sent to the newspaper of record for Sumter County.
- C. Special Meetings – Special meetings may be held at the call of the Chairman, provided that notice of such meeting shall be given to all members and the public at least twenty-four (24) hours before the hour for which the meeting is called. Business transacted at all special meetings shall be confined to the objects and businesses to be transacted as stated in the notice.
- D. Notice of Special Meetings - Written notice shall state the time, place and purpose of such meetings. Written notice of public meetings shall be posted at the City-County Planning Department and sent to *The Sumter Item* (newspaper of record for Sumter County).
- E. Quorum
 - 1. One-half of the total number of voting Policy Committee members shall constitute a quorum for transaction of business.
 - 2. When a quorum is present at any meeting, the vote of the majority of the members present shall decide on any questions brought before such a meeting except questions involving amendments to the bylaws.
 - 3. When a quorum is not present at any meeting, those members present may postpone the meeting to another day or hold the meeting for the purpose of considering such matters as are on the agenda without taking any action.
- F. Voting – Voting shall be by voice and shall not be recorded by yeas or nays unless such a record is required, either at the request of a member or for compliance with state or federal requirements.
- G. Conflict of Interest – No member shall vote on, or participate in the decision-making process for, any issue in which s/he has a personal, professional or financial interest.
- H. Proxy – When a member is unable to attend a meeting or must leave a meeting before a vote is taken, his/her proxy shall be accepted and used for voting as s/he directs, but only under the following circumstances:

1. The proxy shall state the name of the committee member being represented.
 2. The proxy shall indicate in writing on a sign-in roster the organization being represented.
 3. Minutes shall include names of proxy and member represented.
- I. Parliamentary Procedure – All meetings of the Policy Committee shall be governed by Robert’s Rules of Order except when such rules of order are in conflict with these bylaws.
- J. Public Access – All regular and special meetings of the Policy Committee shall be open to the public.

SECTION VI: ADMINISTRATION

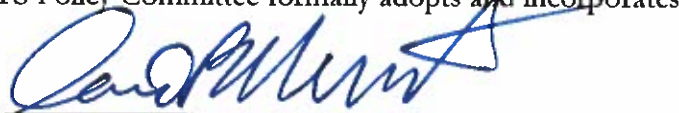
- A. Staff - SUATS shall have access to a professional staff with the expertise to carry out the business of the MPO, through the Sumter City-County Planning Department. Staff may be employed on a direct basis, or on a contract basis as needed. The Director of the Sumter City-County Planning Department shall serve as the chief administrative officer for SUATS, subject to the policies and procedures adopted by the Policy Committee.
- B. Offices - The principal office of SUATS shall be located in the Sumter City-County Planning Department at 12 W. Liberty Street, Sumter, SC 29150. The office shall be open during normal business hours. SUATS may have such other offices as deemed necessary and appropriate by the Policy Committee to carry on the purposes of the MPO and such other offices may be discontinued at the pleasure of the Policy Committee.

SECTION VII: AMENDMENT

Suspension of Bylaws – The Policy Committee may suspend any article of the bylaws by unanimous vote of a quorum of members present.

Amending of Bylaws – These bylaws may be amended by a majority vote of all voting members of the Policy Committee

Now, therefore be it resolved that the SUATS Policy Committee formally adopts and incorporates the above stated Bylaws



David P. Merchant, Chairman

Certification

I hereby certify that the above is a true and correct copy of the Bylaws as adopted by vote in an open meeting on February 26, 2021.



SUATS Board Secretary