

## BYLAWS

### SUMTER URBAN AREA TRANSPORTATION STUDY (SUATS) POLICY COMMITTEE

The following bylaws are adopted by the SUATS Policy Committee to provide for the transaction of business in the development of the Sumter Urban Area Transportation Study.

#### **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 the Sumter Urban Area Transportation Study in conformance with state and federal laws and regulations.

#### **SECTION II MEMBERSHIP**

Membership will consist of the following:

##### Policy Committee (Voting)

1. City of Sumter –Mayor and One (1) Council Member
2. County Council – County Council Chairman and One (1) Council Member
3. Legislative Delegation – Resident Senator
4. Legislative Delegation – Two (2) Resident Representatives
5. Planning Commission – Planning Commission Chairman (or Designee)
6. Sumter County Economic Development Board – Chairman
7. County Transportation Committee – Chairman

##### Ex-Officio Members

1. Sumter City Manager
2. Sumter County Administrator
3. Shaw Air Force Base Commander - 20<sup>th</sup> Combat Support Group or Designee
4. District Highway Commissioner – Fifth Congressional District

And the following non-voting members (to be known as the Technical Coordinating Committee/Study/Team)

1. Planning Director – Sumter City – County Planning Commission
2. Zoning Administrator – Sumter City – County Planning Commission
3. Senior Transportation Planner – Sumter City – County Planning Commission
4. Finance Director – City of Sumter
5. Director of Public Services – City of Sumter or Designee
6. Public Works Director – Sumter County or Designee
7. SCDOT District One Traffic Administrator or Designee
8. SCDOT Planning Department Representative

9. FHWA Planning & Environmental Engineer
10. SCDOT District Project Engineer(s)
11. Shaw Air Force Base Community Planner
12. Santee Wateree Regional Transit Authority – Executive Director or Designee
13. Chamber of Commerce Representative – Sumter City – County Planning Commission

The terms of membership of elected officials shall be coterminous with their terms of elected office. The terms of appointed representative shall be coterminous with their appointment to the organization which they represent.

### **SECTION III            OFFICERS**

- A. Officers – There shall be two (2) officers from the voting members elected annually to the following offices: Chairman and Vice-Chairman. In any given year, the Chairman and Vice-Chairman shall not be representatives of the same organization or governmental unit.
- B. Election – At the first meeting after January 1<sup>st</sup> each year, the Committee shall elect a Chairman and a Vice-Chairman.
- C. Tenure – The officers shall serve from the date of their election until a successor has been elected. Officers may be re-elected to succeed themselves.
- D. Duties – The Chairman shall normally 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 those present shall serve as acting Chairman.

The Chairman shall appoint other committees, designate committee chairmen (including Chairman of the Technical advisory Committee) and perform such other duties as may be determined by the Committee.

### **SECTION IV            MEETING**

- A. Regular meetings – Regular meetings of the Committee shall be held when determined necessary by the Chairman. In any event, meetings will be held at least semi-annually.
- B. 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 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 business to be transacted as stated in the notice.
- C. Notice of Regular Meetings – Written notice of all regular meetings shall be mailed to each member of the general membership at least seven (7) days prior to the meeting.

Such notice shall state the time, place and purpose of such meetings. Written notice shall also be sent to the press.

D. Quorum

1. One-half of the total number of members encompassed by the Voting Policy members of Section II of these bylaws shall constitute a quorum at all meetings of the members 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. Whenever a quorum is not present at a regular or special meeting, those present may postpone the meeting to another day or hold the meeting for the purpose of considering such matters as are on the agenda

E. Voting – Voting shall be by voice and shall not be recorded by yeas or nays unless such a record is required.

F. Conflict of Interest – No member shall vote, or participate in discussion, or any issue in which he has a personal, professional or financial interest.

G. Proxy – When a member is unable to attend a meeting or must leave a meeting before a vote is taken, his proxy shall be accepted and used for voting as 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.

H. Parliamentary Procedure – Procedure in all meetings of the Committee shall be governed by Robert’s Rules of Order except when such rules of order are in conflict with these bylaws.

I. Public Access – All regular and special meetings of the Committee shall be open to the public.

**SECTION V**                      **AMENDMENT**

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

Amending of Bylaws – the bylaws may be amended by a majority vote of members.