

# **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 Members (Voting)**

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

#### **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
6. Santee-Wateree Regional Transportation Authority Executive Director

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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. All Policy Committee members must reside within the boundary of SUATS MPO.

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: POLICY COMMITTEE 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 IV: POLICY COMMITTEE MEETINGS**

- 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 emailed to each member of the general membership at least 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 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.

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- 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 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 V: TECHNICAL COMMITTEE**

The Technical Committee 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

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3. Sumter City-County Planning Department, Senior Planner (Transportation)
4. City of Sumter, Director of Public Services
5. City of Sumter, Capital Improvement Manager
6. City of Sumter, Project Manager
7. Sumter County, Public Works Director
8. SCDOT, District 1 Traffic Engineer
9. SCDOT, Regional Planner
10. SCDOT, Sumter County Resident Maintenance Engineer
11. SCDOT, Sumter County Resident Construction Engineer
12. SCDOT, Transit Program Manager
13. SCDOT, Freight Program Manager
14. SCDOT, Regional Production Group 2 (RPG-2) Project Manager(s)
15. Santee-Lynches Regional Council of Governments, Regional Planner
16. FHWA Community Planner
17. Shaw Air Force Base Community Planner
18. Santee Wateree Regional Transportation Authority – Executive Director
19. Greater Sumter Chamber of Commerce, President
20. Sumter School District, Transportation Coordinator
21. Sumter County Transportation Committee (CTC) Program Manager
22. Sumter Police Department, Traffic Division
23. City of Sumter Safety and Risk Manager

### **SECTION VI: RESIDENT ADVISORY COMMITTEE**

The Resident Advisory Committee functions as a public information and involvement committee and provides a forum to obtain public views on transportation issues and problems, reviews transportation reports and recommendations to ensure that local goals are considered, and directs issues of public concern to the attention of the Policy Committee.

#### A. Membership:

1. The Policy Committee shall appoint at least 12 but not more than 15 individuals to serve on the Resident Advisory Committee. Selected as follows:
  - 4 seats filled by individuals nominated by City of Sumter’s Policy Committee Members and confirmed by vote of a quorum of the Policy Committee.
  - 4 seats filled by individuals nominated by Sumter County’s Policy Committee Members and confirmed by vote of a quorum of the Policy Committee.
  - 4 seats filled by individuals nominated by the Sumter Legislative Delegation’s Policy Committee Members and confirmed by vote of a quorum of the Policy Committee.
  - Not more than 3 additional seats may be filled by nomination by any Policy Committee Member and confirmed by vote of a quorum of the Policy Committee.
2. A full term of membership consists of 2 calendar years.
3. Any committee member in a position that has not been filled for a new term will continue in that position until the position is filled by the Policy Committee.

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B. Duties and Responsibilities:

1. Hold regular meetings with SUATS staff to become familiar with the planning process, priorities, funding requirements, state and federal guidelines and requirements, long- and short-range plans, and transportation issues.
2. Work with SUATS staff to provide input during preparation of long- and short-range plans.
3. Review and recommend methodology for obtaining input to the planning process.
4. Participate at area meetings and events to solicit public comments, which are utilized to inform the SUATS decision-making process.
5. Communicate public reaction and desires to staff, the Technical Committee, and the Policy Committee.

**SECTION VIII: 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 IX: 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

  
James T. McCain, Jr., Co-Chairman

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**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 21, 2024.

  
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SUATS Board Secretary