

# BYLAWS

## SPARTANBURG AREA TRANSPORTATION STUDY

### POLICY COMMITTEE

#### SECTION I Purpose

The following bylaws are adopted to designate the offices and functions of the SPATS Policy Committee and to provide for the transaction of business of the Committee in the development of the Spartanburg Area Transportation Study in conformance with state and federal laws and regulations.

#### SECTION II Membership and Appointment

Membership will consist of the following:

City of Spartanburg (2)

Mayor

Councilperson as appointed by majority of that Council

Lyman

Mayor

Wellford

Mayor

Duncan

Mayor

Cowpens

Mayor

Chesnee

Mayor

Inman

Mayor

Pacolet

Mayor

Reidville

Mayor

Central Pacolet

Mayor

Spartanburg County Council (3)  
Chair or the Chair's designee  
2 Councilpersons (one member at large as appointed by a majority of that Council, and the Chair of the Public Works Sub-Committee)

Legislative Delegation (2)  
2 Members as appointed by the Chair of the Legislative Delegation

Spartanburg County Planning and Development Commission  
Chair or his Designee

Spartanburg City Planning Commission  
Chair or his Designee

Spartanburg Area Chamber of Commerce  
Member as appointed by a majority of the Organization's Board of Directors

Spartanburg County Transportation Committee – Chair

Private Sector Representative as jointly appointed by the SPATS Policy Committee. This individual will not be an elected official of local, state, or federal government.

4<sup>th</sup> Congressional District Transportation Commissioner, SCDOT

SCDOT State Highway Engineer (Ex-officio)  
Director of SCDOT Planning (Ex-officio)

Federal Highway Administration, Division Administrator (Ex-officio)

(Ex-Officio) members do not have a vote.

The terms of membership of elected officials shall be coterminous with their terms of elected office with the exception of the Private Sector Representative, who serves a two (2) year term. The terms of appointed representatives shall be coterminous with their appointment to the organization that they represent.

### **SECTION III    Officers**

A. Officers. There shall be three (3) officers elected annually to the following offices; the Chair and the Vice-Chair, and Second Vice-Chair. In any given year, the Chair and Vice-Chair and Second Vice-Chair shall not be representatives of the same organization or governmental unit.

B. Election. At the first meeting after January first (1<sup>st</sup>) each year, the Committee shall elect a Chair, a Vice Chair, and a Second Vice-Chair.

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 Chair shall normally preside at all meetings of the Committee. In the absence of the Chair, the Vice Chair shall preside. In the absence of both, the Second Vice-Chair shall preside. The presiding officer may vote on any issue.

The Chair shall appoint committees, designate Committee chairpersons and perform such other duties as may be determined by the Committee.

#### **SECTION IV Meetings**

A. Regular Meetings. Regular meetings of the Committee shall meet four (4) times a year on the second Monday of February, June, August, and November.

B. Special Meetings. Special meetings may be held at the call of the Chair or of an acting Chair, provided that notice of such meetings shall be given to all members at least forty-eight (48) hours before the hour for which the meeting is called. Business transacted at all special meetings shall be confined to the subjects and business to be transacted as stated in the notice. The Chair will notify members in writing of such specially called meetings.

C. Notice of Regular Meetings. Notice of all regular meetings shall be given 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.

1. For updates to the 20-year plan, at least once every five years, the Planning Commission staff, assisted by the SCDOT, will hold open citizen meetings with adequate newspaper publicity at least fifteen (15) days prior to these meetings. The open meetings will be held in sufficient time for citizen input ideas to be considered into the process updating the 20-year SPATS Plan.

2. For annual updates to the Five-Year Transportation Improvement Program (TIP), a list of current improvement projects and their status will be published in the local newspaper at least fifteen (15) days prior to the next meeting of the Policy Committee. Comments, in writing, to County Planning staff, from the public, shall be made at least seven (7) days prior to the meeting at which the Policy committee approves the TIP.

#### **D. Quorum**

1. One third of the total number of voting members encompassed in Section II of these bylaws shall constitute a quorum at all meeting 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 any question 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 or introduced by members. No action taken at such a meeting shall be official unless and until ratified and confirmed in a subsequent meeting of the Committee at which a quorum is present.

4. Three unexcused absences in any given calendar year shall be viewed as resignation, with that position being filled by election or appointment as herein specified.

E. Voting. Voting shall be by voice and shall not be recorded by yeas and nays unless such a record is requested, at that time the vote is taken by a member of the Committee.

F. Conflict of Interest. No member shall vote, or participate in discussion, on 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 the sign in roster the organization being represented.

3. No individual, including Policy Committee Members, shall exercise more than one proxy vote.

H. Parliamentary Procedure. Procedure in all meetings of the Committee shall be governed by the most current edition of 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 this Committee shall be open to the public.

## **SECTION V Amendment**

A. The Bylaws may be amended by a 2/3 vote of members present.

As Amended February 13, 2017.