

BYLAWS

FLORENCE AREA TRANSPORTATION STUDY (FLATS)

POLICY COMMITTEE

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

SECTION I PURPOSE

The following bylaws are adopted to designate the offices and functions of the FLATS Policy Committee and to provide for the transaction of business of the Committee in the development of the Florence Area Transportation Study in conformance with state and federal laws and regulations. The following bylaws also provide for one standing committee (The Study Team) to assist the Policy Committee.

SECTION II MEMBERSHIP

POLICY COMMITTEE MEMBERS

VOTING MEMBERS	NON-VOTING MEMBERS
City of Florence (2) <ol style="list-style-type: none">1. Mayor2. Councilperson	Florence City Manager Florence County Administrator Director, Florence County Planning & Building
Town of Quinby (1) <ol style="list-style-type: none">1. Mayor	Chairman, Florence County Planning Comm. Chief Engineer for Location & Design, SCDOT
Florence County Council (2) <ol style="list-style-type: none">1. Chairman2. Councilperson (representing Florence Area)	District 5 Engineering Administrator, SCDOT Executive Director, PDRTA Chairman, Florence Airport Commission
Legislative Delegation (3) <ol style="list-style-type: none">1. State Legislatures (representing Florence area)2. SCDOT Commissioner (7th Congressional District)3. Florence County CTC Chairman (or appointed designee)	Division Administrator, FHWA (representing Florence area)

STUDY TEAM MEMBERS

- Community Planner, *Transportation*, FHWA
- Regional Planning Associate, *Office of Planning*, SCDOT
- Traffic Engineer, *District 5*, SCDOT
- Program Manager, *Pee Dee Regional Production Group*, SCDOT
- Assistant Program Managers (2), *Pee Dee Regional Production Group*, SCDOT
- Regional Planning Manager, *Office of Public Transit*, SCDOT
- Manager, *Enhancements Program*, SCDOT
- Coordinator, *Enhancements Program*, SCDOT
- Director, *Planning, Research & Development*, City of Florence
- Engineering Plans Reviewer/Project Manager, City of Florence
- Chairman, *Planning Commission*, Florence County
- Planner, Pee Dee Regional Council of Governments (COG)
- Director, Pee Dee Regional Transportation Authority (PDRTA)
- Chairman, *Planning Commission*, City of Florence
- Director, *Planning & Development Services*, Darlington County
- Councilmember, City of Darlington
- Councilmember, Town of Timmonsville
- Director, *Planning & Building Department*, Florence County
- Deputy Director, *Planning & Building Department*, Florence County
- Director, *Emergency Medical Services (EMS)*, Florence County
- Chief, West Florence Fire Department
- Commander, *Troop 5*, South Carolina Highway Patrol

MEMBERSHIP TERMS

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

SECTION III

OFFICERS OF THE POLICY COMMITTEE

- A. **OFFICES** - There shall be two (2) officers from the voting members elected annually to the offices of **CHAIRMAN & VICE-CHAIRMAN**. In any given year, the Chair and Vice-Chair shall not be representatives of the same organization or governmental unit. The Director of the Florence County Planning & Building Department will serve as the Recording Secretary.
- B. **ELECTION** - First Meeting after January 1st of each year. The Committee shall elect Chair and Vice-Chair.
- C. **TENURE** - Elected officers shall serve from the date of their election until a successor is elected. Officers may succeed themselves.
- D. **DUTIES** – The Chairman shall preside at all meetings of the Policy Committee. In the event of Chairman's absence, The Vice-Chairman shall assume the Chair's duties. In the event of the absence of both Chairman and Vice-Chairman, an Acting Chairman shall be elected from the quorum present to conduct the meeting.
- E. **COMMITTEES/APPOINTMENTS**– When the formation of any type of committee is deemed necessary by the Policy Committee (or required by law). It will be the duty of the Chairman to make appointments to form these committees; including the appointment of a Committee Chairperson (if needed) to head each committee.

SECTION V

MEETINGS OF THE POLICY COMMITTEE

REGULAR MEETINGS. - Regular meetings of the Committee shall be held when determined necessary by the Chairman or by a quorum of the voting membership. In any event, meetings will be held at least annually.

SPECIAL MEETINGS. - Special meetings may be held at the call of the Chairman (or Acting Chairman), or by a quorum of the voting membership, 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 items and business listed in the notice.

NOTICE OF REGULAR MEETINGS. - Written notice of all regular meetings shall be electronically mailed, unless otherwise requested, 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.

QUORUM. - One-third of the number of voting members of the Policy Committee shall constitute a quorum.

- When a quorum is present at any meeting, the vote of the majority of the voting members present shall decide on any question brought before such a meeting.
- 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 meeting (as described in the above paragraph) shall be official unless and until ratified and confirmed in a subsequent meeting of the Committee at which a quorum is present, by approval of the minutes of that meeting at which a quorum was not present.

VOTING. - Voting shall be by voice and shall not be recorded by yeas or nays unless such a record is requested.

CONFLICT OF INTEREST. - No member shall vote, or participate in discussion, on any issue in which he has personal, professional, or financial interest.

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:

- The proxy shall state the name of the committee member being represented.
- The proxy shall indicate in writing on a sign-in roster the organization being represented.
- Minutes shall include names of proxy and member represented.

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.

PUBLIC ACCESS. All regular and special meetings of this Committee shall be open to the public and the Freedom of Information Act requirements will be followed.

SECTION VI AMENDMENTS TO THE BY-LAWS

Suspension. The Committee may suspend any article of these bylaws by unanimous vote of the voting members present and constituting a quorum.

Amendments. The bylaws may be amended only by a majority vote of the total voting membership of the Policy Committee.

SECTION VII OPERATING PROCEDURES

Procedures for Adopting or Modifying Adopted Transportation Plans and Programs

From time to time, changes are proposed in transportation plans and programs which have previously been adopted by the Policy Committee. These procedures will also be used in adopting initial plans or programs. The purpose of the procedure outlined herein is to insure that – when such a change is proposed:

- a. All direct participants (SCDOT, Policy Committee, and affected local governments) in the comprehensive, continuing, cooperative planning process are notified of the proposed change before it is acted upon.
- b. The probable effects (good and bad) of the proposed plan or program change on the overall transportation system and on the community will be evaluated by the Study Team – before action is taken on the proposal by the implementing agency.
- c. The comprehensive, continuing, and cooperative approach used in developing the transportation plan and program will also be used in changing the plan.
- d. Those responsible for adopting or rejecting the proposed change will be fully informed by the Study Team (before action is taken by the implementing agency) of the probable effects (on both the transportation system and the community) of the change.

Proposed Project or Modification

Changes of projects can be proposed by local governments, local planning groups, SCDOT, private/public groups, or individuals. Proposals are usually fed into the process via the Policy Committee or Study Team.

The type of change or project with which this procedure is concerned is one that would alter the concept of the plan or program. That is, it would materially affect either the anticipated traffic demand on elements of the transportation system, the level of service of the plan, or it would make unlikely the evolvement of the community into the forecasted future arrangement and/or intensity of land uses which were used to predict design year travel.

Changes in concept can result from the addition, deletion, relocation, or alteration of any plan or program element. The element might be a block of City Street, section of freeway, interchange, etc. The change could be a reduction in number of lanes, the downgrading of a freeway to an at-grade arterial, the elimination of an interchange turning movement, etc.

To determine whether any proposal is (a) a change in concept or (b) merely a simple change in location or design, it will first be referred to the Study Team for review.

Evaluation and Recommendation

When a proposed change is referred to the Study Team, they must first determine whether the proposal would result in a change in concept or only an inconsequential change in location or design. If no change to the concept of the plan or program, the Study Team's review ceases; The Policy Committee is notified, and the proposal is handled through normal location and design procedures.

However, if the change appears to be one in concept, the Study Team will advise the Policy Committee and the State Highway Engineer, and will evaluate the proposal, prepare a written recommendation and present both the evaluation and the recommendation to the Policy Committee. The proposal will be reviewed with appropriate local groups and possibly other local citizens/stakeholders as well as SCDOT management before a recommendation for a major plan or program change is presented to the Policy Committee for concurrence, as in the development of the initial transportation plan and transportation improvement program.

The scope and level of detail of the Study Team's evaluation will determine the extent and probable impact of the proposed change. The evaluation can range from a simple analysis by the Study Team nucleus to a more complex analysis requiring revised land-use, socio-economic projections, and additional traffic assessments that would require assistance from environmental, social and economic specialists, technical groups, and citizen groups.

The Study Team recommendation may be a direct "approve", "reject", or a variation of those two. An alternate recommendation developed by the Study Team (during its evaluation of the proposed change) is also acceptable. The Study Team may also recommend that, because of the probable impact of the change, the Policy Committee air the proposal in a public meeting, prior to acting on the recommendation.

Policy Committee Action

When the Policy Committee receives the Study Team’s written recommendation, it may directly accept the recommendation, or it may reject the recommendation and request further evaluation by the Study Team. In this latter event, the procedure recycles until the Study Team and Policy Committee reach agreement as to the disposition of the proposal. When a change in concept is being considered, the Policy Committee has the responsibility of inviting formal participation by local governments and the public before acting.

Disposition of Proposed Change

The secretary will notify participants, the original proposer and other interested parties of the Policy Committee’s actions. The secretary will keep appropriate files of the Policy Committee’s decisions.

Once the necessary adoptions have been obtained and the plan or program is adopted (or modified) the action shall be appropriately recorded in the minutes. Applicable plan maps and documents shall be revised within a reasonable time to accurately reflect any major changes.

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