

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 provides for one standing committee (Study Team) to assist the Policy Committee.

SECTION II **MEMBERSHIP**

Membership of the Policy Committee will consist of the following:

VOTING

City of Florence (2)

Mayor
Councilperson

Town of Quinby (1)

Mayor

Florence County Council (2)

Chairman
Councilperson
(representing Florence area)

Legislative Delegation (2)

State Legislators
(representing Florence area)

NON-VOTING

Florence City Manager
County Administrator
Director, Florence County Planning and
Building Inspection Department
Chief Engineer for Location and Design, SCDOT
District Engineering Administrator, SCDOT
Chairman, Florence County Planning Commission
Director, PDRTA
Chairman, Florence Airport Commission
Division Administrator, FHWA
Chairman, City of Florence Planning Commission

District 7 Transportation Commissioner, SCDOT
Chairman, County Transportation Committee

Membership of the Study Team will consist of the following:

Community Planner, FHWA
Regional Planner, SCDOT
District Traffic Engineer, SCDOT
Program Manager, Pee Dee Regional Production Group, SCDOT
Assistance Program Managers (2), Pee Dee Regional Production Group, SCDOT
Regional Planning Manager, SCDOT, Office of Public Transit
Manager, SCDOT Enhancements Program
Coordinator, SCDOT Enhancements Program
Director, Planning, Research & Development, City of Florence
Engineering Plans Reviewer/Project Manager, City of Florence
Chairman, Florence County Planning Commission
Planner, Pee Dee Regional Council of Governments
Director, Pee Dee Regional Transportation Authority
Chairman, City of Florence Planning Commission
Planning Director, Darlington County
Councilmember, City of Darlington
Councilmember, Town of Timmonsville
Director, Florence County Planning and Building Inspection Department
Planning Services Officer, Florence County Planning and Building Inspection Department

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 following offices: Chair and Vice-Chair. In any given year, the Chair and Vice-Chair shall

not be representatives of the same organization or governmental unit. The Recording Secretary of the Policy Committee will be the Director of the Florence County Planning and Building Inspection Department.

- B. **Election.** At the first meeting after January 1st each year, the Committee shall elect a Chair and Vice-Chair.
- C. **Tenure.** The officers shall serve from the date of their election until a successor has been elected. Officers may be reelected 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, a member agreeable to a majority of those present shall serve as acting chair.

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

SECTION IV MEETINGS OF THE POLICY COMMITTEE

Regular Meetings. Regular meetings of the Committee shall be held when determined necessary by the Chair 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 Chair or of an acting chair, 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 objects and business to be transacted as stated 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 Rule 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 V AMENDMENT

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

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

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 implementing the 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.

1. Proposed Project or Modification

Changes of projects can be proposed by local governments, local planning groups, SCDOT and private or public groups or individuals. Proposals are usually fed into the process via either 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 or the level of service of the plan or it would make unlikely the evolvement of the community into the forecasted future arrangement and 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, and 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.

In order 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.

2. Evaluation and Recommendation

When a proposed change is referred to the Study Team, the first operation is to determine whether the proposal would result in a change in concept or only an inconsequential change in location or design. If it would not change the concept of the plan or program, the Study Team's review ceases, the Policy Committee is so notified by the Study Team 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, and prepare a written recommendation and present the evaluation and recommendation to the Policy Committee. The proposal will be reviewed with appropriate local groups and possibly other local citizens and 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 complex one requiring revised land use and socio-economic projections and additional traffic assignments and involving environmental, social and economic specialists and outside technical and citizen groups.

The Study Team recommendation may be a direct "approve", "reject", or a variation or an alternate recommendation developed by the Study Team in the course of its evaluation of the proposed change. 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.

3. 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 for inviting formal participation by local governments and the public before acting.

4. 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, the plan or program is adopted or modified and the action shall be appropriately recorded in the minutes. Plan maps and documents shall also be revised within a reasonable time to accurately reflect any major changes.

This report was funded in part through grant[s] from the Federal Highway Administration [and Federal Transit Administration], U.S. Department of Transportation. The views and opinions of the authors [or agency] expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.