

# BYLAWS OF THE SOUTH CAROLINA STATE MAPPING ADVISORY COMMITTEE

*Last Modified: 28 October 2004*

## SECTION I

### NAME

The name of the organization shall be the South Carolina State Mapping Advisory Committee referred to as SMAC.

## SECTION II

### PURPOSE

The purpose of SMAC shall be to carry out the powers and duties provided in Executive Order 97-34, dated November 4, 1997, attached as Appendix I of these Bylaws, or as may be subsequently amended.

## SECTION III

### PRINCIPAL OFFICE

The principal office of SMAC shall be the South Carolina Office of Research and Statistics of the State Budget and Control Board, which is designated by the Executive Order to provide staff support to SMAC.

## SECTION IV

### MEMBERSHIP

Membership in SMAC may result from one of two processes: 1) Those designated from the process outlined in an Executive Order or 2) those extended membership according to the criteria outlined in these By-Laws and permitted under the Executive Order.

A member may designate a proxy to act in their behalf provided such assignment is specified in writing or by confirmed electronic means. This communication should be submitted to the Secretary or Chairman and should include the length of duration of the Proxy appointment and any limitations it may carry. Unless otherwise stated, a Proxy remains valid until rescinded by any means by the SMAC member who designated the Proxy.

A Proxy may participate in all SMAC activities and shall be eligible for all elected and appointed positions.

Other individuals or organizations may petition any member or Executive officer to be considered for membership. SMAC may vote on adding or dissolving member relationships by request from any current member (other than those listed in the Executive Order). Membership actions shall be based on a two-thirds vote. Membership afforded by the Executive Order may be revoked or altered only according to stipulations in the Executive Order.

## SECTION V

### COMMITTEE MEETINGS

- (a) Quorum. The presence of a simple majority of members or their designated Proxies at any meeting shall constitute a quorum.
- (b) Meetings. SMAC shall meet at least twice during each calendar year.
- (c) Special Meetings. Special meetings of SMAC shall be called by the Chairperson, Vice Chairperson or upon written request of a majority of SMAC members.
- (d) Notice. Ten (10) days notice of any meeting or vote must be given to SMAC members. The notice may be given by mail or any verifiable electronic means and must state the purpose(s) of the meeting.
- (e) Parliamentary Procedures. When not in conflict with these Bylaws, "Robert's Rules of Order" shall govern.
- (f) Order of business. The order of business at SMAC meetings shall be set by the Chairperson and distributed or published at the start of each meeting. The agenda shall include:
  - 1. Call to order
  - 2. Approval of minutes from the previous full committee meeting.
  - 3. Treasurer's Report.
  - 4. Unfinished business.
  - 5. New business.
  - 6. Adjournment.

## SECTION VI

### OFFICERS

(a) Executive Committee. The Executive Committee shall be composed of the Chair, the Vice-chairperson, the Past-chairperson, the Treasurer, a representative of the core support staff (appointed by that agency) and two other SMAC members appointed by the Chairperson with majority approval of SMAC.

The Executive Committee shall vote on all matters involving the expenditure, allocation, commitment or generation of funds. At no time shall the Executive Committee vote to program funds that exceed more than seventy percent (70%) of the current cash or liquid assets of SMAC unless direct approval by the core staff member of the Executive Committee is obtained.

SMAC members vote on all matters not reserved for the Executive Committee.

(b) Elective Officers. The elective officers of SMAC shall be a Chairperson and a Vice Chairperson. The Executive Committee may establish other offices with majority approval from the membership.

(c) Elections. All Members or their Proxies shall be eligible to hold any elected or appointed office. The Executive Committee shall fill all vacancies for any unexpired term(s). Elections shall be held during the first meeting of a calendar year or by mail or email, but not later than the last business day of February.

The Chairperson shall appoint a Nominating Subcommittee composed of three members to solicit candidates for the office of Vice-Chairperson. The election for Vice-Chairperson shall be held during the first year of the Chairperson's term. The time of this election shall be set by the Nominating Subcommittee with approval of the chairperson.

(d) Terms. The Chairperson shall serve a two year term, commencing in January after serving in the position of Vice-Chairperson.

(e) Chairperson. The Chairperson shall be the chief officer of SMAC and Chairperson of the Executive Committee; shall preside at all meetings of SMAC; shall appoint the chairperson and members of all standing and temporary subcommittees; shall communicate to SMAC such matters and make such suggestions as may tend to promote the welfare and increase the usefulness of SMAC; shall serve as a member ex officio of all subcommittees; and shall perform such other duties as are incident to the office.

(f) Vice-Chairperson. The Vice-Chairperson shall perform all duties of the Chairperson during the absence of the Chairperson and shall serve as a member ex officio of all subcommittees. If the office of Vice-Chairperson is vacant, the Immediate Past Chairperson shall perform the duties of Vice-Chairperson.

In the absence of a chairperson, the Vice-Chairperson shall assume those duties until such time that SMAC appoints a new Chair.

(g) Appointive Offices. The Chairperson shall make the appointments of treasurer and secretary, and may make appointments to other offices as are deemed necessary to conduct the business of SMAC. Appointive offices shall expire with the Chairperson's term. All members shall be eligible for appointive offices.

(h) Treasurer. The Treasurer shall be the chief financial agent of SMAC and shall exercise such authority and perform such duties as may be prescribed by SMAC. The treasurer shall not authorize the payment of funds with respect to any conference sponsored by SMAC without an authorized action by the Executive Committee. The Treasurer shall have custody of all funds and shall be responsible for their safekeeping. The Treasurer shall submit a financial report at the first meeting of each year, including an itemized statement of all receipts and disbursements for the previous year and the current financial condition of SMAC. Three Committee members appointed by the Chairperson shall conduct an annual-audit. The audit period shall be from the last Friday in January of one calendar year to the last Friday in January of the next calendar year. The audit shall be-submitted at the next Executive Committee meeting.

## SECTION VII

### VOTING

A simple majority vote shall decide any issue not otherwise specified in these By-Laws, assuming a quorum present.

The chairperson may submit issues to SMAC for vote outside of called meetings by means of: written ballot or any other verifiable electronic means. For all electronic votes, the Chairperson shall state the time period for a vote to be recorded, but under no circumstances shall that time period be less than five (5) working days. Votes shall be recorded by the secretary and shall be returned to a designated staff member of the support agency for tally and the report given to the Chairperson.

Definition of Quorum for Voting outside Called Meetings. The membership of SMAC from which a quorum is determined for any vote taken by electronic means shall be determined by counting the number of agencies, organizations or participants for whom the support staff has an identified a representative at the time of the vote. This number represents the full membership from which the quorum is determined.

## SECTION VIII

### AMENDMENTS

These Bylaws may be adopted, amended, repealed or altered, in whole or in part, by two thirds vote of a quorum.

## DEFINITION OF TERMS

Executive Committee – the committee that handles all matters relating to the financial business of SMAC and fills all unexpired terms of elected or appointed offices.

Member – any person who has been afforded representation on SMAC by means of the Executive Order or appointed according to the rules of these By-Laws.

Nominating Sub-committee – a committee of the members appointed by the Chairperson to solicit candidates the office of Vice-Chairperson.

Proxy – any person who has been given direction to represent a SMAC member by written or verifiable electronic means.