

This document was amended and thus superseded on October 28, 2004.

BYLAWS
OF
THE SOUTH CAROLINA STATE MAPPING ADVISORY COMMITTEE

SECTION I

NAME

The name of the Committee shall be the South Carolina State Mapping Advisory Committee. Internally, for convenience, the Committee may be referred to as the SMAC.

SECTION II

PURPOSE

The purpose of the Committee 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 the Committee shall be the Office of Research and Statistics of the State Budget and Control Board, which is designated by the Executive Order to provide staff support to the Committee.

SECTION IV

MEMBERSHIP

Those appointed and ex officio representatives as designated in Executive Order 97-34, dated November 4, 1997, shall be referred to as Voting Members. A Voting Member may designate a proxy to act in his/her behalf provided such assignment is specified in writing. A Proxy may participate in all Committee activities including voting in the absence of the Voting Member, and shall be eligible for all elected and appointed positions.

Others desiring to actively participate in SMAC activities will, if sponsored by a Voting Member or proxy and approved by a majority of the voting membership, be accorded Associate Member status. Associate Members may participate in all Committee activities except voting, and shall be eligible for any appointed positions. Should an Associate Member miss three consecutive meetings, the Committee Chairman may consider his/her removal from the Committee roll.

SECTION V

FULL COMMITTEE MEETINGS

(a) Quorum. The presence of a simple majority of Voting Members or their designated Proxies at any meeting shall constitute a quorum.

(b) Annual Meeting. The full Committee shall meet at least once during each calendar year.

(c) Special Meetings. Special meetings of the full Committee shall be called by the Chairman, Vice Chairman or upon written request of a majority of Committee members.

(d) Notice. Ten (10) days notice of any meeting must be given to Committee members. The notice may be given by mail, e-mail, fax or telephone, and must state the purpose of the meeting.

(e) Parliamentary Procedures. When not in conflict with these Bylaws, the parliamentary rules as printed in Robert's Rules of Order shall govern.

(f) Order of business. The order of business at Committee meetings shall be set by the Chairman, and shall include:

1. Call to order
2. Approval of minutes from the previous full committee meeting.
3. Reports from officers and subcommittees.
4. Unfinished business.
5. New business.
6. Adjournment.

SECTION VI

OFFICERS

(a) Elective Officers. The elective officers of the Committee shall be a Chairman and a Vice Chairman. The Committee may establish other officers.

(b) Elections. All Voting Members and their Proxies shall be eligible for office and those who receive a majority of the votes cast shall be elected. The Committee shall fill any vacancy that occurs for the unexpired term. Elections shall be held during the January full Committee meeting or by mail.

(c) Terms. The Vice-Chairman shall become Chairman during January and shall serve for a term of two (2) years, or until a successor is duly elected. The Chairman shall appoint a nominating subcommittee to recommend a candidate(s) for Vice-Chairman. The election for Vice-Chairman shall be held during the first year of the Chairman's term.

(d) Chairman. The Chairman shall be the chief officer of the Committee and chairman of the Steering Subcommittee; shall preside at all meetings of the Committee; shall appoint chairman of all standing and temporary subcommittees; shall communicate to the Committee such matters and make such suggestions as may tend to promote the welfare and increase the usefulness of the Committee; shall serve as a member ex officio of all other subcommittees; and shall perform such other duties as are incident to the office. The Chairman shall not be eligible to vote.

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

(f) Appointive Offices. The Chairman shall make appointments to parliamentarian and treasurer, and may make appointments to other offices as are deemed necessary to assist the Committee in the conduct of business. Appointive offices shall expire with the Chairman's term. Voting Members, Proxies and Associate Members shall be eligible for appointive offices.

(g) Treasurer. The Treasurer shall be the chief financial agent of the Committee and shall exercise such authority and perform such duties as may be prescribed by the Committee. The Treasurer shall have custody of all funds and shall be responsible for their safekeeping. The Treasurer or the Committee Chairman shall sign all checks for the payment of money and pay out and dispose of the funds in the interest of the Committee. The Treasurer shall submit a report at the annual meeting, disclosing an itemized statement of all receipts and disbursements and the financial condition of the Committee. Three Committee members appointed by the Chairman 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 March Steering Subcommittee meeting.

Annually, the Treasurer shall prepare an itemized Committee budget for the upcoming calendar year. The Steering Subcommittee shall review and modify as necessary the proposed budget at the Subcommittee's October meeting. The Voting Members shall review the proposed budget and approve a final budget. After the final budget is approved, the Steering Subcommittee shall have the authority to expend itemized funds. The Steering Subcommittee shall have the authority to revise the itemized budget so long as the approved total expenditures are not exceeded. All revised budgets shall be mailed to all Voting Members as information.

SECTION VII

STAFF SUPPORT

The Executive Director, Office of Research and Statistics of the Budget and Control Board and members of his staff are authorized to perform the following functions on behalf of the Committee.

(a) Record and circulate minutes and other correspondence related to Committee meetings and other activities.

(b) Assist the Committee in the conduct of business.

SECTION VIII

SUBCOMMITTEES AND STEERING COMMITTEE

The Chairman may establish standing and ad hoc subcommittees to further the work of the Committee. The subcommittee chairmen shall be appointed by the Chairman and such appointments shall expire with the Chairman's term. Subcommittee membership shall be voluntary. Subcommittee chairmen and members shall serve at the pleasure of the Chairman.

Steering Subcommittee meetings are open to all members; however, the Chairman, Vice Chairman, Parliamentarian, Treasurer, standing subcommittee chairmen and Immediate Past Chairman shall constitute the voting members of the Steering Subcommittee of the South

Carolina Mapping Advisory Committee. The Steering Subcommittee shall only advise and make recommendations, but shall not make decisions for the full Committee unless otherwise directed by the full Committee.

During each calendar year, the Steering Subcommittee shall meet during March, June and October.

SECTION IX

VOTING BY MAIL

When deemed necessary, the Chairman may submit issues to the Committee in writing by mail or fax for a vote. A simple majority vote of the Voting Members shall decide the issue.

SECTION X

TERMS OF VOTING MEMBERS

Voting Members shall serve until replaced. However, should the Voting Member become inactive, the Chairman may request the Governor or agency director, as appropriate, to appoint a new member to the Committee.

SECTION XI

AMENDMENTS

These Bylaws may be adopted, amended, repealed or altered, in whole or in part, by two thirds vote of a quorum at any regular or special meeting; or two thirds vote of the Committee members, if by mail or fax.