BYLAWS

GREENVILLE-PICKENS AREA TRANSPORTATION STUDY

ARTICLE I – PURPOSE

Title 23 USC 134 and Sections 3(a)(2), 4(a), 5(g)(1), and 5(1) of the Urban Mass Transportation Act of 1964, as amended, (49 USC 1602)(a)(2), 1603(a), 1604(g)(1) and (1) require that each urbanized area, as a condition to the receipt of federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of an urbanized area. As a part of this requirement, there must be an organization formed which serves as the forum for cooperative decision making by principal elected officials of general purpose local government involved in the study area. The organization created to serve this purpose is the Greenville-Pickens Area Transportation Study (GPATS) Policy Coordinating Committee, hereinafter referred to as the Policy Committee.

The Policy Committee is responsible, in cooperation with the South Carolina Department of Transportation (SCDOT), for carrying out the provisions of the above-referenced legislative requirements. The Policy Committee provides policy direction for planning, programming, and implementation of the GPATS plan. The Policy Committee makes recommendations to the County Councils, the County Delegations, the SCDOT, and any other official body responsible for taking official action on highway projects.

The Study Team is the technical committee responsible for supporting the Policy Committee in its decision-making on current and emerging transportation issues, and will provide updates, feedback, and recommendations on all GPATS planning products and endeavors (such as the LRTP, TIP, and UPWP). Its makeup is of the administrators, planners, and engineers of the member jurisdictions, in order to discuss, formally recommend items that are to be brought before the Policy Committee, and resolve any technical issues prior to public issuance of the agenda items.

ARTICLE II – POLICY COMMITTEE MEMBERSHIP

2.1 Membership on the Policy Committee shall consist of elected and appointed officials representing governmental entities within the Greenville-Pickens Area Transportation Study area. **Table 1** details the number of representatives serving on the GPATS Policy Committee.

Table 1

	Leg. Delegation	County Council	Municipal	Commissioners	GTA	Number of Votes
Greenville County	5	5	6	1	1	18
Pickens County	2	2	4	1		9
Anderson County	1	1	1			3
Total	8	7	11	2	1	30

- The Legislative Delegation Chairs shall appoint their delegation members to the Policy Committee
- The County Council Chairs shall appoint their Council members to the Policy Committee
- The Mayors of Greenville, Greer, Fountain Inn, Mauldin, Simpsonville, and Travelers Rest shall serve on the Policy Committee
- The Mayors of Pelzer, West Pelzer, and Williamston shall among themselves appoint one mayor to serve on the Policy Committee
- The Mayors of Central, Clemson, Easley, Liberty, Norris, Pendleton, and Pickens shall among themselves appoint four mayors to serve on the Policy Committee
- The SCDOT Highway Commission representatives from District 3 and District 4 shall serve on the Policy Committee
- The Chair of the Greenville Transit Authority shall serve on the Policy Committee
- Ex-officio members shall serve on Policy Committee by virtue of their position

2.2 Ex-officio (nonvoting) Policy Committee members shall be:

(a) Planning Director, Greenville County Planning Department, or Designee
(b) Chair of Anderson County Planning Commission
(c) Chair of Greenville County Planning Commission
(d) Chair of Pickens County Planning Commission
(e) Chair of Anderson County LDTC
(f) Chair of Greenville County LDTC
(g) Chair of Pickens County CTC

ARTICLE III – POLICY COMMITTEE OFFICERS

3.1 Chair

The Chair of the Committee shall be elected from the voting membership. The Chair shall preside at all meetings of the Committee. Except as otherwise authorized by the Committee, the Chair shall sign all correspondence and other instruments made by the Committee. At each meeting the Chair shall submit such recommendations and information as they may consider proper concerning the business affairs and policies of the Committee.

3.2 Vice Chair

The Vice Chair shall be elected from the voting membership and shall perform the duties of the Chair in the absence of or incapacity of the Chair.

3.3 Secretary/Executive Director

The Planning Director, Greenville County Planning Department (or their Designee), shall serve as the Secretary of the Committee and, as such, shall have general supervision over the administration of the Committee's business and affairs, subject to the direction of the Committee. The Secretary will be responsible for seeing that each Committee member receives copies of all correspondence received by and transmitted from the Committee and other local government agencies involved with the GPATS program. The secretary shall also assure compliance with the SC Freedom of Information (FOI) Act and all other applicable federal, state, and local laws pertaining to the activities of the committee.

3.4 Term of Office

The officers of the Committee shall serve two-year terms or until a successor has been elected. Elections of officers shall be held at the first meeting of the calendar year.

ARTICLE IV – STUDY TEAM MEMBERSHIP

4.1 Membership of the Study Team is designated by the Policy Committee and MPO member jurisdictions, composed of representatives of public and semi-public agencies having transportation or transportation-related planning, programming, and/or implementation responsibilities within the GPATS Area.

- Greenville County, 3 Seats
- Pickens County
- Laurens County
- Anderson County
- City of Greenville, 2 Seats
- City of Clemson
- City of Greer
- City of Mauldin
- City of Easley
- City of Pickens
- City of Liberty
- City of Central
- City of Simpsonville
- City of Travelers Rest
- City of Fountain Inn
- Powdersville
- Appalachian Council of Governments
- Greenville Transit Authority
- Clemson Area Transit
- Clemson University

4.2 Participation at Study Team Meetings are to be open-ended, with any interested, knowledgeable, or concerned professionals permitted to attend and engage at meetings.

4.3 Membership on the Study Team will be extended to any GPATS Jurisdiction or appropriate entity/agency that routinely participates in GPATS meetings and efforts, at the approval of the Study Team and Policy Committee.

ARTICLE V – STUDY TEAM OFFICERS

5.1 Chair

The Chair of the Study Team will be the Executive Director of the GPATS Policy Committee, or their Designee in the Chair's absence. The Chair will serve in an Ex-Officio capacity.

5.2 Secretary

The Chair will appoint a member of the MPO Staff to serve as Secretary of the Study Team to record minutes of the meeting.ARTICLE VI – POLICY COMMITTEE MEETINGS

6.1 Meetings

Meetings of the Committee shall be at the request of the Chair, initially scheduled for the next Calendar Year at the final meeting of the current Calendar Year. The Chair, through the Secretary, shall notify Committee members at least five days in advance of a proposed meeting and shall submit a proposed agenda of items to be considered by the Committee. All meeting notices and agendas shall be provided consistent with the requirements of the South Carolina Freedom of Information Act.

6.2 Quorum

A quorum of the Committee shall be a majority of the voting membership. All action by the Committee shall require a majority vote.

6.3 Manner of Voting

The voting on all questions coming before the Committee shall be on a yea and nay, show of hands, roll call, or ballot basis and shall be entered upon the minutes of such meetings. Voting members only may vote on matters properly presented to the Committee. Ex officio members may participate in discussion but shall not vote.

6.4 Executive Session

(a) Executive sessions may be called by the Chair or acting Chair, following a vote of the majority of the members present.

(b) All executive sessions shall comply with Section 30-4-70 of the South

Carolina Freedom of Information Act.

6.5 Public Access

All regular, special, and called meetings of this Committee shall be open to the public. A public comment period shall be provided at the beginning of each Committee meeting, and will allow a maximum of ten individuals to address the Committee for a maximum of three minutes each.

6.6 Agenda

An agenda for each meeting shall be prepared. Agendas shall be posted to provide public notice compliance. Copies of the agenda shall be given to interested persons, on their request, at the time the meeting is convened. Any matter not listed on the agenda may be introduced by a member of this Committee after the matters listed on the agenda have been considered; and such matters will be available for formal action at the next meeting of the Committee.

6.7 Conflict of Interest Abstention

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

6.8 Staff Reports

Staff reports and/or committee reports shall be presented to this Committee at its meetings.

6.9 Parliamentary Procedure

Procedures at all meetings of this Committee shall be governed by Mason's Manual of Legislative Procedure, except when such rules of order are in conflict with these Bylaws.

ARTICLE VII – STUDY TEAM MEETINGS

7.1 Meetings

Meetings of the Study Team shall be at the request of the Chair, initially scheduled for the next Calendar Year at the final meeting of the current Calendar Year. These shall typically occur three (3) weeks prior to a Policy Committee Meeting. The Chair, through the Secretary, shall notify Study Team members of a proposed meeting and shall submit a proposed

agenda of items to be considered by the Policy Committee. All meeting notices and agendas shall be provided consistent with the requirements of the South Carolina Freedom of Information Act.

7.2 Manner of Recommendation

The Study Team shall act upon agenda items by Recommendation. These Recommendations shall be provided by

- Consensus – Unanimous support by Members present
- Consensus with Objection – Formal Objection(s) to the Recommendation shall be noted by the Chair and voiced when providing the Recommendation to the Policy Committee
- No Consensus – Significant Objection resulting in a split Recommendation shall be noted by the Chair and explained to the Policy Committee
- No Recommendation – Significant Objection or issues with agenda item, resulting in a lack of Recommendation, shall be noted by the Chair and explained to the Policy Committee

Ex officio members may participate in discussion but shall not provide Recommendation.

7.3 Public Access

All regular, special, and called meetings of this Study Team shall be open to the public. The Study Team may choose to hear from members of the public wishing to speak, but may defer public comment to the established Policy Committee meeting.

ARTICLE VIII – COMMITTEES

8.1 Special Committees

The Chair of the Committee may create special committees, without limit as to number of members, to study items that, in his judgment, require special attention. The Chair of the Committee shall designate one member of each special committee as its chair.

8.2 Committee Meetings

Any committee shall meet at the call of its chair. Such meetings shall also comply with these rules and the notice and agenda requirements of the South Carolina Freedom of Information Act.

ARTICLE IX – STAFFING

9.1 GPATS will retain full time Staff as required by the above legislative requirements for the smooth functioning of the MPO.

9.2 Greenville County Planning Department, Transportation Planning Division will hereby serve as GPATS Staff, providing all due support.

9.3 As Staff for the MPO, Greenville County will be the recipient of the Federal MPO PL Grant funds, and is designated as FTA Designated Recipient of transit funding for certified use and distribution under the approved Unified Planning Work Programs and Transportation Improvement Programs

9.4 As Staff for the MPO, Greenville County will be responsible for development, maintenance, and implementation of all Federally-mandated MPO planning documents.

9.5 Provision for Greenville County to continue serving as Staff for GPATS shall be contingent on successful completion the quadrennial Federal Certification Reviews.

9.6 GPATS Staff will serve as Ex-Officio Members of the Study Team, being full participants but casting no Recommendation on Agenda Items.

ARTICLE X – LEGAL COUNSEL

10.1 For purposes of legal certification of GPATS authority in required filings with Federal, State, and Regional agencies, the Greenville County Attorney's Office is designated to serve as legal counsel for GPATS.

ARTICLE XI - SUSPENSION AND AMENDMENT

11.1 Suspension of Bylaws

This committee may suspend any of these Bylaws by unanimous vote of all the members present, **once a quorum has been met.**

11.2 Amendment

These bylaws may be amended at any regular or special meeting attended by a quorum of this committee, by an affirmative vote of three-fourths of the members present. The membership of the Policy Committee shall be notified in writing of the changes that are being proposed at least five (5) days prior to any meeting in which changes to the bylaws are to be considered.

11.3 Re-Designation of MPO

At such time as any portion of a county adjoining Greenville County, including the cities contained therein, qualifies as an MPO, the land area may be removed from the GPATS area upon a majority vote of the GPATS members representing the qualifying area.

REVISED: October 15, 2018

ATTEST: _____

Greenville County Councilman Butch Kirven, Chair

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Pickens County Sen. Rex Rice, Vice Chair