

Committee meeting;¹¹

5.2.3.7 CCWD Chair is responsible for determining the manner in which votes shall be cast (e.g., voice, hand, roll call, etc.);

5.2.3.8 each voting member shall have one (1) vote; and

5.2.3.9 motions must be approved by a vote of the majority of the entire membership of the Executive Committee.¹²

as a proxy to vote or otherwise act for them, including counting toward quorum, by sending an email stating such to OSWD staff. Appointment of a proxy is revoked by the person appointing the proxy: (1) attending any meeting; or (2) sending an email stating such to OSWD staff.

5.3.6 If a quorum is not present for meetings of Other Committees, the CCWD Chair, CCWD Vice Chair, or, another individual appointed by the Chair, at his discretion, may serve temporarily as a member of the Other Committee to achieve the number necessary to constitute a quorum.

5.3.7 motions and votes may be made by any individual appointed to the applicable committee;

5.3.8 Chairs of Other Committees are responsible for determining the manner in which votes shall be cast (e.g., voice, hand, roll call, etc.), without objection of the CCWD Chair.

5.3.9 Each voting member shall have one (1) vote.

5.3.10 Motions must be approved by a simple majority of the individuals in attendance, if a quorum is present.

5.3.11 It is the responsibility of the Chair of an Other Committee, or individual designated by the Chair, to inform the CCWD Chair of any recommendations adopted by the Committee upon which the Committee requests the CCWD Executive Committee take action.

5.3 MEETINGS OF OTHER COMMITTEES

5.3.1 Chairs of Other Committees are responsible for scheduling meetings of their committees, without objection of the CCWD Chair.

5.3.2 Chairs of Other Committees are responsible for preparation of the agenda for their committees and designation of the meeting time and location, without objection of the CCWD Chair.

5.3.3 Quorum for meetings of Other Committees is a simple majority of the applicable committee's membership;

5.3.4 CCWD members in Section 3.1.4 through 3.1.22 may designate a representative from their organization to serve as their designee for one or multiple meetings. Any such designee will count toward quorum and have authority to vote on behalf of the CCWD member.

5.3.5 A CCWD member or individual appointed to an Other Committee may appoint any individual on the Other Committee to serve

¹¹ S.C. Code Section 41-30-530(B)(1)-(2) ("The executive committee: (1) shall review and vote on recommendations made by the CCWD or Director of OSWD; (2) shall review and approve any actions proposed to be undertaken by the CCWD including adoption or modification of the USP or any provision

of the USP;"

¹² S.C. Code Section 41-30-330

5.4 ADOPTION OF RECOMMENDATIONS FROM OTHER COMMITTEES

- 5.4.1 Chairs of Other Committees may make a request before, or at, a full CCWD meeting for the CCWD Executive Committee to consider a recommendation from the Other Committee.
- 5.4.2 Recommendations from Other Committees only become recommendations or actions of the CCWD if an Executive Committee Member makes a motion to approve the recommendation and a majority of the Executive Committee membership votes in favor of the motion.¹³

5.5 CONFLICT OF INTEREST

- 5.5.1 If a CCWD member or individual serving on an Other Committee has a conflict of interest, he shall not cast a vote or participate in discussion prior to a vote on any matter relating to that interest, or otherwise use his influence to his benefit, that of a family member, the entity he represents, an individual with whom he is associated, or a business with which he is associated. Disclosure of the conflict of interest must be presented and recorded in the written minutes of a CCWD and/or Committee meeting. The member or individual will be excused from any votes, discussions, or other actions on a matter on which the potential conflict of interest exists, and the minutes will be noted. State Ethics Law (S.C. Code Ann. § 8-13-100, et al.).

5.6 RULES OF ORDER

- 5.6.1 Robert's Rules of Order shall govern how CCWD and Committee meetings are conducted, except as modified by statute,

rule, or the CCWD Bylaws.

5.7 MINUTES

- 5.7.1 Formal minutes of all CCWD meetings and Committee meetings shall be required and be available for review. Such minutes become part of the public record and therefore need to be reviewed and approved by the CCWD Executive Committee at full CCWD meetings or Committee at Committee meetings.
- 5.7.2 At a minimum, these minutes shall include:
- 5.7.2.1 The date, time, and place of the meeting.
 - 5.7.2.2 The members recorded as either present or absent.
 - 5.7.2.3 The substance of all matters proposed, discussed or decided and, at the request of any member, a record of any votes taken.
 - 5.7.2.4 Any other information that any Board member requests be included or reflected in the minutes.
- 5.7.3 The minutes do not have to describe the nature of the discussion preceding any given action.
- 5.7.4 Meeting minutes approved by the CCWD will be kept on file by DEW for at least three (3) years and posted online.

ARTICLE VI: ATTENDANCE

6.1 ATTENDANCE

- 6.1.1 Regular attendance at CCWD meetings and Committee meetings is expected of each

¹³ S.C. Code Section 41-30-330

CCWD member and individual appointed to serve on a Committee.

- 6.1.2 Participation in full CCWD meetings and Committee may be accomplished either in-person or remotely, without objection of the CCWD Chair.
- 6.1.3 A member shall notify the CCWD Chair or OSWD staff at least 24 hours in advance of a meeting if the member is unable to attend. In an emergency, the member shall contact the CCWD Chair or OSWD staff as reasonably possible. Failure to notify shall be recorded in the minutes as an unexcused absence.
- 6.1.4 A member who has two (2) unexcused absences from either a CCWD or Committee meeting may receive a letter from the CCWD Chair encouraging more consistent attendance.
- 6.1.5 A member who has three (3) unexcused absences from either a CCWD or Committee meeting will have their attendance and participation reviewed by the CCWD Executive Committee. The Executive Committee may recommend to the party responsible for appointing the member (appointing party) that the appointing party remove the member who has failed to regularly attend CCWD and Committee meetings.

ARTICLE VII: TRANSPARENCY

7.1 TRANSPARENCY

- 7.1.1 In accordance with the Freedom of Information Act, CCWD meetings, including Committee meetings, shall be open to the public, except when the CCWD or a Committee convenes in executive

session.

- 7.1.2 Additionally, the CCWD shall make available to the public, on a regular basis through open meetings, information regarding the activities of the CCWD, including information regarding the Unified State Plan prior to adoption of the plan, information regarding membership, and, minutes of formal meetings of the CCWD, upon request.

ARTICLE VIII: SUPPORT STAFF

- 8.1 Agencies represented on the CCWD shall provide staff for the CCWD. These staff members may be provided by means of memorandums of agreement that address the scope of duties of each member agencies' personnel in providing this staff support.¹⁴

ARTICLE IX: COMPENSATION

- 9.1 No compensation shall be paid to members of the CCWD or individuals appointed to Committees.

ARTICLE X: AMENDMENT OF BYLAWS

- 10.1 The CCWD Bylaws may be amended or repealed by a majority vote of the CCWD Executive Committee membership.

ARTICLE XI: MISCELLANEOUS MATTERS

- 11.1 CCWD Chair, at his discretion, may approve publication of Council information on websites he deems applicable.
- 11.2 Whenever the pronoun 'he' appears in any bylaw, it shall be deemed to designate either masculine or feminine.

¹⁴ S.C. Code of Laws 41-30-540(D)

11.3 Any distribution required by these bylaws may be provided electronically.

Approved by the CCWD Executive Committee on
_____.

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