

**TOWN OF EDISTO BEACH  
WATER AND SEWER ADVISORY COMMITTEE  
BYLAWS**

Adopted: April 8, 2010  
Amended: March 8, 2012  
Amended: July 9, 2015

**Article 1- Name**

The name of the committee shall be the Town of Edisto Beach Water and Sewer Advisory Committee. It will be referred elsewhere in these bylaws as the "Committee."

**Article II-Purpose**

The purpose and duties of the Committee shall be as follows:

- A. To make recommendations to Town Council at its regular monthly meetings on development, implementation and organization related to the water and sewer utility.
- B. To assist and advise the Town Council in the establishment and maintenance of water and sewer utility objectives. Upon approval by the Committee, objectives shall be used to establish criteria for distribution systems, water quality, water quantity, infrastructure needs, legislative actions and funding. Areas of responsibility shall include developing, advocating and coordinating policy recommendations to the Town Council and educating Council about the water and sewer programs.

**Article III-Membership**

- A. The Committee shall be composed of 5 members. Members shall be appointed by the Town Council. The Committee shall be an advisory committee comprised of area-specific members who have knowledge in water and wastewater systems, finance or banking; or an active interest in Town affairs; with one member recommendation where possible from each Council member. All members shall serve without compensation.
- B. Members shall serve a 4-year term. The term of appointment shall coincide with the appointee's elected official. Members shall be open to re-appointment for 2 consecutive terms.
- C. Members may be removed from service for cause by Council. A member who misses more than one regular meeting without good cause may be removed from the Committee. The chairman shall determine whether good cause exists for the member's failure to more than one meeting, and having conducted a review of the member's justification for the absence.

#### **Article IV-Officers and Terms of Office**

- A. The officers of the Committee shall be a Chair and the Vice Chair and shall be elected by the committee at its first meeting of each year.
- B. Officers shall assume office immediately upon election and serve until the following election.
- C. The Town Administrator and Utilities Director shall serve as ex-officio members and shall not have voting status.
- D. The Municipal Clerk of the Town is to assist the Chairperson with the agenda and correspondence.

#### **Article V-Officer Duties**

- A. The chair shall preside at all regular and special meetings of the committee, and have the right to vote on all matters of business transacted by the committee.
- B. The chair shall have the right to appoint all subcommittees.
- C. The Vice Chair shall assume the duties of the Chair in his or her absence.
- D. At the November meeting or immediately after the new appointments are made, the Chairperson shall appoint such standing committees as may be deemed necessary by the committee.

#### **Article VI-Meetings**

- A. Regular meetings may be held at least four (4) times per year, or as necessary, as determined by the Town Council/Town Administrator. The regular location of meetings may be held in any suitable location of adequate size. Special meetings may be called by the Town Council and shall be called by the Town Council/Town Administrator or petition of the majority of the Committee. The location of the special meeting shall be determined by the Town Council/Town Administrator or by the petitioning majority of the Committee when the need of the meeting becomes known.
- B. Meetings shall be public.
- C. The Clerk of the Town is to assist the Chairperson with the agenda and correspondence.

#### **Article VII-Rules of Order**

No specific rules of order are adopted. The committee shall operate by consensus. If consensus cannot be achieved, reference may be made to Roberts Rules of Order for assistance in resolution of procedural issues.

#### **Article VIII-Quorum**

A majority of the members of the committee shall constitute a quorum for the transaction of official business.

#### **Article IX-Amendments**

These By-laws may be amended by Town Council at its regular monthly meeting, provided that written notice of such amendments and their purpose has been furnished to each Town Council member at least three weeks in advance of the meeting. An amendment shall become a part of the By-Laws by a majority vote of a quorum of Town Council members. Anything in these By-Laws inconsistent, or in conflict with the laws of the State of South Carolina, or the policies of the Town Council of the Town of Edisto Beach, is hereby rescinded and annulled.

**ADOPTED by the Mayor and Edisto Beach Town Council duly assembled**

**this 11<sup>th</sup> day of July, 2015.**