

**BYLAWS
OF THE
LOWCOUNTRY AREA TRANSPORTATION STUDY (LATS)
POLICY COMMITTEE**

Section I. Purpose

These bylaws are adopted by the LATS Policy Committee to provide for the operation of the Lowcountry Metropolitan Planning Organization (LMPO) and the Lowcountry Area Transportation Study (LATS), which are one and the same, LATS being the name in common usage in South Carolina. The intent is to carry out a continuing, cooperative and comprehensive transportation planning and programming process for the Lowcountry Metropolitan Planning Area in conformance with applicable federal and state requirements.

Section II. Policy Committee

- A. The Policy Committee shall be the policy board and decision-making body of the LATS.
- B. The voting members of the Policy Committee shall be as follows:
 - Town of Hilton Head Island Mayor or designee
 - Town of Bluffton Mayor or designee
 - Town of Port Royal Mayor or designee
 - City of Beaufort Mayor or designee
 - City of Hardeeville Mayor or designee
 - Beaufort County Council Chairman or designee
 - Jasper County Council Chairman or designee
 - Beaufort County Legislative Delegation Member
 - Jasper County Legislative Delegation Member
 - SCDOT Commissioners representing areas within the Lowcountry Metropolitan Planning Area
 - LRTA Board Chairman or designee
- C. Designated SCDOT staff shall be a non-voting Policy Committee member.
- D. A Chairman and Vice-Chairman shall be elected from among the voting membership for a two-year term at the first meeting of every other calendar year. They shall not be eligible to succeed themselves. Each shall serve until his or her successor is elected and seated.
- E. The Chairman shall normally preside at all Policy Committee meetings. The Vice-Chairman shall preside in the absence of the Chairman. In the absence of both, a member agreeable to a majority of those present shall serve as Acting Chairman. The Chairman shall also perform such other duties as determined by the Committee.

- F. The Lowcountry Council of Governments (LCOG) Executive Director, or designee, shall serve as Secretary to the Policy Committee.
- G. A majority of the voting membership shall constitute a quorum to conduct business. Committee members may attend by conference call. Proxy voting shall not be allowed.
- H. A committee member may name a designee by written notice to the Secretary, and such designation shall remain in effect until revoked in the same manner. The designee shall be an elected official or staff member of the same organization and have the same voting and participation privileges as the member.
- I. Unless in conflict with these bylaws, procedure in all Policy Committee meetings shall be governed by Robert's Rules of Order.
- J. Meeting notice, freedom of information and conflict of interest matters shall comply with all applicable requirements.
- K. The Policy Committee shall meet at least twice a year.

Section III. Technical Committee

- A. There shall be a Technical Committee to assist the LATS staff and advise and make recommendations to the Policy Committee. The Technical Committee provides technical expertise to the Policy Committee by reviewing and recommending revisions to the planning process, data collection, forecasts, the Unified Planning Work Program, the Transportation Improvement Program, and the Metropolitan Transportation Plan. LCOG staff provides support to the Technical Committee.
- B. Each member local government shall appoint one qualified staff person to serve as its voting member of the Technical Committee. With the approval of the Policy Committee, a member local government may appoint another qualified staff person as a non-voting Technical Committee member. The LRTA Executive Director shall serve as a voting member of the Technical Committee.
- C. Appropriate S. C. Department of Transportation (SCDOT) and Federal Highway Administration (FHWA) staff shall serve as non-voting members of the Technical Committee. Other non-voting members may be appointed by the Policy Committee, as appropriate, to represent adjacent MPOs, the military, school districts, ports, railroads, trucking and other organizations relevant to the work of the LATS.
- D. The Technical Committee shall comply with all requirements set out above for the Policy Committee and may adopt procedures for itself not in conflict with them.

Section IV. Committees

- A. The Policy Committee may appoint one or more ad hoc committees to provide input on the work of the LATS. Each committee shall be a volunteer group composed of representatives from community organizations, professional organizations, neighborhood associations and/or the private sector. Individual citizens not officially representing an agency or group may also be appointed to a committee.
- B. Committee duties and responsibilities shall include reviewing and commenting on plans, policies and projects of the LATS and providing recommendations on other

transportation planning matters. The LATS may also use a committee to assist in developing public involvement programs to solicit general public input.

Section V. Staff

- A. Lowcountry Council of Governments (LCOG) shall be the lead entity and fiscal agent of the LATS and serve as LATS staff.
- B. LATS staff shall prepare an annual Unified Planning Work Program (UPWP) for review and approval and perform such other work consistent with or required by applicable federal and state transportation planning requirements.
- C. LCOG may utilize staff of member local governments, SCDOT and FHWA staff, staff of other related agencies, organizations and associations, and outside consultants, as appropriate, to assist in the work of the LATS.

Section VI. Amendments

- A. These bylaws may from time to time be revised, updated, or amended as needed by a majority vote of the entire Policy Committee membership, upon at least two week's written notice.

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- Adopted April 5, 2013.
 - LRTA Board Chairman named Policy Committee voting member and LRTA Executive Director named Technical Committee voting member by resolutions of member jurisdictions between April and October 2013.