

# **Town of Edisto Beach Accommodations Tax Advisory Committee Rules of Procedure**

## **Article 1 Organization**

### **Section 1. Rules.**

These rules of procedure are adopted pursuant to S.C. Code Sec. 6-4-25 for the Edisto Beach Accommodations Tax Advisory Committee which consists of seven members appointed by Council.

### **Section 2. Officers.**

The officers of the Committee shall be a chairperson and vice-chairperson elected for one year terms at the first meeting of the Committee in each calendar year.

### **Section 3. Chairperson.**

The chairperson shall be a voting member of the Committee and shall:

- a. Call meetings of the Committee;
- b. Preside at meetings and hearings;
- c. Act as spokesperson for the Committee;
- d. Sign documents for the Committee;
- e. Transmit reports and recommendations to Council; and
- f. Perform other duties approved by the Committee and assigned by Council.

### **Section 4. Vice-Chairperson.**

The vice-chairperson shall exercise the duties of the chairperson in the absence, disability, or disqualification of the chairperson. In the absence of the chairperson and vice-chairperson, an acting chairperson shall be the senior member present.

### **Section 5. Secretary.**

The secretary shall be the Town Municipal Clerk. The Secretary shall:

- a. Provide notice of meetings;
- b. Assist the chairperson in preparation of agenda;
- c. Keep minutes of meetings and hearings;
- d. Maintain Committee records as public records;
- e. Attend to Committee correspondence and
- f. Perform other duties normally carried out by a secretary.

## **Article II Meetings**

### **Section 1. Time and Place.**

An annual schedule of regular meetings shall be adopted, published and posted at the designated Town office in December of each year. Special meetings may be called by the chairperson upon 24 hours notice, posted, and delivered to all members. Meetings shall be held at the place stated in the notices and shall be open to the public. Work sessions will be called as necessary by the chairperson.

### **Section 2. Agenda.**

A written agenda shall be furnished by the secretary to each member of the Committee and shall be posted at least twenty four (24) hours prior to each regular meeting and at least twenty four (24) hours prior to a special meeting. Items may be added to the agenda at a meeting by majority vote of members present.

For an application to be placed on the Committee agenda, ten (10) copies of all paperwork, including required documents, must be received prior to the close of business on the fourteenth (14<sup>th</sup>) day prior to a Committee meeting. These documents must be substantially complete, however, after review by the chairperson, minor adjustments may be made until the close of business on the sixth day before the Committee meeting.

### **Section 3. Quorum.**

A majority of the members of the Committee shall constitute a quorum. A quorum shall be present before any business is conducted other than rescheduling the meeting.

### **Section 4. Rules of Order.**

The most current edition of *Robert's Rules of Order, Newly Revised*, shall govern the conduct of the meetings except as otherwise provided by these Rules of Procedure. The chairperson will act as parliamentarian.

### **Section 5. Voting.**

A member must be present to vote. Each member shall vote on every question unless disqualified by law or required to abstain due to a conflict of interest. The question of disqualification shall be decided by the member affected, who shall announce the reason for disqualification, give it to the chairperson in writing, have it placed in the minutes and refrain from deliberating or voting on the question. Passage of any action shall be a majority of those present and qualified to vote.

**Section 6. Conduct.**

All Committee members shall conduct themselves in a manner that avoids any appearance of impropriety. No person shall speak at a Committee meeting unless invited to do so by the Committee or formally recognized by the presiding member.

**Article III  
Records**

**Section 1. Minutes.**

The secretary shall record all meetings and hearings of the Committee on a suitable electronic recording device which shall be preserved until final action is taken on all matters presented. The secretary shall prepare minutes of each meeting for approval by the Committee at the next regular meeting. Minutes shall be maintained as public records.

**Section 2. Reports.**

The secretary shall assist in the preparation and forwarding of all reports and recommendations of the Committee in appropriate form. Copies of all notices, correspondence, reports and forms shall be maintained as public records.

**Section 3. Attendance.**

The minutes shall show the members in attendance at each meeting and the reason for absence submitted by any member. The Committee shall recommend to the governing body the removal for cause any member who is absent from three consecutive meetings without adequate reason.

**Article V  
Adoption and Amendment**

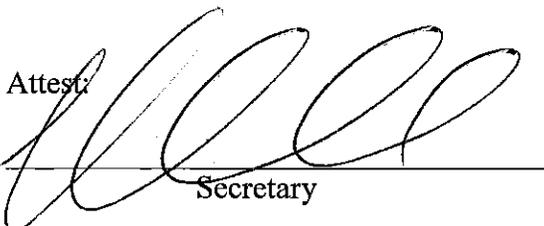
**Section 1. Amendment.**

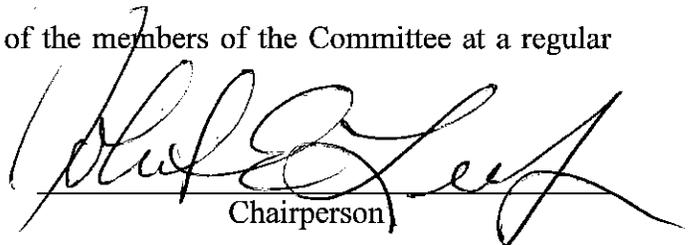
These rules may be amended at any regular meeting of the Committee by majority vote of the members of the Committee at least seven (7) days after the written amendment is delivered to all members.

**Section 2. Adoption.**

These rules were adopted by vote of a majority of the members of the Committee at a regular public meeting on May 5, 2011.

Attest:

  
Secretary

  
Chairperson