

BYLAWS

(AMENDMENTS BY THE 2005 COMMITTEE IN BLUE)

THE SOUTH CAROLINA PUBLIC SCHOOL FACILITIES COMMITTEE

ARTICLE I - NAME, PURPOSE

Section 1: The name of the Committee shall be the South Carolina Public School Facilities Committee. (Committee).

Section 2: Pursuant to S.C. Code Ann. § 59-23-210, the School Facilities Committee is established by the State Superintendent of Education to review the South Carolina School Facilities Planning and Construction Guide on an annual basis.

ARTICLE II - MEMBERSHIP

Section 1: Committee Membership

The committee shall consist of a minimum of:

- a minimum of two architects and one engineer who are all registered in South Carolina and experienced in K-12 design,
- one K-12 school administrator,
- one representative of the K-12 construction industry,
- the State Fire Marshal or his designee,
- a representative of the Traffic Engineering Division of the South Carolina Department of Transportation,
- two representatives of the South Carolina Department of Education
- the Chairman of the House of Representatives Education and Public Works Committee or his designee, ex officio
- the Chairman of the Senate Education Committee or his designee, ex officio.

Section 2: Compensation. The members shall serve without compensation. The members may receive travel reimbursement in accordance with the State of South Carolina travel regulations, if travel reimbursement is approved by the Committee and there is funding to cover the expenses.

ARTICLE III: TERMS

Members will serve for a three-year term; however, of the initial appointees, one third will serve a two-year term, one-third will serve a three-year term, and one third will serve a four-year term to stagger the replacement cycle. The terms of the initial appointments will be specified by the Superintendent upon appointment. The elected officials or their designees shall serve as per their terms as chairman of their respective committees. Members may be re-appointed.

ARTICLE IV - MEETINGS

Section 1: Regular Meetings. Regular Meetings shall be set by the Chair who shall also set the time and place of the meetings.

Section 2: Special Meetings. Special meetings may be called by the Chair.

Section 3: Notice. Notice of each meeting shall be given in accordance with the South Carolina Freedom of Information Act.

Section 4: Agenda. There shall be an agenda for each meeting, which shall be set by the Chair. The agenda shall be provided to the members in advance of the meeting and shall be available to the public in accordance with the South Carolina Freedom of Information Act.

Section 5: Quorum. A majority of the voting Committee members shall constitute a quorum for transacting business. Members may attend and participate in meetings in person or by means of telephone conference or similar communications through which all members can be heard. Participation in such fashion shall constitute presence in person for determining a quorum.

Section 6: Voting. Committee members may vote in person, via electronic communication, or by written proxy.

Section 7: Rules of Order. The rules contained in the current addition of Robert's Rules of Order, Revised, shall govern all transactions of the Committee to which they are applicable, unless inconsistent with other terms of these bylaws. The Chair may appoint a parliamentarian from within the membership of the Committee or may request that the Superintendent of Education appoint a parliamentarian.

Section 9: Minutes. Minutes shall be kept and shall include, but be not limited to:

1. The date, time, and place of the meeting,
2. The members of the public body recorded as either present or absent.
3. The substance of all matters proposed, discussed or decided and, at the request of any member, a record, by an individual member, of any votes taken.
4. Any other information that any member of the public body requests to be included or reflected in the minutes.

Draft minutes will be sent to the Committee within two weeks of a meeting. Committee members should send change requests to the Chair within six weeks of receipt. The Chair will incorporate the changes and publish the minutes as administratively approved. The Committee may amend the minutes at the next scheduled Committee meeting, if needed.

ARTICLE V - Officers

Section 1. Officers and Duties. There shall be one officer, a Chair. The Chair shall be the Director of the Office of School Facilities and shall convene regularly scheduled Board meetings and shall preside or appoint another member to preside at each meeting, if he cannot be in attendance. The minutes of each meeting shall be taken by staff of the Office of School Facilities and reviewed by the Chair.

ARTICLE VI - SUBCOMMITTEES

Section 1: The Committee may create subcommittees as needed, to carry out the work of the Committee. The Chair appoints all subcommittee members and chairs.

ARTICLE VII- ANNUAL REPORT

Section 1: The Committee shall issue an annual report.

ARTICLE VIII - AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the Committee.

These Bylaws were approved at a meeting of the School Facilities Committee on October 2, 2003.

