

**SC Savannah River Basin Advisory Council  
(SC SRBAC)  
Operating Guidelines**

**I. Membership:**

A. General Requirements:

South Carolina Individual persons, business, groups, governmental agencies, educational institutions, or research organizations may become members of SRBAC providing the guidelines in section (B) are met. New prospective Council members must submit a statement indicating willingness to volunteer to commit time and talents to accomplish the work of the Council, identification of the stakeholder group or groups that they represent and contact information. Each member shall each have one vote.

B. Size of Council:

The maximum number of Council member will be twenty-five (25) with a maximum of three (3) non-voting members. The goal of the SC SRBAC is to have a balanced cross section of stakeholders from throughout the Savannah River Basin. Non-voting members may be appointed to the Council by a vote of the current Council membership or by appointment by DHEC or DNR.

C. Attendance:

Council members will be required to attend at least 50% of all scheduled meetings during a 12 month period. Members not able to attend a Council meeting may identify a proxy and notify in writing the Chairperson(s) that the proxy will represent them in all business including voting. Members not able to attend 50% of all scheduled meetings within a one year period, or missing three consecutive meetings will be removed from the Council membership.

If at any time and for any reason a member of the Council shall deem himself or herself unable to carry out the functions of their position, they shall notify the Chairperson(s), DHEC and DNR.

**II. Meetings:**

General meetings of the Council will be held at least quarterly or more frequently as determined by a majority of the Council. In the event that a scheduling conflict affecting the majority of the Council occurs, the Chairperson(s) may re-schedule the meeting not more than 30 days after the originally scheduled date. All members will be notified of changes in meeting times, etc.

Special meetings of the Council may be called by the Chairperson(s) or DHEC and DNR. Notice of a special meeting must be mailed to all Council members not less than 10 days prior to the date of the meeting.

The place of the meeting will be designated by the Chairperson(s). All due consideration will be given to a central location accessible to the general public, including handicapped persons and meeting locations, where possible, will be rotated within the Savannah River Basin.

### **III. Voting:**

A quorum will be necessary for the conduct of general official business. In the case of the SC SRBAC, 50 percent plus one of the filled volunteer positions shall constitute a quorum. When voting on a proposal, approval by a simple majority is required for its acceptance (50% plus one of the voting members present). Voting will be carried out by a show of hands unless otherwise specified by the Chairperson(s). Votes from attendees identified as authorized proxy representatives of members not able to attend the meeting, as discussed in section 1-C, are acceptable in order to obtain maximum participation by the membership

All decisions made will be recorded in the summary of each meeting.

The Council may utilize electronic voting techniques for conducting business between scheduled meetings. The method used must allow positive tabulation of the results. A simple majority, as defined above, will be required. Members will be notified of the results and the results will be recorded at the next formal meeting.

The foregoing Operating Guidelines were adopted at the regular meeting of the SC Savannah River Basin Council on \_\_\_\_\_.