

**RULES OF PROCEDURE
OF THE KEEP HORRY COUNTY BEAUTIFUL COMMITTEE**

ARTICLE I

Name and Address

The name and address of this committee is the Keep Horry County Beautiful Committee, 1301 Second Avenue, Room 1D09, Conway, SC 29526.

ARTICLE II

Mission Statement

“To inspire residents and visitors to value and protect the natural beauty of Horry County and to empower them to keep the open spaces, rivers, and beaches clean and litter free.”

ARTICLE III

Purpose and Duties

The committee shall be established as a subcommittee of the Horry County Parks and Open Space Board, with the following purposes and duties:

Section I. To educate and empower the citizens of Horry County to personally improve the environment and enhance their quality of life and community pride through beautification, litter prevention and recycling.

Section II. To work together with county officials to implement Keep America Beautiful and Palmetto Pride programs.

Section III. To periodically review litter and solid waste control ordinances and work to make them more effective.

Section IV. To encourage effective enforcement of all litter control and pertinent ordinances.

ARTICLE IV

Membership and Attendance

Section I. Membership shall be open to all interested and concerned citizens of Horry County. There shall be no limitation of time that members may participate in the events of the Committee. Representative membership shall be encouraged from the business and professional community, civic and neighborhood organizations, garden clubs, the public and private school systems, and government operations.

Section II. An attendance roster, including the names of members who attended and who did not attend, shall be included in the minutes of each meeting.

Section III. Absence by any member from three consecutive meetings without a valid reason, such as illness or pressing personal commitments, shall be considered a voluntary resignation by the member.

Section IV. The secretary of the Committee shall notify the chairman of resignations due to absence from meetings and other resignations and vacancies within thirty days of the effective date thereof.

Section V. Any member of the Committee may be recommended for removal for cause by a vote of a two-thirds majority of the Committee. Written notice of the recommendation shall be given to the county administrator within five days of the meeting in which the recommendation is officially made.

Section VI. Horry County Government shall be represented on the Board membership by a staff person (non-voting) of the Horry County Parks & Open Space Board, having the title of Coordinator.

ARTICLE V

The Board of Directors and Their Duties

The Board of Directors shall consist of nine (9) voting members and shall be representative of the membership as described in Article III.

Section I. The Board of Directors shall fill vacancies on the Board in accordance with guidelines set by the Horry County Parks and Open Space Board; nominations from the general membership are encouraged, provided the nominee agrees to serve.

Section II. Initially, three (3) members of the Board of Directors shall serve a one-year term; three (3) members of the Board of Directors shall serve a two-year term and three (3) members of the Board of Directors shall serve a three-year term. Thereafter, each term shall consist of three (3) years. Each member of the Board of Directors may serve no more than two (2) consecutive three-year terms.

Section III. The Board of Directors shall solicit and accept donations and appropriations of money, services, products, property and facilities for use by the Committee for the accomplishments of its objectives in accordance with guidelines set by the Horry County Council.

Section IV. The Board of Directors shall make recommendations to Horry County Council, to the municipalities within the County, and to the private sector regarding measures which it deems necessary to accomplish its objectives in conjunction with the Horry County Parks and Open Space Board.

ARTICLE VI Officers and Their Duties

Section I. The officers of the Board of Directors shall consist of a Chairperson, Vice-chair, Secretary and a Treasurer.

Section II. The Chairperson shall preside over all meetings and act as official spokesperson for the Committee.

Section III. The Vice-chair shall perform the duties of the Chairperson in his/her absence.

Section IV. The Secretary shall be a member of Horry County Planning & Zoning Department staff, who shall record the minutes of the meetings and attendance records and retain a copy of all actions, minutes and resolutions by the Committee as a permanent record in adherence with the requirements of the South Carolina Freedom of Information Act (S.C. Code of Laws, sections 30-3-10 to 30-5-50).

Section V. The Treasurer shall be responsible for the financial affairs of the Committee. The Treasurer shall be required to make written reports of the Committee finances to the Board of Directors and to the Horry County Parks and Open Space Board at each of its quarterly meetings. The Treasurer shall coordinate his/her financial obligations in coordination with the Staff Liaison Person, who will be solely responsible for coordinating revenue and expenditure items in accordance with Horry County financial policies. The office of Treasurer may best be handled by the Staff Liaison Person.

Section VI. The Staff Liaison Person shall be the same Planner of the Horry County Planning & Zoning Department, who coordinates business with the Horry County Parks and Open Space Board.

Section VII. The Staff Liaison Person shall be answerable to the Chairperson of the Committee.

Section VIII. The duties of the Staff Liaison Person shall be to plan, direct and implement the day-to-day operation of the Committee, according to guidelines established by the full Committee and in accordance with policies of Keep America Beautiful, Inc. Also, the Staff Liaison Person shall report back to the Horry County Parks & Open Space Board at least every quarter, to keep them abreast of the latest activities and developments.

Section IX. The Staff Liaison Person shall serve as communications contact for such groups as Keep America Beautiful, Palmetto Pride and other related organizations.

ARTICLE VII
Election and Designation of Officers

Section I. Nominations of officers shall be made by a nominating committee appointed by the Chairperson at the next to last regular meeting of the calendar year. The nominating committee must have the agreement of each nominee being asked to serve.

Section II. Officers of the Board of Directors shall be elected at calendar year end, by a majority vote if a quorum is present. A majority of the appointed membership [fifty (50) percent plus one (1)] of the Board shall constitute a quorum.

Section III. Newly elected officers shall assume their office at the first regular meeting of the next calendar year.

Section IV. The Board of Directors shall fill a vacant office by a majority vote of the Board of Directors and approval of the Horry County Parks and Open Space Board.

ARTICLE VIII
Subcommittees

Section I. Subcommittees will be established, if necessary, for special projects or when particular situations arise.

Section II. Subcommittee chairs will be appointed by the Keep Horry County Beautiful Chairperson from the general membership, with the concurrence of the appointees.

Section III. The subcommittee chair shall recruit volunteers from the general membership to perform assigned duties, and will provide a report to the full Committee on a timely basis.

ARTICLE IX
Meetings

Section I. Regular meetings of the Board of Directors shall be held monthly. Exact scheduling of meeting dates and times shall be made in agreement with all Board members if possible. The location of the meeting may be at the Horry County Government and Justice Center at 1301 Second Ave., Conway, SC 29526.

Section II. A majority of the appointed membership [fifty (50) percent plus one (1)] of the Board of Directors shall constitute a quorum. A quorum shall be present before any business is transacted, except that less than a majority of the membership may come together for the purpose of adjourning until a later date.

Section III. All business and recommendations of the Board of Directors must be approved by a majority of the members present and voting.

Section IV. A record of the vote on all business and recommendations shall be recorded as part of the minutes of each meeting. The Chairperson shall vote on each issue brought before the Committee.

Section V. Special meetings of the full Committee or subcommittees may be called by the Chairperson. It shall be the duty of the Chairperson to call such a meeting when requested to do so in writing by a majority of the members of the Committee. The secretary shall notify all members of the Committee not less than twenty-four hours in advance of such meeting.

Section VI. Called Board of Director's meetings will be held as needed.

ARTICLE X Modifications

These Rules of Procedure should be reviewed annually, and may be changed as necessary. Modifications shall be proposed by a three-person Rules of Procedure subcommittee appointed by the Chairperson. Notification to all members shall be sent thirty (30) days prior to the meeting at which approval is scheduled. The Rules of Procedure shall be approved by two-thirds (2/3) of the membership and approved by the Horry County Parks and Open Space Board before taking effect.

ARTICLE XI Parliamentary Authority and Rules

All questions of order, procedure and parliamentary law not covered by these Bylaws shall be governed by the most recent edition of Robert's Rules of Order, except in instances in which Robert's Rules of Orders have been superseded by an applicable South Carolina statute, county code or ordinance.

ARTICLE XII Dissolution

In the event of dissolution of Keep Horry County Beautiful Committee the residual assets will be turned over to the Horry County Parks and Open Space Board.