

(Attachment 1)

BEAUFORT COUNTY BOARD OF DISABILITIES AND SPECIAL NEEDS

BYLAWS

ARTICLE I

NAME AND LOCATION

The name of this organization shall be the Beaufort County Board of Disabilities and Special Needs and its principal office shall be located at 100 Clear Water Way, Beaufort, South Carolina.

ARTICLE II

ENABLING AUTHORITY

BEAUFORT COUNTY ORDINANCE 2002/33 (GENERAL TEMPLATE) AND SOUTH CAROLINA CODE ANN. SECTION 44-20-10 ET.SEQ, (SUPP.1995) establishes the authority for development of County Disabilities and Special Needs Boards. Beaufort County Disabilities and Special Needs is established according to the Beaufort County Template Ordinance, effective December 9, 2002.

ARTICLE III

PURPOSE

The Mission of the Beaufort County Board of Disabilities and Special Needs:

To advocate for the individuals with disabilities and special needs who are served by the BCDSN Department.

To provide assistance and advice to the BCDSND staff concerning matters of policy.

To provide promotion and community awareness of BCDSND operations.

ARTICLE IV

MEMBERS

Section 1. The membership of the Board shall be at least seven (7) members, but not more than eleven ( 11 ), and shall be nominated by Beaufort County Council and appointed by the Governor pursuant to S.C. Code Ann. Section 44-20-375.

Section 2. Members of the Board shall be nominated by Beaufort County Council and appointed by the Governor pursuant to S.C. Code Ann. Section 44-20-375.

Section 3. Members of the Board shall serve for the term identified in the appointment letter. Board members shall be recommended to the County Legislative Delegation by Beaufort County Council for a term of four (4) years, subject to the following voting requirements for their appointment:

- a. 1st term - 6/11 or more of the full Council
- b. 2nd term - 8/11 or more of the full Council
- c. 3rd term or more - 10/11 or more of the Council

Section 4. Members of the Board shall serve without compensation from either the State of South Carolina or the County of Beaufort except that travel or other expenses may be reimbursed with prior approval of the County Administrator.

Section 5. Any member desiring to resign from the Board shall submit his or her resignation in writing to the Legislative Delegation with a copy of said resignation to the Chairman of Beaufort County Council and the Chairman of the Board of Disabilities and Special Needs. Members who fail to attend 1/3 or 3 consecutive meetings without prior notice will be recommended to Council for removal.

Section 6. Members of this Board may recommend to the County Council of Beaufort County and the Delegation, names of individuals who are interested in serving on the Board.

## ARTICLE V

### OFFICERS

Section 1. The Officers of this Board shall be Chairman, Vice Chairman, and Secretary. The Chairman shall preside at all meetings. The Vice-Chairman shall preside in the absence of the Chairman. If neither are present, the Secretary shall preside.

Section 2. The Nominating Committee, approved by the Chairman, shall submit written nominations for officers at the regular May meeting. Before acceptance of the slate of officers, additional nominations may be made by the members of the Board if the membership so desires.

Section 3. The Officers shall be elected by voice vote or ballot to serve for two years. Their term of office shall begin at the close of the June meeting at which they are elected.

Section 4. No member shall hold more than one office at a time, and no officers shall be eligible to serve more than two consecutive terms in the same office.

Section 5. A vacancy in any office due to death, resignation, removal or other cause, shall be filled by a majority vote of the Board for the unexpired term of such office.

## ARTICLE VI

### DUTIES OF OFFICERS

Section 1. CHAIRMAN. The chairman shall be the principal executive officer and shall be an ex officio member of all committees. He/she shall appoint the membership and chairmanship of all standing and Ad Hoc Committees.

Section 2. VICE CHAIRMAN. The Vice Chairman shall preside over meetings in the absence of the Chairman. He/she shall carry out all other duties of the Chairman in the event of the Chairman's absence or inability to perform such duties.

Section 3. SECRETARY. The Secretary shall review the Minutes of Meetings of the Board as prepared by staff personnel, prior to submission to Board members. In addition, the Secretary shall perform duties as may be assigned by the Chairman.

## ARTICLE VII

### MEETINGS

Section 1. Regular Meetings. Bi-monthly meetings of the Board shall be held at a time and place determined by the Board and at such other times as the Chairman of the Board or a majority of the Board shall direct.

Section 2. The regular meeting in June shall be known as the Annual Meeting, and shall be for the purpose of electing officers, receiving reports of officers/committees, and for any special business that may arise.

Section 3. Special Meetings. Special meetings may be held at any time upon call by the Chairman, Executive Committee, or written request by two members of the Board. Five working days notice of the time and place of such meeting must be provided. Emergency meetings may be called upon 24-hour notice either by telephone or in writing.

Section 4. Quorum. A simple majority of members of the Board, including at least one officer, shall constitute a quorum for the purpose of conducting business at all meetings. Any action of the majority present at a meeting at which there is a quorum shall be deemed an act of the Board.

ARTICLE VIII

COMMITTEES

Section 1. The Executive Committee - Shall be composed of the Chairman, Vice Chairman, and Secretary. This Committee shall serve in an advisory capacity to the Board and is empowered to act on behalf of the Board subject to ratification by the full Board.

Section 2. The Chairman shall appoint Ad Hoc Committees as he/she deems necessary, except as otherwise expressly provided in these Bylaws. The following rules shall govern the conduct of all committees:

- a. Quorum. A majority of the members of each committee shall constitute a quorum thereof.
- b. Officers. The Committee Chairman shall preside over the meetings and report progress/recommendation(s) to the full board.
- c. Removal and Vacancies. Any member may be removed for cause by the appointing authority.

Section 3. Standing Committees and Function:

- a. Public Relations Committee: Shall consist of no more than four BCBDSN members. Will work as a liaison committee to inform the Board of current and pending legislation and how it will affect the people with intellectual disabilities, related disabilities, autism, and head and spinal cord injuries. Will promote media coverage of programs and solicit community support.
- b. Finance Committee: Shall consist of no more than four BCBDSN members. Will assume primary responsibility for the agency finances. Will review annual budget and quarterly reports. Will oversee capital improvement projects to include building, grounds, landscaping, and acquisition of property. Will approve donations and recommend uses. Will make recommendations to CCBC, as part of the budget process. Will review the annual audit.
- c. Policy Committee: Shall consist of no more than four BCBDSN members. Will recommend general Board policy. Will review all Board policies, and programmatic evaluations on an annual basis. Will provide long-range Board plans by developing a mission statement, goals and objectives. Will revise BCBDSN bylaws, as needed. Will solicit staff input and technical assistance, as needed.

- d. Personnel Committee: Shall consist of no more than four BCBDSN members. Will serve as the screening and interview committee for hiring the Executive Director. Will provide “input” into annual evaluation of the Executive Director. Will act in an advisory capacity for the Executive Director on personnel matters, as needed. Will serve as a nominating committee for Board officers. Will recruit board members, as needed.

## ARTICLE IX

### PARLIAMENTARY AUTHORITY

The rules contained in the current Robert’s Rules of Order shall govern this Board in all cases to which they are applicable except where they may be in conflict with these Bylaws or any special rules of order the Board may adopt or that are mandated by federal, state or local laws.

## ARTICLE X

### POLICIES AND PROCEDURES

Section 1. The Board may make recommendations to buy, rent, lease, or otherwise acquire; to sell, convey, mortgage or otherwise encumber or dispose of, or to contract or agree for the acquisition, disposal or encumbrance of any property whatsoever for the purpose of developing, providing, operating, administering or otherwise; programs or services for persons with intellectual disabilities, related disabilities, autism, and head and spinal cord injuries subject to the Beaufort County Template Ordinance and the Beaufort County Disabilities and Special Needs Board Charter.

Section 2. From time to time the Board may develop appropriate policies and procedures for conducting the Board’s business and to keep in compliance with appropriate federal, state, and local regulations. These policies and procedures may relate to administrative structure, program design and monitoring of service delivery.

## ARTICLE XI

### AMENDMENTS

These Bylaws may be altered, amended, or repealed and new Bylaws may be implemented by an affirmative two-thirds majority of all Board members present at any regular meeting or a special meeting called for that purpose, providing that notice of such proposed changes be presented in writing at least thirty days prior to such meeting.

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Approved By:

Beaufort County Board of Disabilities and Special Needs

Nancy Penkerton  
Chairman

6-18-2019  
Date