

**Richland County
Board of Elections and Registration**

BYLAWS

(Rev 22 Jan 2015)

**Article I
Organization**

Section 1. Rules

These rules of procedure are adopted for the Richland County Board of Elections and Registration which consists of five members, nominated by the Richland County Legislative Delegation and appointed by the Governor.

Section 2. Officers

The officers of the Board shall be a Chair and Vice-Chair. The Chair and Vice-Chair shall be elected by majority vote of the members of the Board. Terms shall be for two years. Elected officers shall serve no more than two full consecutive terms, not including any partial terms served. Elections shall be held in October of the appropriate year.

Section 3. Chair

The Chair shall:

- a. Call meetings of the Board;
- b. Ensure public notice of meetings;
- c. Preside at meetings and hearings;
- d. Act as spokesperson for the Board, but does not preclude other Board members from commenting on actions of the Board.
- e. Sign documents approved by the Board;
- f. Transmit reports and recommendations to the Legislative Delegation;
- g. Perform other duties approved by the Board.
- h. Directly supervise the Director of Elections and Registration

Section 4. Vice-Chair

The Vice-Chair shall exercise the duties of the Chair in the absence, disability, or disqualification of the Chair. In the absence of the Chair and Vice-Chair, at a particular meeting, an Acting Chair shall be elected by the members present to preside over said meeting.

**Article II
Meetings**

Section 1. Time and Place

Regular meetings shall take place at 4:00 pm at the Registration and Elections Office at 2020 Hampton Street or at a location specified by the Board, on the second Wednesday of each month. Special meetings may be called by the Chair upon forty eight (48) hours notice, posted and delivered to all members and local news media. Meetings shall be held at the place stated in the notices, and shall be open to the public. Any regularly scheduled meeting may be cancelled,

postponed, or rescheduled at the discretion of the Chairman but must be approved by a majority of the Board.

Section 2. Agenda

A written agenda shall be furnished by the Director to each member of the Board, interested citizens and the news media, and shall be posted at least forty eight (48) hours prior to each regular meeting, and at least forty eight (48) hours prior to a special meeting. Items may be added to the agenda at a meeting by a two thirds (2/3) vote.

Section 3. Quorum

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

Section 4. Rules of Order

Robert's Rules of Order shall govern the conduct of meetings except as otherwise provided by these Rules of Procedure.

Section 5. Voting

Each member shall vote on every question unless disqualified by law. The question of disqualification shall be decided by the member affected, who shall announce the reason of disqualification, have it placed in the minutes, and refrain from deliberating or voting on the question.

**Article III
Public Hearings**

Section 1. Notice

The staff shall give notice required by statute or ordinance for all hearings conducted by the Board. Registered voters of Richland County desiring to be heard, shall sign in, and state their subject matter on a register provided by the Director before the start of the meeting. The sign-in sheet shall become a part of the permanent minutes.

**Article IV
Records**

Section 1. Minutes

The Director, or her/his designee, shall record all meetings and hearings of the Board by transcription. The Secretary shall prepare minutes of each meeting and mail them to Board members no later than the Friday preceding their regular meeting at which the minutes shall be approved. Minutes approved by the Board shall be maintained as permanent public records.

Section 2. Reports

The staff shall assist in the preparation and forwarding of all reports and recommendations of the Board 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. The Board shall notify the Legislative Delegation of any member who is absent from three (3) consecutive meetings.

**Article V
Committees**

Section 1. Appointment

The Chair may appoint such *ad hoc* committees as may be necessary to carry out the functions of the Board.

Section 2. Tenure

Each *ad hoc* committee member shall serve at the pleasure of the Chair.

Section 3. Meetings and Notice

Regular or special meetings of an *ad hoc* committee may be held upon reasonable notice and at such times and places as the *ad hoc* committee may set.

Section 4. Quorum

A majority of the members of an *ad hoc* committee shall constitute a quorum for the transaction of business at any meeting of that *ad hoc* committee. Any action of an *ad hoc* committee must be authorized by the affirmative vote of a majority of the members of the *ad hoc* committee present at a meeting at which a quorum is present. When an *ad hoc* committee makes an affirmative or negative decision the committee shall bring the final decision to the Board for approval or disapproval.

**Article VI
Staff**

Section 1. Responsibilities

The Board shall employ a Director. The Director is responsible for the hiring and management of staff positions established by the Board. All directions of the Board shall be conveyed to the Director. Neither the Board nor individual Board members shall give directions directly to the staff. Staff positions are subject to the personnel policies and procedures by which all County employees are regulated and the Director is responsible for enforcement. The Director serves at the pleasure of the Board.

Article VII
Adoption and Amendment

Section 1. Adoption

These rules were adopted by vote of a majority of the members of the Board at a regular public meeting on November 18, 2014.

Section 2. Amendment

These rules may be amended at any regular meeting of the Board by a two thirds (2/3) vote of the members of the Board at least seven (7) days after the written amendment has been approved and delivered to all members. The amendment shall be voted on at the next regular meeting.