



BY-LAWS OF THE  
WACCAMAW REGIONAL TRANSPORTATION  
AUTHORITY

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# BY-LAWS OF THE WACCAMAW REGIONAL TRANSPORTATION AUTHORITY

## **ARTICLE I – Name of Organization**

The name of the organization is the Waccamaw Regional Transportation Authority. The Authority shall conduct business under such other names as the Board of Directors may approve and authorize.

## **ARTICLE II - Offices**

The principal office of the Waccamaw Regional Transportation Authority (the “Authority”) shall be located in Conway, South Carolina, in the County of Horry, State of South Carolina (“Horry County”). The Authority may have such other offices, as the Board of Directors may designate or as the business of the Authority may require from time to time.

## **ARTICLE III - Organization**

The Authority shall be a nonprofit governmental organization established and operated in accordance with the Regional Transportation Authority Law, Sections 58-25-10 et seq., Code of Laws of South Carolina, 1976 (Supp. 1997) (the “Enabling Law”). The Authority shall be an independent and autonomous organization. Its period of duration shall be perpetual unless terminated. The Authority shall consist of a Board of Directors, a General Manager/CEO and necessary staff to administer and operate a public transportation system.

## **ARTICLE IV - Purposes**

The Authority is formed to perform essential governmental functions within the meaning of Section 115 of the Internal Revenue Code of 1986, as amended ("IRC"), and in this connection it shall operate as follows:

Section 1. The Authority is organized and shall be operated for the benefit of, and to perform the functions of, a regional transportation authority including the management, operation and maintenance of public transportation services and related services for hire by means, without limitation, of motor vehicle, motor bus, or other means of conveyance, operating as a common carrier within the territorial area allowed by law, and to perform any other lawful purpose related to the furtherance of governmental purposes of the Authority that is not inconsistent with the Authority's nonprofit status; provided, that all property owned and leased by the Authority shall be used for public benefit.

Section 2. The Authority is organized and shall operate exclusively for the aforesaid purposes, and in connection therewith its scope of activities shall include the following:

- a. purchase, lease, own, or operate or provide for the operation of transportation facilities;
- b. contract for public transportation services;
- c. plan in concert with any appropriate local planning operation for public transportation services;
- d. exercise the power of eminent domain limited to right-of-way and contiguous facility acquisition;

- e. contract with other governmental agencies, private companies, and individuals;
- f. sue and be sued, implead and be impleaded, complain, and defend in all courts;
- g. acquire, purchase, hold, lease as a lessee, and use any franchise or property, real, personal or mixed, tangible or intangible, or any interest therein, necessary or desirable for carrying out the purposes of the Authority, and sell, lease as lessor, transfer, and dispose of any property or interest therein acquired by it;
- h. fix, alter, change, and establish rates, fees, fares, and other charges for services or facilities of the Authority in accordance with applicable law;
- i. establish public transportation routes and approve the alteration or addition of routes based primarily on a detailed analysis or proposed use and comprehensive cost analysis;
- j. acquire and operate, or provide for the operation of, transportation systems, public or private, within the area, the acquisition of a system to be by negotiation and agreement between the Authority and the operator of the system to be acquired;
- k. make contracts of every name and nature and execute all instruments necessary or convenient for the carrying on of its business;
- l. enter into management contracts with any person for the management of a public transportation system owned or controlled by the Authority for a period of time, and under compensation and other terms and conditions, as may be considered advisable by the Authority;
- m. contract for the services of attorneys, engineers, consultants, and agents for any purpose of the Authority;
- n. borrow money and make and issue negotiable bonds, investments, notes, or other evidences of indebtedness;
- o. accept gifts, grants, or loans of money or other property from and enter into contracts, leases, or other transactions with and accept funds from federal, state, or local governments, public or semipublic agencies or private individuals or corporations and expend the funds and carry out cooperative undertakings and contracts;
- p. do all legal acts necessary for the provision of public transportation services;
- q. provide transportation services for residents of the service area to destinations outside the service area, as necessary
- r. promulgate regulations to carry out the provisions of this chapter.
- s. apply for and accept Federal, State, county, or municipal monies and other monies, public or private, made available by grant, trust or loan, or both, to accomplish, in whole or in part, any of the purposes of the Authority, and to this end, to continue to pursue any application heretofore filed with the Federal Transit Administration, or any other Federal agency, by or on behalf of the Authority. All federal monies accepted under this section shall be accepted and expended by the Authority upon such terms and conditions as are prescribed by federal law, and as are consistent with State law and generally accepted accounting principles and the by-laws of the Authority; and all other monies accepted under this section shall be accepted by the Authority upon such terms and conditions as are prescribed by the State or other sources thereof.
- t. enter into a contract or memorandum of agreement with Grand Strand Area Transportation Study

Metropolitan Planning Organization (GSATS) and Waccamaw Regional Council of Government (WRCOG) to utilize the services of GSATS staff/WRCOG for planning services including long range (5-20 years) and short term (0-5 years) planning services and special studies as needed;

- u. enter into a contract or memorandum of agreement with Waccamaw Regional Council of Government (WRCOG) to utilize the services of staff for planning services including long range (5-20 year) planning and short term (0-5years) planning and special services, as needed, within the Waccamaw Regional (Horry and Georgetown Counties) but outside the MPO boundary;
- v. enter into a contract or memorandum of understanding with any county contiguous (within or outside the Waccamaw Region) to the service area for the coordination of transportation services and long-range planning;
- w. annually update the Waccamaw Regional Council of Government (WRCOG) Board of Directors as to the Authority's current routes/services, annual audit, funding applications and future service plans;
- x. carry out any other acts or perform any other functions allowed under S.C. Code Ann. § 58- 25-10 et seq. (1976, as amended) or otherwise allowed under applicable law; and
- y. employ a General Manager/CEO, who will also serve as secretary.

## ARTICLE V – Board of Directors

Section 1. **General Powers.** The business and affairs of the Authority shall be under the direction of the Board of Directors of the Authority.

Section 2. **Number, Appointment and Terms**

- a. The Board shall consist of eleven (11) voting Directors
- b. Voting Directors – The Board shall consist of eleven (11) voting directors as defined by S.C. Code Ann. § 58-25-10 et seq. (Supp. 1997) appointed as follows:

APPOINTING AUTHORITY	NUMBER OF APPOINTMENTS
City of Conway	1
City of Georgetown	1
City of Myrtle Beach	1
City of North Myrtle Beach	1
Georgetown County	1
Horry County	3
Horry County Legislative Delegation	3

- c. The initial terms of office of the Directors of the Board shall be for three (3) years.
- d. Directors will make every effort to attend regularly scheduled meetings of the Board. Any Director may be removed for misconduct, malfeasance, neglect of duty in office, or interfering with day-to-day operations, by the governing body, which appointed him/her. Removals from the Board shall be

implemented in a manner similar to the procedures provided under Section 33-31-809 of the South Carolina Nonprofit Corporation Act of 1994.

- e. The appointing entity will be notified based on 2/3 vote.
- f. Attendance of Board members at meetings shall be recorded and reported on a monthly basis.
- g. Any Director may be reappointed for unlimited successive terms by the appointing agency. Directors must be residents of the Authority's area of jurisdiction.

Section 3. **Vacancies.** Except as otherwise required by law any vacancy occurring in the Board shall be filled by appointment of the body appointing the prior Board Member whose seat has been vacated. When a vacancy occurs, the Board shall direct a letter to the appointing authority.

Section 4. **Regular Meetings.** A meeting of the Board shall be held on the last Wednesday of the month at a time and place to be designated. The Board committees shall meet monthly or as often as may be required to carry out the responsibilities and purposes of the Authority. The Board may cancel a regular meeting and hold combined meetings around the holidays as necessary.

Section 5. **Special Meetings:** Special, called or rescheduled meetings of the Board may be held upon the call of the Chair of the Board or a majority of the Voting Directors.

Section 6. **Emergency Meetings.** The Chair of the Board may call an Emergency meeting of the Board.

Section 7. **Notice** - Written public notice of the time, date and place of the regular meetings of the Board shall be given at the beginning of each calendar year. Notice of a special, called or rescheduled meeting shall be given at least twenty-four (24) hours in advance. As much notice of an emergency meeting shall be given as practical under the circumstances. Notice shall be given in writing unless oral notice is reasonable under the circumstances. Notice shall be given in compliance with S.C. Code Ann. § 30-4-80, 1976, as amended.

Section 8. **Quorum.** - A majority of the number of Directors then in office shall constitute a quorum for the transaction of business at any meeting of the Board.

Section 9. **Compliance with Freedom of Information Act.** Notwithstanding any provision of these By-laws, the Board shall comply with all applicable provisions of the South Carolina Freedom of Information Act. Minutes shall be kept of all public meetings in accordance with S.C. Code Ann. § 30-4-90, 1976, as amended. The Board may meet in executive session for consideration of matters exempt from public session under the South Carolina Freedom of Information Act.

Section 10. **Committees.** The Board Chair, then in office, may create one or more committees of the Board and appoint members of the Board to serve on them. Each such committee shall have membership, purpose and authority as may be determined by the Board. Each committee shall have a staff liaison.

Meetings of the committees may be held at any time on call of the Chair of the Committee, Chair of the Board, or any two members of the committee. A majority of the members shall constitute a quorum for all meetings.

Section 11. **General Manager/CEO's Compensation** - The Board shall conduct a performance review and approve compensation for the General Manager/CEO on an annual basis.

Section 12. **GM/CEO Succession.** The Executive Committee of the Board will be responsible for the day-to-day management of the Authority in the event that the GM/CEO must be absent for an extended period. The Board will take steps to provide leadership, assign another individual to serve in the role temporarily or, if necessary replace the GM/CEO.

- a. Temporary Unplanned Absence of the CEO: 30 days or less



In a situation where the CEO is absent temporarily, i.e. illness or leave of absence, and determined to be unable to carry out the CEO responsibilities, the following procedures will be followed:

- As soon as possible, and not more than ten business days after the date of the CEO's absence, the board shall authorize the Board Chair or Vice-Chair, in the absence of the Board Chair, to appoint themselves or other Board Member to carry out the CEO functions.
- As the temporary CEO, the Board Member will have the support of the CEO's Management Team (CFO, Operations Manager, and Maintenance Manager) to help with decision-making and assistance with CEO functions. The Interim CEO may assign decision-making to the Direct Reports on an as-needed basis.
- The Board Chair is responsible to ensure that interim leadership arrangements are communicated to the Board, staff and key stakeholders including Horry County and Georgetown County Councils.
- These appointments will remain in place until the CEO is able to resume the CEO responsibilities.
- The Board maintains the prerogative to appoint or discontinue interim leadership appointments at any time.
- As soon as possible following the notification of an unplanned absence of the CEO, the Board Chair shall convene a meeting to affirm the procedures in this plan or to modify them as necessary. This meeting may be via conference call or online, but is subject to SC Open Meeting laws and should be advertised at least 48 hours prior to the meeting. (Article V – Section 9)

b. Temporary Planned or Unplanned Short-term Absence of the CEO: longer than 30 days

If the short-term interim arrangements have not already been implemented, they should be implemented as soon as possible.

- Within five days of the awareness that the CEO's absence is anticipated to be longer than 30 total days, the Board shall assign the Executive Committee the following responsibilities:
- Communicate with key stakeholders, i.e. staff, constituent County and municipal governments, etc.:
  - That the CEO succession plan has been implemented.
  - The arrangements that have been made for interim leadership including the person(s) who have been appointed for these leadership roles.
- Throughout the absence of the CEO, the Executive Committee shall consider the need for consulting assistance, i.e. search assistance in identifying an interim CEO or other consulting needs, based on the circumstances of the transition:
- If the Executive Committee determines that assistance in securing an outside interim CEO leadership is needed, the Committee shall:
  - Recommend to the Board that a consultant firm be engaged to identify an interim CEO, who can provide leadership until the CEO is able to return to the CEO responsibilities or until a permanent CEO is selected and available to serve.
  - Serve as the primary contact with the consultant firm and, after reviewing potential interim candidates, recommend a preferred candidate to the Board for appointment.
- Review the organization's status to determine whether any priority issues must be addressed and develop/monitor a plan for addressing any identified issues.

- Continue weekly communication, at a minimum, with any appointed interim leaders regarding the status of the Authority.
- The Board maintains the prerogative to appoint or discontinue interim leadership appointments at any time.

c. Planned or Unplanned Permanent Absence of the CEO

When the CEO is not available and is not able to return to the position (serious illness, death or termination) the above procedures for a temporary absence of the CEO will be followed. In addition, the procedures outlined below shall be implemented.

- Within four weeks of a known permanent vacancy in the CEO position, the Board shall establish a Search Committee.
  - The Search Committee will consist of four Board Members including either the Chair or Vice-Chair.
  - The Search Committee will communicate to the Board its recommendation regarding its process for the search for a permanent CEO.
  - In addition, the Search Committee is expected to:
    - Assess the status of the Authority in order to identify leadership qualities that are needed.
    - Develop compensation and benefit guidelines for prospective candidates.
    - Review the candidate profile of desired qualities with the board for its input.
    - Keep the Board and Direct Reports staff informed of its progress at appropriate junctures.
    - Bring a recommended candidate to the Board for consideration or in the absence of a clear recommendation, bring two finalists to the Board for consideration.
    - Maintain confidentiality as appropriate.
    - Recommend to the Board a transition plan/timetable and support tools for the new executive.

## ARTICLE VI - Finances Application and Use of Funds

Section 1. **Funding.** The Authority shall receive funds and revenue generated by the operation of the Authority and all other available resources.

Section 2. **Accounting.** All funds and revenue collected and received by the Authority shall be held, retained, invested, conserved and expended in accordance with the financial, procurement, personnel and other policies adopted by the Board.

Section 3. **Financing.** The Authority shall maintain or cause to be maintained such separate accounts or funds as may be necessary to satisfy the requirements of existing or future contracts, agreements, or indentures relating to the financing of capital projects.

Section 4. **Fiscal Year.** The fiscal year of the Authority, shall be October 1 – September 30.

Section 5. **Annual Budget.** The Authority shall prepare and adopt, by vote of the Board of Directors, an annual operating and capital budget. The annual budget may be amended to reflect actual expenditures and

revenues consistent with actual receipts and any properly authorized expenditures.

Section 6. **Financial Statements.** The Authority shall cause to be prepared financial reports, which shall be delivered to the Board of Directors on a monthly basis.

Section 7. **Annual Audit.** The Authority's books of account shall be audited at least once in each calendar year by an independent audit firm.

Section 8. **Expense Reimbursement.** The Authority may reimburse the Directors for such expenses incurred in the conduct of the business and affairs of the Authority as may be authorized by the Board.

## ARTICLE VII – General Manager/CEO

Section 1. The Board may employ a General Manager/CEO, who shall also serve as secretary. The Board shall review the performance of the General Manager/CEO on an annual basis.

Section 2. The General Manager/CEO shall coordinate the management, administration, planning and operation of the Authority in accordance with the objectives and policies of the Board and shall be responsible for, but not limited to, the following functions:

- a. Manage the operations and maintenance of a public transit system;
- b. Develop and maintain a public transportation plan considering all modes of public transportation to serve the general public, which will include routes, types of people movers, fees, rates, fares, etc.;
- c. Contract for services of consultants or other authorities in the effective management of a public transit system;
- d. Develop a Board-approved procurement manual for advertising, letting and taking of bids;
- e. Collect and review all funds and revenues received by the Authority to be deposited or invested;
- f. Prepare and administer an annual operating budget and long range capital budget program in accordance to state law;
- g. Maintain accounting records to indicate all receipt of income from all sources and the expenditure of such income;
- h. Prepare current financial reports for monthly Board meeting;
- i. Select and terminate all personnel in accordance with personnel qualifications and dismissal policy;
- j. Supervise staff, paid or volunteer;
- k. Maintain a Board-approved Authority Compensation Plan, which outlines pay rates by department, compares them to industry standards and sets goals for the future. The Plan shall be reviewed annually by the GM, in coordination with the Finance Committee, to determine if an update is necessary.
- l.
- m. Provide secretarial assistance to the Board at all meetings and for committee meetings if necessary;
- n. Maintain an updated register of names, addresses and telephone numbers of all Board members for use by the Board secretary;
- o. Ensure that an annual audit is performed for review by the Board;

- p. Develop objectives and policies for the Authority to be reviewed and approved by the Board.
- q. Generate and incorporate an annual work program to achieve the objectives of the Authority into the General Manager/CEO's annual review.
- r. Develop measurable annual performance goals as part of annual evaluation by the Board.

## ARTICLE VIII - Board Officers

Section 1. **The Officers of the Board** shall be vested with authority to administer and implement duties, responsibilities and directives in conformity with their respective offices in furtherance of the purposes of the Authority.

The Officers of the Board shall be a Chair, Vice-Chair, Secretary, and such other officers, as the Board shall deem necessary or desirable. The General Manager/CEO of the Authority will serve as Secretary of the Board without vote. A Board member elected as the Chair and Vice Chair shall serve a two (2) year term.

Section 2. **Election of Vice-Chair.** Every two (2) years, the Vice-Chair of the Board shall be elected by the Board. Nominations shall be accepted at the August meeting. Election shall be held in September, by secret ballot, by a majority of all board members in attendance, or in participation by telecommunications.

Section 3. **Participation by Telecommunication.** Any member of the Authority may participate in, and be regarded as present at, any meeting of the Authority by means of conference telephone, speakerphone, or any other means of communication by which all persons participating in the meeting can hear each other at the same time.

Section 4. **Removal.** The Chair or Vice Chair may be removed by a two-thirds (2/3) vote of the Directors, when the best interests of the Authority would be served thereby.

Section 5. **Vacancies.** A vacancy in an office because of death, resignation, removal, disqualification or otherwise, may be filled for the unexpired portion of the term by a person designated by the appointing authority. The Board shall direct a letter asking for said replacement.

Section 6. **Chair.** The Chair shall, when present, preside at all meetings of the Board. The Chair may sign any deeds, mortgages, bonds, contracts or other instruments, which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of the Chair and such other duties as may be prescribed by the Board from time to time. The Chair shall keep all Directors apprised of all pertinent matters.

Section 7. **Vice-Chair.** The Vice-Chair shall perform the duties of the Chair in the absence of the Chair or in the event of his/her death, inability or refusal to act; and when so acting, the Vice-Chair shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice-Chair shall perform such other duties as the Chair or the Board may assign him or her from time to time. The Vice-Chair shall automatically assume the Chair position at the end of his/her term as Vice Chair.

Section 8. **Secretary. The Secretary shall be the General Manager/CEO, who shall:**

- a. supervise the keeping of the minutes of the Board's meetings in one or more books provided for that purpose;
- b. see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law;

- c. be custodian of the official records.
- d. keep a register of the mailing address of each Director which shall be furnished to the Secretary by such Director;
- e. authenticate records of the Authority when such authentication is required; and
- f. in general, perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned to him by the Chair or the Board. The Board may employ a Recording Secretary to perform any of the duties enumerated herein under the supervision of the Secretary.

Section 9. **Bonds.** Any or all officers and agents shall, respectively, if required by the Board, give bonds for the faithful discharge of their duties in such sums and with such sureties as the Board shall determine.

## **ARTICLE IX - Citizens Advisory Committee**

Should a Citizens Advisory Committee become necessary, it will consist of fifteen (15) members. Each Board member will appoint one representative. Six at-large representatives, will be appointed with the approval of the Board, to serve on the committee as representative of our service area.

The CAC members will have no voting privileges, and will answer directly to the Waccamaw Regional Transportation Authority Board with their policy recommendations. There will be two (2) staff liaisons for the Citizens Advisory Committee; one person from Operations and one person from Communications & Public Affairs.

## **ARTICLE X - Contracts, Loans, Checks and Deposits**

Section 1. **Contracts.** The Board may authorize any Officer or Officers or agent or agents to enter into any contract or execute and deliver any instruments in the name and on behalf of the Authority, and such authority may be general or confined to specific instances.

Section 2. **Bonded Indebtedness.** Any bonds or other indebtedness issued by the Authority shall be issued on its own behalf as may be allowed under South Carolina law.

Section 3. **Checks and Drafts.** All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Authority shall be signed by such officer or officers or agent or agents of the Authority and in such manner as shall from time to time be determined by the Chair or by resolution of the Board.

Section 4. **Liability Insurance.** The Authority shall obtain/maintain liability insurance for officers and directors.

## **ARTICLE XI - Amendments**

These By-Laws may be amended or repealed and new By-Laws may be adopted by a two-thirds (2/3) vote of the Directors in office at the time of the amendment or repeal and adoption of new By-Laws. Moreover, the Board may authorize, amend or restate operating guidelines, plans, practices and/or procedures from time to time in order to effectively implement the purposes of the Authority.

## **ARTICLE XII - Regulation**

The regulation of the business and conduct of the affairs of the Authority shall conform to federal and state income tax laws and any other applicable Federal and State law, and such regulation shall be determined by these By-Laws, as they may be amended from time to time. In the interpretation of these By-Laws, wherever reference is made to the United States Code

(U.S.C.), the Internal Revenue Code, the South Carolina Code or any other statute, or to any section thereof, such reference shall be construed to mean such Code, statute or section thereof; and the regulations thereunder, as the case may be, as heretofore or hereafter amended or supplemented or as superseded by laws covering equivalent subject matter.

## **ARTICLE XIII - Seal**

Article removed – No longer in use.

## **ARTICLE XIV - Dissolution**

The Authority may be dissolved and its business and affairs terminated in accordance with the provisions of the Enabling Law. Upon dissolution of the Authority and after all its debts and expenses have been paid, all its assets which may be legally so distributed shall be distributed in conformity with these By-Laws and for the purposes set forth herein and in the Authority's Articles of Incorporation. All remaining assets of the Authority shall be turned over to one or more organizations which are exempt as organizations described in Sections 501(c)(3) of the Internal Revenue Code or corresponding sections of any prior or future law, such organizations being designated by the Board of Directors at the time of dissolution.

## **ARTICLE XV - Miscellaneous**

Any male/female noun or pronoun that may appear in these By-Laws shall be understood to refer to persons of either sex.

## **ARTICLE XVI - Severability**

Any provision of these By-laws, or any alteration or amendment thereof, which is determined to be unenforceable or in violation of the provisions of any applicable law, including Section 58-25-10 et seq., South Carolina Code of Laws, 1976, as amended, shall not in any way render any of the remaining provisions invalid.

**ARTICLE XVII – Executive Committee**

The Executive Committee of the Board of Directors shall be made up of the Board Chair, Vice-Chair, and the immediate past Chair. If one of these individuals are unavailable to serve, then the Chair will appoint a third member of the Executive Committee. The Executive Committee of the Board of Directors can be authorized by the Board Chairman to serve in an advisory capacity relative to critical and or time-sensitive needs of the Authority, and to make interim decisions for the Board of Directors.

**ARTICLE XVIII - Committees**

The Board shall maintain five (6) committees that will meet on a regular or as-needed basis. The Board Chairman will be responsible for assigning the Board representatives who will serve on each committee, as well as selecting a chairperson. Committees will make recommendations to the entire Board.

Committee	Primary Duties
Finance	Approve financial plans, budgets, compensation plan
Service/PAC Committee	Address service issues, final appellate for customer complaints, service planning, marketing plans, local government agreements/issues
Funding Development	Research and advocacy for dedicated local funding
Bylaws	Review and update By-Laws as necessary
Compensation	GM/CEO Contract and Compensation
Executive Committee	Serves in a decision-making role in the event that the full Board is unable to meet within a reasonable timeframe to address an emergency or any other critical Authority need.

**ARTICLE XIX - Conflict of Interest**

Establishment of a ‘Conflict of Interest’ Policy. Members of the Board of Directors shall maintain independence and objectivity with passengers, vendors, the community, and governmental entities and shall maintain a sense of fairness, civility, ethics, and personal integrity even when law, regulation and/or custom do not require them. Board Members shall be forthcoming when decisions have or may have an impact on the individual. Board members shall withdraw from discussions and from voting on matters of the Authority when a decision would or has the potential to impact the Board member.

**ARTICLE XX – Robert’s Rules of Order**

The Authority has accepted and adopted ‘Robert’s Rules of Order’ as it’s guidance for procedure in its deliberations as an assembly.

## **ARTICLE XXI - Absentee Voting**

The Authority has authorized and adopted an Absentee Voting Policy, by which members of the Board of Directors shall be allowed to vote either in person or by telephone.