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RESOLUTION NO.: R-2021-107

*Adopting the By-Laws of the South Carolina Memorial Park Commission
Last Revised October 6, 2021*

BE IT RESOLVED by the Mayor and City Council this 19th day of October, 2021 that the attached By-Laws of the South Carolina Memorial Park Commission revised October 6, 2021 are hereby adopted.

Requested by:

Councilmember Duvall



Mayor

Approved by:



City Manager

Approved as to form:

ATTEST:



City Attorney

Erika D. M. Hammond

City Clerk

Introduced: 10/19/2021
Final Reading: 10/19/2021



BY-LAWS

South Carolina Memorial Park Commission

Article I: The South Carolina Memorial Park Commission

Section 1. The official name of this organization shall be the South Carolina Memorial Park Commission (hereinafter "Commission.")

Article II: Mission and Purpose Objectives

Section 1. The mission of the South Carolina Memorial Park Commission is to facilitate and govern the usage of Columbia's Memorial Park, to provide guidelines for the approval and placement of monuments within the Park and encourage observances of military significance and memorial services for the veterans and citizens of South Carolina.

Section 2. The purpose of the Commission is to recommend and oversee the development and implementation of veteran-focused monuments, programs and projects utilizing Memorial Park located within the City of Columbia.

Article III: Authority

Section 1. —The Commission shall advise the City of Columbia City Council on the necessary steps to develop and implement programs and projects that it deems necessary to accomplish the mission as stated in Article II, Section 1, hereof.

Section 2. The Commission shall inform the residents of the City of Columbia of its actions and engage citizens to ensure responsiveness to public needs.

Section 3. The Commission may only act and communicate its actions in the manner authorized by these By-Laws.

Article IV: Membership

Section 1. The Commission shall consist of not less than seven (7) nor more than ten (10) Appointees who shall be members of the community initially appointed by Council and thereafter, appointed by qualified members of the Commission as approved by Council.

- Section 2. The term of any Appointee shall be three years (unless the Appointee is finishing the term of a previous appointee per Article IV, Section 3). At the completion of their first term, an Appointee may be eligible for reappointment for a second three-year term at the discretion of City Council. The Staff Assistant to the Commission will maintain a calendar of the terms of all Appointees.
- Section 3. Any mid-term vacancy on the Commission shall be filled by City Council. Any Appointees appointed to fill a vacant Commission seat with fewer than 18 months remaining on the term may be eligible for reappointment to a maximum of two full three-year terms at the discretion of City Council. Any Appointees appointed to fill a vacant Commission seat with greater than 18 months remaining on the term may be eligible for reappointment to a maximum of one full three-year term at the discretion of City Council.
- Section 4. The Commission may select non-voting Advisory Members to the Commission from local governments, veteran-focused nonprofits, other organizations, and members of the public as deemed appropriate and recommend their appointment by approval of Council. Select City staff may also serve as Advisory Members to Commission. There is no limit to the number of Advisory Members selected by Commission and there are no term limits associated with their role. Advisory Members serve the Commission at the recommendation of the Commission and approval of City Council.
- Section 5. Appointees and Advisory Members may at any time, for any reason or no reason, tender their written resignation to the Chairperson.

Article V: Officers

- Section 1. The Officers of the Commission shall consist of three elected members from the Commission: Chairperson, Vice-Chairperson, and Secretary.
- Section 2. Annually, the Commission shall elect by a majority vote a Chairperson, Vice-Chairperson, and Secretary whose offices will begin immediately. While candidates for these three offices must be members of the Commission, nominations may be made by either Appointees or non-voting Advisory Members.
- Section 3.——The Chairperson shall preside at all Commission meetings and at work sessions and other special meetings called by the Commission. The Chairperson shall call work sessions and special meetings when required, and shall transmit reports, plans, and recommendations to the appropriate governing authority, and in general, shall act as spokesperson for Commission. The Chairperson may appoint others to attend such meetings to represent Commission.
- Section 4. The Vice-Chairperson shall serve as Chairperson in the absence or the inability of the Chairperson.
- Section 5. The Secretary shall work with the Staff Assistant to the Commission to maintain term calendars and assist with parliamentary procedures.

- Section 6. In the absence of both the Chairperson and Vice-Chairperson from a meeting of Commission, the Secretary will act as a temporary Chairperson for that meeting and will proceed with the order of business. so long as a Commission quorum is present.
- Section 7. The City of Columbia Parks and Recreation Department's Administrative Assistant - Lead shall serve as the Staff Assistant to Commission. The Staff Assistant shall keep minutes and records of Commission, prepare with the Chairperson the agenda for regular and special meetings, provide notice of meetings, attend to Commission correspondence, maintain meeting calendars and Appointee term calendars, maintain Appointee attendance records, and perform other duties assigned by the Chairperson.

Article VI: Meetings

- Section 1. Each year at the first quarterly meeting, the Commission shall approve the annual meeting schedule with one regular meeting being held each quarter.
- Section 2. All meetings of Commission shall be open to the public and all records of Commission shall be public record, provided, nonetheless, that Commission may utilize executive sessions. Executive sessions will be limited to Appointees and the Staff Assistant to the Commission. Meeting minutes will be uploaded to the Commission website for public access in a timely manner by the Staff Assistant to the Commission.
- Section 3. Special meetings of the Commission may be called at any time by the Chairperson, provided that notice of at least twenty-four (24) hours shall have been given to each member.
- Section 4. For the purposes of all Commission business, the presence of a majority of the voting members of the Commission shall constitute a quorum. A quorum shall be present before any Commission business is transacted.
- Section 5. Items of business to be discussed at the scheduled meeting shall appear on the agenda. Business that is not identified on the agenda may be considered under Other Business.
- Section 6. The Chairperson, subject to these By-Laws, shall decide all points of procedure unless otherwise directed by a simple majority of the present Commission members.
- Section 7. Should any Appointee of the Commission or its ad -hoc committees be financially or closely associated, either personally or professionally, with any issue that comes before Commission, said Appointee shall identify themselves to the assembled group and consider recusing themselves from participating in discussing and/or voting upon the issue. An Appointee or Advisory Member of the Commission may raise the question of conflict of interest of another member regarding any issue before the Commission. Upon full disclosure of the conflict of interest and consideration of the best interest of the Commission and its mission, a majority of Commission members will vote to determine whether the affected Appointee must recuse themselves from any discussion and/or voting.

Article VII: Committees

Section 1 The Commission may establish committees as it deems necessary to accomplish the purposes as stated in Article II, Section 2, hereof. The chair of any such committee shall be a Commission Appointee. Ad -hoc committees shall report to the Chairperson and may not take action except as authorized by the Commission per these By-Laws.

Article VIII: Attendance

Section 1. Attendance of Appointees is expected at all scheduled meetings. Attendance Appointees at all work sessions, special meetings, etc. is highly encouraged. Appointees should alert the Chairperson in writing if they require an excused absence from an upcoming meeting. Attendance of Advisory Members at all scheduled meetings, work sessions, special meetings, etc. is highly encouraged.

Section 2. The minutes of Commission meetings shall record Appointees present and absent.

Section 3. The Commission may recommend the removal of any Appointee who has two consecutive unexcused absences from scheduled meetings or accumulates a total of three or more unexcused absences from scheduled meetings in any calendar year. The affected Appointee must be informed of the initiation of recommendation of removal in writing by the Chairperson at least forty-eight (48) hours prior to the time the vote is taken. Any approved Commission removal recommendation will then be forwarded for approval by City Council. Upon approval of City Council, the term of the Appointee will be ended.

Article IX: Amendment

Section 1. These By-Laws may be amended at any regular meeting of the Commission where a quorum is present by an affirmative vote provided that such amendment shall have first been presented to all members in writing at least forty-eight (48) hours prior to the time the vote is taken. All amendments must be approved by City Council.