

**SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION BY-LAWS,  
RULES, AND PROCEDURES**

**I. Procedures Concerning Commission Meetings**

1. Regular meetings of the Commission normally will be held at 10:30 a.m. on the first Thursday of each calendar month, with scheduled exceptions. Meetings will be scheduled to permit the Commission periodically to visit campuses of the public colleges and universities.
2. Special meetings may be called by the Chairperson or upon the request of one-third of the members. No meeting will be convened on less than forty-eight hours' notice without the consent of two-thirds of the members.
3. The Chairperson will preside at all meetings of the Commission. If the Chairperson is absent, the Vice Chairperson will preside. The Chairperson is appointed by the Governor for a term of four years with the advice and consent of the Senate. The Vice Chairperson will be elected annually in July and may serve no more than four consecutive years in that capacity.
4. A majority of the members of the Commission will constitute a quorum.
5. The Executive Director will prepare an agenda for each meeting. To the extent feasible, one week prior to the meeting the Executive Director will mail copies of the agenda and related materials to members of the Commission.

Committee recommendations that require Commission action must be submitted in writing to members of the Commission at least forty-eight hours prior to a regular meeting, provided, however, that at any meeting this requirement may be suspended upon approval of three-fourths of the members present at that meeting.

The forty-eight hour requirement is suspended for committee recommendations concerning interim capital projects. Staff materials concerning interim capital projects are to be sent to the full Commission at the time of the Committee mail-out to provide the Commission with all available information on the projects prior to the Commission meeting. The suspension will be reviewed each June by the Commission for continued applicability.

6. Robert's Rules of Order will be followed.
7. Meetings of the Commission are open; executive sessions may be called only in accordance with the South Carolina Freedom of Information Act.

Commission members may not designate alternates to attend meetings. The following officials will be invited to all open meetings and will be provided copies of materials sent in advance to Commission members: the State Superintendent of Education, the executive director of the State Board for Technical and Comprehensive Education, the president of the South Carolina College Council, the chairperson of the Council of Presidents of Public Senior Colleges and Universities, and the education aide to the Governor.

8. Minutes of all open meetings of the Commission will be kept by the Executive Director and distributed to each member one week prior to the next meeting.

## **II. Procedures Concerning Commission Staff**

1. The Commission will employ a full-time director with the title of Executive Director to serve as its chief administrator, and such other staff as needed.
2. Duties of the Executive Director include:
  - a. serving as the professional administrator and executive secretary of the Commission;
  - b. advising the Commission on all educational matters, recommending policies and procedures, directing all operations of the Commission office;
  - c. keeping minutes of all Commission meetings;
  - d. recommending a staff organization;
  - e. hiring staff personnel for all positions;
  - f. representing the Commission in groups, bodies, agencies, and organizations as approved by the Chairperson; and
  - g. performing such other duties as may be assigned by the Commission.
3. No member of the Commission staff may be an employee, consultant, or member of a governing body of any public or private institution of higher learning in South Carolina.

## **III. Procedures Concerning Commission Committees**

1. Executive Committee
  - a. The Executive Committee of the Commission will be composed of the Chairperson of the Commission, who will act as the committee's presiding officer; the Vice Chairperson; and the Chairpersons of the standing committees of the Commission.
  - b. The Executive Committee will have the power to act upon those matters delegated to it and will perform such duties as assigned by the full Commission. When appropriate, it will serve as the steering committee for such projects or programs not clearly within the purview of another standing committee.

## 2. Standing Committees

- a. Act 410 (1978) states that "The Commission shall create from among its membership such standing committees as it may deem necessary. The creation of the committees and their duties shall be prescribed by a two-thirds vote of the membership of the commission. Special committees may be created and their duties prescribed by a majority vote of the membership of the commission."
  - b. Members of standing committees will be appointed by the Chairperson annually, at the July meeting or as soon thereafter as possible. Members may be reappointed. In July of 1996, standing committee Chairpersons will be named by the Commission Chairperson; thereafter, each standing committee will elect its own Chairperson.
3. The Chairperson will appoint members to any special committees created by the Commission.

## **IV. Reimbursement for Members of the Commission on Higher Education**

1. Members of the Commission will be reimbursed on a per diem basis for mileage and expenses incurred on official Commission business or for any public activity on behalf of the Commission, as provided for in the annual Appropriation Act.
2. In traveling on official business, the miles traveled will be calculated from the member's city of residence, using the current state highway system map. When using a personal automobile in traveling on official business, the traveler must proceed by the most direct route practicable, and substantial deviations from the distances shown on the current state highway map of the South Carolina Highway Department should be explained.

The Commission cannot reimburse the travel expenses of a member whose residence or office is in the greater metropolitan area in which the meeting is held.

3. To obtain reimbursement, the member will complete and sign a blank state expense voucher. Normally the staff will distribute these forms at the meeting. The Commission's accounting staff will process the official travel voucher which will be forwarded to the State Comptroller General, who will provide a check for reimbursement. The accounting staff will mail the check and a copy of the official voucher to the member. The voucher should be retained for reference when filing income tax returns, as no other record of payment is provided.