



**ARTICLE I – NAME AND PURPOSE**

- SECTION 1. NAME: The name of this organization shall be “Constable Advisory Council”, hereafter known as CAC, or Council.
- SECTION 2. MISSION: The CAC is organized to be the liaison between the individual South Carolina State Constables and the South Carolina Law Enforcement Division (SLED) and to support law enforcement and improve the quality of life for the citizens of South Carolina.
- SECTION 3. SERVICE AREA: The CAC will serve the entire State of South Carolina divided into the four SLED Regions: Low Country,, Midlands,, Pee Dee and the Piedmont. .
- SECTION 4. Limitations of Methods: The CAC has no powers other than those given by the Director of SLED or his designee and shall observe all local, state, and federal laws that apply.
- SECTION 5. Director of SLED: The title Director of SLED hereafter shall refer to the Director of SLED or his designee.

**ARTICLE II – COUNCIL COMPOSITION**

- SECTION 1. COMPOSITION OF THE COUNCIL: The government of the Council shall be vested in a council consisting of five (5) members with one member coming from each of the four SLED Regions with one “At-Large” Member. The initial Council shall have two members appointed to terms of one (1) year, two members appointed to terms of two (2) years and the “At-Large” member appointed to a term of one year. Thereafter two (2) council members shall be appointed from the SLED Regions and one “At-Large” member to serve (1) year term so that two (2) new council members are appointed each year and one (1) “At-Large” member is appointed each fiscal year as set forth herein below. Vacancies occurring during the year shall be filled by an appointee of the Director of SLED for the unexpired term. Persons appointed to fill a vacancy shall be eligible to be appointed to a full one (1) year term on the Council at the conclusion of the unexpired term to which they may have been appointed.



**SECTION 2. SELECTION OF COUNCIL MEMBERS:**

- A) **Nominating Committee:** At the regular April meeting of the CAC the two members of the Council whose terms are expiring and the “At-Large” member of the Council shall be appointed as the Nominating Committee.
- B) **Publicity of Nominations:** Constables are to be notified by the Nominating Committee that the Nominating Committee is seeking applications from Constables from within the SLED Regions where vacancies exist who wish to serve as a member of the CAC, and that the Nominating Committee is also seeking applications for the At-Large member of the CAC.
- C) **Determination:** Thirty (30) days prior to the regular May meeting of the CAC, the CAC shall, by electronic means, solicit the membership for possible nominees for CAC positions. The criteria for nominees are as follows: (a) current Constable in Good standing with SLED, (b) actively works to promote Constables and the State of South Carolina, (c) be willing to commit the time required to serve as a member of the Council, and (d) be willing to pay your traveling expenses and other expenses required to fulfill the office, (e) any Constable who has served a one year term on the Council will be eligible to serve on the Council for two additional term but not more than three consecutive fiscal years. (f) any Constable who has served for three consecutive years is eligible for reappointment after a one year sabbatical, (g) All nominees will be contacted in advance as to their willingness to serve on the Council and may be asked to interview with the Nominating Committee, (h) all nominees must be from the region that they are to represent. The responses from this solicitation and recommendation as to the replacement to the Council shall be submitted to SLED for its consideration in selecting candidates for membership on the Council. At the June meeting of the Council, SLED shall present the new appointees to the Council. New Council appointees shall begin their duties on the first day of July.

**SECTION 3. SEATING OF NEW COUNCIL MEMBERS:** Those Council members so appointed shall take office on the first day of July following their appointment by SLED.

**SECTION 4: VACANCIES:** If any member of the Council misses three (3) consecutive Council meetings without having been excused by SLED, he or she may be unseated from the Council. The Director of SLED shall notify such Council member in writing of his or her removal.



**ARTICLE III – DUTIES OF COUNCIL MEMBERS**

SECTION 1. CHAIR: At the first regular meeting of the Council in July the Council shall elect a chair. The chair shall be responsible for the opening of all correspondence containing official CAC business and such correspondence shall be posted to the CAC Web Site . A copy of such mail containing official CAC business will be given to each Council member, the SLED Liaison and others as determined by the SLED Liaison. The same procedure shall be followed for mail addressed to Council members. The Chair shall preside at all meetings of the Council, preserve order and decorum at all meetings and state every question coming before the Council. In the event that the Chair is absent or unable to serve, the Council members in attendance may select a person to serve as Chair. The Chair may give information or explain any matter on the approved agenda before the Council, but should not use the office of Chair to debate or wield influence over the other members. As set forth in Article VII, Section 1, the Chair shall appoint a member to serve as a clerk responsible for recording the minutes of the meeting.

SECTION 2. COUNCIL MEMBERS:

- A) Each Council member shall vote in all cases, except when a personal conflict of interest may exist. If the Council is equally divided, the question shall be decided in the negative.
- B) No member of the Council will be allowed to vote by proxy under any circumstance.
- C) Council members will at all times represent themselves as members of the CAC when addressing other Constables and Groups about matters of Council business. The Council member will conform to dress code and identify themselves in a way proscribed by the CAC.

**ARTICLE IV – COMMITTEES AND DIVISIONS**

SECTION 1. COMMITTEES: There shall be such standing committees and special committees as the Council may determine as necessary and advisable. CAC members shall not be members of a Committee. The Council shall recommend to the Director of SLED appointees to all committees and all committee members are subject to the approval of the Director of SLED.

SECTION 2 STANDING COMMITTEES: The Standing Committees of the Council are as follows: Training Committee, Policy and Procedures Committee, Legislative, and the Chaplains Committee.

SECTION 3 COMMITTEE MEMBERS: Shall at all times represent themselves as members of their respective committee when addressing Constables or Groups about matters of Council



or Committee business. The Committee members will adhere to dress code and identify themselves in a way proscribed by the CAC.

Section 4      **SELECTION OF COMMITTEE MEMBERS:** Constables are to be notified by the Council that the Council is seeking applications from Constables that wish to serve on committees of the Constable Advisory Council. Thirty (30) days prior to the Regular May meeting of the CAC the CAC shall, by electronic means, solicit the membership for possible nominees for vacancies on CAC committees. The criteria for nomination is as follows: (a) a current constable in good standing with SLED, (b) actively works to promote Constables and the State of South Carolina, (c) be willing to commit the time required to serve as a member of the committee, (d) be willing to pay for traveling expenses and other expenses required to fill the office, and (e) all nominees will be contacted in advance as to their willingness to serve on a committee and may be asked to interview with the CAC. The responses from this solicitation and recommendation as to the nomination of committee members shall be submitted to SLED for their consideration in selecting candidates for membership on committees. At the June meeting of the CAC, SLED shall present the list of approve committee members to the CAC. New Committee members shall begin their duties on the first day of July.

SECTION 5      **Removal of Committee:** If any member of a Committee misses (3) consecutive Committee meetings without having been excused by the CAC, he or she may be unseated from the Committee. The CAC shall recommend to the Director of SLED that the member be removed from the Committee for cause. If approved by the Director of SLED, the Director of SLED shall notify such Committee member in writing of his or her removal.

SECTION 6      **TRAINING COMMITTEE**

- A. **Composition:** The Training Committee shall be comprised of a chair and two (2) member of the committee selected from each of the SLED Regions, for a total of nine members.
- A. **Term:** The new Committee members so appointed shall serve one (1) year terms.
- B. **Seating of Members:** The new Committee members so appointed shall take office on the first day of July following their appointment by SLED.
- C. **Duties:** The Committee shall identify the needs and assist Constables in obtaining training to prepare Constables to better serve the citizens of South Carolina. The Committee will review existing training requirements for Constables and design a core curriculum for Constable Training.

SECTION 7      **POLICY AND PROCEDURES COMMITTEE**



- A. Composition: The Policy and Procedures Committee shall be comprised of five (5) member of the committee selected state wide.
- B. Term: The new Committee members so appointed shall serve one (1) year terms.
- C. Seating of Members: The new Committee members so appointed shall take office on the first day of July following their appointment by SLED.
- D. Duties: The Committee shall recommend to the CAC changes to the Policies and Procedures which will enhance the Constables program.

**SECTION 7 CHAPLAINS COMMITTEE**

- A. Composition: The Chaplains Committee shall be comprised, at a minimum, of one (1) Chaplain selected from each SLED Region.
- B. Term: The new Committee members so appointed shall serve one (1) year terms.
- C. Seating of Members: The new Committee members so appointed shall take office on the first day of July following their appointment by SLED.
- D. Duties: The Committee shall provide spiritual, emotional, and material support to the law enforcement community, their families, and the citizens of South Carolina.

**SECTION 8 LEGISLATIVE COMMITTEE**

- A. Composition: The Legislative Committee shall be comprised of three (3) member of the committee selected state wide.
- B. Term: The new Committee members so appointed shall serve one (1) year terms.
- C. Seating of Members: The new Committee members so appointed shall take office on the first day of July following their appointment by SLED.
- D. Duties: The Committee shall work under the direction on the SLED Legislative Liaison and the CAC. The Committee shall assist the SLED Legislative Liaison in matters relating to State Constables and shall take no action without the express approval of the SLED Legislative Liaison or his designee.

**ARTICLE V – MEETINGS**

- SECTION 1. REGULAR MEETING:** The Council shall meet in regular sessions on the third Thursday of each month. All such meetings shall commence at 10:00 A. M. and adjourn at 1:00 P.M. unless the business before the Council is completed or on a motion to extend the adjournment time beyond 1:00 P. M. is approved by a simple majority of the members



in attendance. If a regular meeting falls on a holiday or the day before or after, the meeting will be moved to the following or prior Thursday at Council discretion.

SECTION 2. SPECIAL MEETING: The Council shall meet in special session at the call of the chairperson, SLED, or a simple majority of the members. All members of the Council, SLED, and the public shall be given at least twenty-four (24) hours notice of all such meetings by standard electronic means.

SECTION 3. MEETINGS TO BE OPEN: All meetings of the Council, and committee meetings, shall be open to the public, except as **defined** in the Freedom of Information Act.

SECTION 4. AGENDA: Agenda will be posted online using the Council web site and communicated to Council members at least 24 hours prior to the scheduled meeting.

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**SECTION 5 RULES OF PROCEDURE:**

- A. The current edition of “Roberts Rules of Order, Revised” shall govern the Council in all cases in which they are applicable and in which they are not in conflict with the rules of the Council, SLED policy, or state law. It shall be the duty of the chair, or the presiding officer to interpret all rules, subject to any member appealing a ruling. The Chair shall decide all questions of order and the Director of SLED shall resolve all matters of procedure. Any Council member may appeal the decision on a question of order and a simple majority vote of the Council shall conclusively determine such question of order.
- B. At any meeting of the CAC a simple majority of the Council members will constitute a quorum.
- C. Any person, or group, may speak to the Council with the permission of the chair and shall address the chair. Each person, after stating his/her name and SLED Region, may make comments which are relevant to the subject matter at hand and which are limited to three (3) minutes per person or fifteen (15) minutes per topic unless additional time is granted in advance by the Council. Any Constable wishing to address the council during meetings must notify a CAC Council member in advance of the meeting. The Council will provide a means by which Constables can address the council.
- D. No person will be recognized at any regular or special meeting of the Council to speak upon any matter which has previously been heard by the Council at a duly called public meeting unless approved by the Council.
- E. No member of Council shall speak upon a matter for more than ten (10) minutes except by consent of the Council. No Council member shall speak more than twice upon the same matter without the consent of the Council.

**ARTICLE VI – PRESERVATION OF COUNCIL ACTION**

**SECTION 1. PROCEDURES:** Minutes of all Council meeting and work sessions shall be taken in summary format. All Council votes shall be recorded in the minutes on all items. The chair shall appoint a member of the Council to serve as clerk and the clerk shall be responsible for recording the minutes and posting copies of the minutes to Council members and to SLED at least fifteen (15) day prior to the next stated meeting of the Council.

**SECTION 2. PUBLICATION AND AVAILABILITY OF MINUTES:** All Council minutes shall be made public within 24 hours of adoption by the Council.



SECTION 3. COMMITTEE MINUTES: All Council committee meeting minutes shall be published in the CAC approved location within 48 hours.

**ARTICLE VII - AMENDMENTS**

SECTION 1. AMENDMENTS: The By-Laws may be amended at any Meeting or at any Special Meeting called for the purpose of amending the By-Laws. Notice of such meeting, and the proposed amendments, shall be given by electronic communication to Council members and SLED. Approval of amendments to the By-Laws shall require a four-fifth approval of the Council.

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