



By-Laws of the Camden County Public Service Authority

Article I – Organization

As prescribed by the Camden County Public Service Authority Act, H. B. 1033, the name of this organization shall be the ‘Camden County Public Service Authority.

Article II – Purpose

The corporative purpose and objective of the Authority is to provide the legal, political, developmental, financing, and operational structure and authorization for those projects, public services, and facilities deemed necessary for the public health and welfare that may be undertaken through the cooperative efforts of the Board of Commissioners of Camden County or one or more of the municipal corporations within said county or such other agencies or organizations authorized to undertake such cooperative activities or projects.

Article III – Membership and Officers

- A. This Authority shall be composed of nine members. The members shall include the elected official or appointee of the City of Kingsland, the City of St Marys, and the City of Woodbine, and the elected official or appointee for the County of Camden. Each city council shall appoint one resident from its respective city to serve on the Authority, and the county board of commissioners shall appoint two residents of the county, who are not elected officials, to serve on the authority.
- B. The terms of membership shall be:
 1. If an elected official is appointed to serve as a member, such person shall serve as a member during their term as an elected official for their respective municipality or for the county.
 2. The resident members shall serve three year terms.
 3. All other members shall serve a one-year term beginning January 1 and ending on December 31.
 4. If a vacancy, other than an expiration of a term, is created, the relevant municipality or county shall appoint a qualified person to serve as member for the balance of the remaining term that was vacated.
 5. If at the end of the term of office of any member, a successor has not been elected or appointed, then the member whose term of office has expired shall continue to hold office until his successor is elected and/or appointed.
- C. The officers of the Authority shall be a chairman, a vice-chairman, and a secretary. The Authority may also elect a treasurer. The secretary and treasurer need not be members of the authority and the secretary may also serve as treasurer. The officers shall be elected annually at the initial meeting of the Authority during a calendar year.



1. The chairman of the Authority shall be elected from the membership of the Authority and shall preside at all meetings.
2. The vice-chairman of the Authority shall be elected from the membership of the Authority and shall preside at any meetings of the Authority in the absence of the chairman. In such cases, he shall have all responsibilities and perform all the duties of the chairman. However, should the chairman become disabled, or for other reasons resign or miss three regular Authority meetings in succession, a new chairman shall be elected.
3. The vice-chairman shall have and perform such other duties as may be assigned by the chairman. Should the vice-chairman become disabled or for other reasons miss three regular meetings in succession, a new vice chairman shall be elected.
4. A Secretary shall be elected by the Board, and may be an employee of the Authority or Board member. The Secretary shall cause minutes to be kept of all meetings of the Authority and shall see that these minutes are distributed to the members within a reasonable period of time after the meeting. The Secretary shall have and perform such other duties as may be assigned by the chairman.
5. If the Authority elects a treasurer, the treasurer shall be elected by the Authority Board. The Treasurer may be the Authority Finance Director, or a Finance Director from one of the three (3) Cities or the Camden County Board of Commissioners. The Authority Finance Staff will work with the Board and the Treasurer to facilitate all financial functions of the Authority.

Article IV – Executive Director

- A. The Authority, by an affirmative vote of simple majority of the total membership, may appoint an Executive Director. The appointee need not be a resident of Camden County at the time of appointment. The terms of appointment may be set forth in an Employment Agreement and in such case represent a contract between the Authority and appointee.
- B. The Executive Director shall have the following qualifications:
 1. Have progressively responsible experience in administrative, professional, technical, or other responsible non-clerical work.
 2. Be a citizen of the United States.
- C. The Executive Director shall be responsible to the Authority Board for the administration and management of all Authority affairs and operations and implementation of policy directives of the Authority.
- D. This position plans and conducts overall program analysis for one or more Public Service Project programs and also either performs, or directs the performance of,



program project analysis work. This includes such duties as analyzing the objectives, policies, work operations and progress, resource estimates and utilization; identifying actual or potential problem areas, trends, significant program accomplishments; developing and recommending program objectives and operations and resource utilization for new programs. He shall have the following powers and duties:

1. Shall report to the Authority Board on all matters affecting the management and operation of Authority activities;
2. Shall prepare a proposed annual work program and budget for submission to and adoption by the Authority Board, and upon adoption, shall execute the program and budget;
3. Shall prepare the agenda for and attend all Authority Board meetings with the right to take part in the discussions, but shall not vote;
4. Shall make the appointment and termination of Authority Management Staff;
5. Shall provide oversight of all Authority Personnel Regulations including appointment, suspension, or removal of Authority employees. Work with HR Staff and Management Team to ensure that the Authority is providing staff with the best options for work, insurance, retirement and other needs.
6. Shall supervise all Authority Management Staff on activities and shall direct all functions and operations of the Authority;
7. Shall make recommendations to the Authority pertaining to all affairs, functions, and operations of the Authority relative to any aspect of Authority functions;
8. Shall perform other duties as required or prescribed by the Authority Board.
9. Shall perform management analysis, advisory, research, or survey work involving analysis, consideration, or evaluation of substantive aspects of and the interrelationships among operating programs.
10. Shall perform budget work that includes analysis, evaluation, and integration of the relationships among operating programs or program areas.
11. Shall perform financial management oversight, accounting, or other fiscal analysis work that involves analysis and interpretation of statements of financial condition of the Authority in conjunction with Finance Staff and will continuously provide recommendations to the Authority on its purpose.

E. The Executive Director shall:



1. Serve as the primary liaison of the Authority with the Camden County School System, all other elected bodies, and any other group that the Authority Board deems necessary.
2. Serve with the PSA Finance Director as the primary liaison with the Finance Directors of each elected body, and shall be responsible for providing them with monthly financial reporting.

Article V – Meetings

- A. The Authority shall meet the Third Thursday of each month at 5:30 p.m. unless changed by a vote of the Authority. The location will be determined by the Authority Board.
- B. Special meetings may be called by the chairman or by a quorum of Authority members upon at least twenty-four (24) hours' notice of such meetings, subject to any exceptions that may be provided by applicable law.
- C. The secretary shall cause notice of each regular or special meeting to be given to each member of the Authority by electronic transmission or via regular mail at his or her last known mailing address.
- D. All meetings of the Authority shall be open to the public in accordance with State regulations.
- E. At least five (5) members of the Authority shall constitute a quorum of the transaction of business at any meeting. Should less than a quorum of members be present, the meeting will be adjourned until such time that a quorum is present.
- F. Each member of the Authority shall be entitled to vote at all meetings at which he or she is present.
- G. The votes of a majority of the Board members present shall be necessary for the transaction of any business or discharge of any duties of the Board, provided there is a quorum present.
- H. No proxy votes shall be allowed. Except as permitted by applicable law, Board members shall not attend meetings by teleconference or other electronic means. Except as permitted by applicable law, a quorum must be present in person for the Board to have a meeting and conduct business.
- I. Meetings of the Authority Board are held to conduct the affairs and business of the Authority. Although these meetings are not meetings of the public, the public is invited to attend all meetings at the time shown on the agenda and in accordance with any procedures established by the Board or the Executive Director. Any member of the public who wishes to address the Board during a meeting may do so provided that notice is given at least 24 hours in advance of the meeting and the other procedures required by the Board or Executive Director are followed. All comments to the Board are to be brief and are intended for the Board to hear from citizens but not to take action. Comments from any individual shall not exceed five minutes unless that time is extended by the Chairman. The Chairman shall have



the discretion to limit the length of time for individual comments and the number of citizens speaking for or against an individual matter. The Board will not respond to comments or question posed by citizens in their presentations, but will take those comments and questions under advisement.

- J. The Authority may adopt rules of order to govern the conduct of its business. In the absence of alternative rules of order being adopted by the Authority, the then-current edition of Robert's Rules of Order shall govern the conduct of the Authority business.

Article VI – Fiscal Year

The fiscal year of the Authority shall run from October 1 of a given calendar year to September 30 of the succeeding calendar year.

Article VII – Budget

- A. The Authority shall develop a financial and program work plan for both capital and operational requirements for the Authority's activities for each fiscal year.
- B. Said plan shall be known as the "Annual Operating and Capital Budget of the Camden County Public Service Authority and shall be adopted on or before September 30 of any given year, with an effective date of October 1.
- C. The Authority shall give at least two (2) weeks' notice, by way of publication in the legal organ of the county, prior to adopting the annual budget. Said notice shall clearly state all proposed fees, charges, taxes, and other sources of revenue and their proposed usage.
- D. Prior to budget adoption, the Authority shall hold a public hearing for the purpose of receiving public comment. Said hearing date, time, and place shall be so noted in the required public notice.

Article VIII Amendments

Recommended changes to the By-laws shall be made to the chairman, who shall bring them before the Authority at any regular meeting; upon a two-thirds vote of approval by the members present and voting at any regular meeting at which a quorum is present.

Article IX – Adoption

These By-laws shall become effective immediately upon adoption by the Camden County Public Service Authority. Adopted this _____ day of December, 2022.

BY: _____
TERRY LANDRETH, CHAIRMAN



BY: _____
LILI HIGH, VICE CHAIRMAN

BY: _____
KIZZIE KNIGHT, BOARD MEMBER

BY: _____
JOHN MORRISSEY, BOARD MEMBER

BY: _____
BEN CASEY, BOARD MEMBER

BY: _____
DENISE LEVASSEUR, BOARD MEMBER

BY: _____
LANNIE BRANT, BOARD MEMBER

BY: _____
MATTHEW TURNER, BOARD MEMBER

BY: _____
GRAYSON DAY, BOARD MEMBER

ATTEST: _____
BUCK JOHNSEN, EXECUTIVE DIRECTOR