

RICHLAND COUNTY
RULES & APPOINTMENTS
COMMITTEE AGENDA



Tuesday, SEPTEMBER 21, 2021

3:00 PM

COUNCIL CHAMBERS

The Honorable Bill Malinowski, Chair

County Council District 1

The Honorable Gretchen Barron

County Council District 7

The Honorable Jesica Mackey

County Council District 9

RICHLAND COUNTY COUNCIL 2021



Bill Malinowski
District 1
2018-2022



Derrek Pugh
District 2
2020-2024



Yvonne McBride
District 3
2020-2024



Paul Livingston
District 4
2018-2022



Allison Terracio
District 5
2018-2022



Joe Walker III
District 6
2018-2022



Gretchen Barron
District 7
2020-2024



Overture Walker
District 8
2020-2024



Jessica Mackey
District 9
2020-2024



Cheryl English
District 10
2020-2024



Chakisse Newton
District 11
2018-2022





Richland County Rules & Appointments Committee

September 21, 2021 - 3:00 PM
Council Chambers
2020 Hampton Street, Columbia, SC 29201

1. **CALL TO ORDER** The Honorable Bill Malinowski

2. **APPROVAL OF MINUTES** The Honorable Bill Malinowski
 - a. September 14, 2021 [PAGES 8-13]

3. **ADOPTION OF AGENDA** The Honorable Bill Malinowski

4. **INTERVIEWS/APPOINTMENTS**
 - a. Procurement Review Panel - Two (2) Vacancies (One applicant must be from the public procurement arena & one applicant must be from the consumer industry)
 1. Tina Green [PAGES 14-15]

 - b. Employee Grievance Committee - Three (3) Vacancies (MUST be a Richland County employee; 1 seat is an alternate)
 1. Meghan Easler [PAGES 16-17]

 2. William S. Ryon [PAGES 18-19]

5. **ITEMS FOR ACTION**
 - a. I move that Council work with staff to conduct a comprehensive review of Council rules and recommend changes to streamline the rules to improve the functioning of Council business [NEWTON - March 19, 2019] [PAGES 20-52]

1. Once Council approves an action no Council member is to individually go to a staff member in an effort to accomplish/ change something that was not in the approved information/ action by Council

[MALINOWSKI – August 31, 2020]

2. I move that all County Employees presenting to County Council during an official Council meeting (Regular, Special Called, Zoning Public Hearing or Standing Committees) held in Zoom have a live camera running during their actual verbal input [MANNING –October 6. 2020]

3. Move to amend Council Rules related to virtual and phone call meeting attendance and have this motion included on the July 20, 2021 Rules and Appointments Committee meeting agenda [MACKEY – July 13, 2021]

- b. I move to amend the Public Nuisance Ordinance to define "Public Places/Establishments" to include restaurants, taverns, lodges, parking lots, and public places where children or students attend and/or normally congregate [DICKERSON - October 6, 2020] **[PAGES 53-54]**
- c. I move that if matters such as Clerk to Council Search or Compensation for Interim Clerk of Council are to be a part of the Employee Evaluation Oversight Ad Hoc Committee that the name of the Ad Hoc Committee be changed to better reflect what would fall under the purview of its function, responsibility, and/or purpose [MANNING - October 20, 2020]
- d. All County Council contracts and agreements adopted by a majority vote of full Council will require a majority vote of full Council to amend and/or change [NOTE: This motion should be taken up as soon as possible, and not be addressed with the overall Council Rules update.][LIVINGSTON - 7/13/21] **[PAGE 55]**

6. ITEMS FOR DISCUSSION

- a. Boards, Committees and Commissions Recruitment **[PAGES 56-59]**

1. Direct the Rules Committee to determine which Richland County Boards, Committees and Commissions should have as a qualification that the person applying must reside in the unincorporated area of Richland County only. There are some of these positions where other municipalities appoint individuals and if a person applying for one of those positions resides in that municipality then they should make application through them [MALINOWSKI – October 6, 2020] **[PAGE 60]**

- b. Boards, Committees and Commissions Descriptions and Duties [PAGES 61-80]

7. **ADJOURNMENT**

The Honorable Bill Malinowski



Special Accommodations and Interpreter Services Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.



Richland County Council
Rules and Appointments Committee
September 14, 2021 – 6:00 PM
Zoom Meeting

COMMITTEE MEMBERS PRESENT: Bill Malinowski, Chair, Gretchen Barron, Jesica Mackey

OTHERS PRESENT: Michelle Onley, Tamar Black, Angela Weathersby, Kyle Holsclaw, Justin Landy, Syndi Castelluccio, Dale Welch, Jennifer Wladischkin, Leonardo Brown, Randy Pruitt, Stacey Hamm, Steven Gaither, Dante Roberts, Geo Price and Elizabeth McLean.

1. **CALL TO ORDER** – Mr. Malinowski called the meeting to order at approximately 3:00 PM.
2. **APPROVAL OF MINUTES** – Ms. Barron moved, seconded by Ms. Mackey, to approve the minutes as distributed.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

3. **ADOPTION OF AGENDA** – Ms. Barron moved, seconded by Mr. Malinowski, to adopt the agenda as distributed.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

4. **INTERVIEWS** – Mr. Malinowski inquired about the applicant for the Business Service Center and the description of positions changing from 5 members to 4 members.

Ms. Onley responded there are 4 vacancies. She noted the descriptions were provided by the previous Business Service Center Manager.

Mr. Malinowski inquired who presides over that committee.

Ms. Onley responded Mr. Zachary Cavanaugh is now responsible for the committee.

Mr. Cavanaugh stated, ideally, they would want two (2) CPAs, one (1) attorney and two (2) individuals from the business industry. He noted the CPA could also own a CPA firm, which would make them eligible for either the CPA or business position.

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September 14, 2021**

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Mr. Malinowski inquired about what qualifies as a business person.

Mr. Cavanaugh responded it would be a person who has a business within unincorporated Richland County, and/or someone from a larger corporation. Preferably, someone from the executive leadership team (i.e. CEO, CFO or COO) or someone with an intimate knowledge of the day-to-day business activities.

Ms. Mackey inquired if this updated description was in writing, for future applicants. She noted it should be available so applicants who are not appointed will understand.

Ms. Barron inquired if the current applicant would be qualified based on the requirements.

Mr. Cavanaugh responded she has a current 2021 business license and is a local business owner.

Mr. Malinowski stated, based on the resume, the applicant seems to work in education.

Mr. Cavanaugh responded the business license is for Educational Support Services.

Mr. Malinowski inquired if both applicants are eligible.

Mr. Cavanaugh responded the other applicants previously owned CPA businesses, and he would consider her eligible, but he would leave that to the committee's discretion.

Ms. Barron thanked Mr. Cavanaugh for being present. She noted without him they would have bypassed both applicants. She stated the uniformity of the descriptions was something they discussed and requested the Clerk's Office to work on updating the descriptions.

- a. Business Service Center – Four (4) Vacancies (TWO applicants must be from the Business Industry and TWO applicants must be a CPA) – Ms. Toneka Green was interviewed for the Business Service Appeals Board.
- b. Lexington Richland Alcohol and Drug Abuse Council [LRADAC] – One (1) Vacancy – Mr. Marvin Robinson and Ms. Mary Ann Wright were interviewed for the Lexington Richland Alcohol and Drug Abuse Council.
- c. Music Festival – Two (2) Vacancies - Mr. Phillip Gilchrest and Al Martin were interviewed for the Music Festival Committee.
- d. River Alliance – One (1) Vacancy – Mr. Scott Hicks was interviewed for the River Alliance.

5. **APPOINTMENTS** – Mr. Malinowski noted LRADAC was not listed in the “Appointments” section.

Ms. Barron moved, seconded by Ms. Mackey, to reconsider the agenda to add the LRADAC appointments.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous

- a. Business Service Center Appeals Board - Four (4) Vacancies (TWO applicants must be from the Business Industry and TWO applicants must be a CPA) – Mr. Malinowski inquired about the 4 vacancies.

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Ms. Onley responded is one that is completely vacant and the other three (3) members would be rotating off the board.

Ms. Barron stated, for clarification, the members would be unseated once appointments are made since those members did not reapply.

Ms. Onley responded in the affirmative.

Mr. Malinowski stated a paralegal and a business over applied.

Mr. Cavanaugh stated he would not consider a paralegal as part of the legal industry, and would prefer an attorney. He noted the paralegal was not a current business owner, so he would consider her ineligible.

Ms. Mackey moved, seconded by Ms. Barron, to appoint Ms. Green and re-advertise the remaining vacancies.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous

- b. Music Festival - Two (2) Vacancies - Ms. Barron moved, seconded by Ms. Mackey, to appoint Mr. Martin and re-advertise the remaining vacancy.

Ms. Barron noted she enjoyed interviewing Mr. Gilchrist, but there were some uncertainties about him separating his business from his civic work. She would like to encourage young adults to continue applying for seats on the boards and commissions.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

- c. Richland Memorial Hospital Board of Trustees – Two (2) Vacancies – Mr. Malinowski noted the Board advised they needed individuals with financial/banking and legal expertise.

Ms. Barron moved, seconded by Ms. Mackey, to re-advertise the vacancies, and to include the Board’s recommendation for individuals with financial/banking or legal experience in the advertisement.

Ms. Mackey noted the five (5) applicants’ applications would remain on file for a year, in the event there are any future openings on the Board.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous

- d. River Alliance - One (1) Vacancy – Ms. Mackey moved, seconded by Ms. Barron, to appoint Mr. Scott Hicks.

In Favor: Malinowski, Barron and Mackey

**Rules and Appointments Committee
September 14, 2021**

The vote in favor was unanimous

- e. Lexington Richland Alcohol and Drug Abuse Council (LRADAC) one vacancy – Ms. Mackey moved, seconded by Ms. Barron, to appoint Ms. Mary Ann Wright.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous

Ms. Mackey noted they just finished a recent advertisement. She requested an updated list to determine the committee’s path forward on interviews and Rules Committee business.

Mr. Malinowski stated he spoke with the Clerk and it appears they are mostly caught up on the appointments. He would like to focus more on the rules, as they affect Council’s actions.

6. **ITEMS FOR ACTION**

- a. I move that Council work with staff to conduct a comprehensive review of Council rules and recommend changes to streamline the rules to improve the functioning of Council business [NEWTON - March 19, 2019] – Mr. Malinowski inquired if there was any input on Rule 2.3, which was crossed out. No one had any input on the item.

Mr. Malinowski requested input on the proposed language for Rule 2.4.

Ms. Mackey inquired about the history of this rule.

Mr. Malinowski stated it was proposed by Mr. Farrar because there were questions about Councilmembers engaging in actions that might not be becoming of an elected official. Council cannot dismiss a Councilmember. The only think Council could do was to administratively censure them. On p. 86, it states, “No member may speak more than once during the censure proceeding absent leave of the Chair”. If you give each Councilmember five (5) minutes to speak that could amount to 50 minutes, and the member being censured will only have 15 minutes for rebuttal. He does not think that is enough time to respond.

Ms. Barron noted it was important to have a time limit.

Ms. McLean suggested the Chair state the basis of the censure and allow the accused to speak up to 15 minutes. Each Council member would then speak 2 – 5 minutes, and the accused would be allowed an additional 10 – 15 minutes for rebuttal.

Mr. Malinowski and Ms. Mackey were in favor of that format.

Mr. Malinowski suggested the accused speak for 5 minutes, fellow Councilmembers would be allowed 5 minutes, and then the accused would be granted an additional 10 -15 minutes to speak at the conclusion on the comments.

Ms. Barron stated the accused should get 15 minutes to state their case.

Mr. Malinowski stated, “...the Chair shall state the basis for the censure, or may call upon any member who voted to commence censure proceedings to state the basis for the censure if the basis is

unknown to the Chair. The accused may speak for up to five (5) minutes regarding the censure. Then each member can speak for no more than three (3) minutes, and in summary the accused may speak for no more than 15 minutes for their rebuttal.” He noted that later it states, “If that motion does not receive a second, or, if seconded, it does not pass by a two-thirds vote of the full Council, the matter is concluded and there should be no reference in the record to the member having been censured.” He believes the record should stand as is, “Censured, but not found guilty.”

Ms. Barron noted that is like telling the jury to strike what they just heard.

Mr. Malinowski stated there should be a reference placed in the member’s record that they had been censured, but not found guilty.

Ms. Mackey inquired if that was technically correct. If someone files a censure, but it does not get a vote, it did not happen.

Ms. McLean stated there was no way to undo a hearing on this matter because there is still a record.

Ms. Mackey inquired if a censure happened in open session or executive session.

Ms. McLean stated she was not sure if this would qualify for executive session. She would have to do additional research.

Ms. Barron noted she was not sure if a person was found not guilty it should be in one’s record.

1. Once Council approves an action no Council member is to individually go to a staff member in an effort to accomplish/change something that was not in the approved information/action by Council [MALINOWSKI – August 31, 2020] – No action was taken.
 2. I move that all County Employees presenting to County Council during an official Council meeting (Regular, Special Called, Zoning Public Hearing or Standing Committees) held in Zoom have a live camera running during their actual verbal input [MANNING –October 6, 2020] – No action was taken.
 3. Move to amend Council Rules related to virtual and phone call meeting attendance and have this motion included on the July 20, 2021 Rules and Appointments Committee meeting agenda [MACKEY – July 13, 2021] – No action was taken.
- b. I move to amend the Public Nuisance Ordinance to define "Public Places/Establishments" to include restaurants, taverns, lodges, parking lots, and public places where children or students attend and/or normally congregate [DICKERSON - October 6, 2020] – No action was taken
 - c. I move that if matters such as Clerk to Council Search or Compensation for Interim Clerk of Council are to be a part of the Employee Evaluation Oversight Ad Hoc Committee that the name of the Ad Hoc Committee be changed to better reflect what would fall under the purview of its function, responsibility, and/or purpose [MANNING - October 20, 2020] – No action was taken.
 - d. All County Council contracts and agreements adopted by a majority vote of full Council will require a majority vote of full Council to amend and/or change [NOTE: This motion should be taken up as soon as possible, and not be addressed with the overall Council Rules update.][LIVINGSTON - 7/13/21] – No action was taken.

**Rules and Appointments Committee
September 14, 2021**

7. **ITEM FOR DISCUSSION**

a. Boards, Committees and Commissions Recruitment - No action was taken.

1. Direct the Rules Committee to determine which Richland County Boards, Committees and Commissions should have as a qualification that the person applying must reside in the unincorporated area of Richland County only. There are some of these positions where other municipalities appoint individuals and if a person applying for one of those positions resides in that municipality then they should make application through them [MALINOWSKI – October 6, 2020] - No action was taken.

b. Boards, Committees and Commissions Descriptions and Duties. - No action was taken.

8. **ADJOURNMENT** - The meeting adjourned at approximately 4:59 PM.

**Rules and Appointments Committee
September 14, 2021**

-6-

Applicant Information

First Name*

TINA

Last Name*

GREEN

Home Address* Apt

197 Windfall Rd

City*

BLYTHEWOOD

State*

SC

Zip*

29016

** Please enter a physical address. No PO Boxes. **

Work Address* Suite

1008 Fontaine Rd.

City*

Columbia

State*

SC

Zip*

29223

Number*

(803)665-9474

Type*

Mobile

Secondary Phone Type

Email Address*

tiles2@yahoo.com

Sex*

Male Female

Age Group

18 - 25 26 - 50 Over 50

Background

Education Level*

Bachelor's

Professional Background

I currently serve in the chief executive officer role at G&S Janitorial Services, INC, a small locally owned business established in 1988. I have been with the company for 9 years. During this time, I have grown in the areas of project management, vendor relations, quality control, bookkeeping and procurement.

Service Information

Presently serve on any County Committee, Board or Commission? *

Yes No

Name of Committee, Board or Commission in which interested:*

Procurement Review Panel

Reason for interest: *

direct knowlegde of procurement processes in public and private sector

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission: *

Currently knowledge in my job role

Any additional information you wish to share:

Recommended by a Council Member? *

Yes No

Council Member name(s):

Hours willing to commit each month:

20 hours

Conflict of Interest Policy

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete. Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

*
 Yes No

Statement of Financial or Personal Interest

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

*
 Yes No

If so, describe:

Resume

Resume

Signature

I understand that checking this box and entering my name constitutes a legal signature*

First Name * **Last Name ***
Tina Green

Submit

Applicant Information

First Name*

MEGHAN

Last Name*

EASLER

Home Address*

201 BRICKLING
ROAD

Apt

City*

IRMO

State*

SC

Zip*

29063

** Please enter a physical address. No PO Boxes. **

Work Address*

2020 HAMPTON
STREET

Suite

City*

COLUMBIA

State*

SC

Zip*

29204

Number*

(803)605-
2466

Type*

Home

Secondary Phone

8035761604

Type

Wor
k

Email Address*

easlerfamily4@gmail.com

Sex*

Male Female

Age Group

18 - 25 26 - 50 Over 50

Background

Education Level*

Associates

Professional Background

IT Programmer

Service Information

Presently serve on any County Committee, Board or Commission? *

Yes No

**Name of Committee, Board or
Commission in which interested: ***
Employee Grievance Committee (10)

Reason for interest: *

Employee Relations

**Your characteristics/qualifications,
which would be an asset to
Committee, Board or Commission: ***
N/A

Any additional information you wish to share:

**Recommended by a Council
Member? ***

Yes No

Council Member name(s):

**Hours willing to commit each
month:**
Open

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Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

*

Yes No

Statement of Financial or Personal Interest

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

*

Yes No

If so, describe:

Resume

Resume

Signature

I understand that checking this box and entering my name constitutes a legal signature*

First Name * **Last Name ***
Meghan Easler

Submit

Applicant Information

First Name *

WILLIAM S.

Last Name *

RYON

Home Address *

2708 Bendemeer
Drive

Apt

City *

Columbia

State *

SC

Zip *

29209

** Please enter a physical address. No PO Boxes. **

Work Address *

2020 Hampton
Street

Suite

City *

Columbia

State *

SC

Zip *

29204

Number *

(941)302-
1228

Type *

Home

Secondary Phone

8035762656

Type

Wor
k

Email Address *

ryon.william@richlandcountysc.gov

Sex *

Male Female

Age Group

18 - 25 26 - 50 Over 50

Background

Education Level *

Bachelor's

Professional Background

Currently an Appraiser; prior banking and retail management

Service Information

Presently serve on any County Committee, Board or Commission? *

Yes No

Name of Committee, Board or

Commission in which interested: *

Employee Grievance Committee (10)

Reason for interest: *

I believe my prior and current work experience will be valuable to finding suitable resolutions to employee grievance issues.

Your characteristics/qualifications, which would be an asset to

Committee, Board or Commission: *

Honesty, prior management experience

Any additional information you wish to share:

Recommended by a Council

Member? *

Yes No

Council Member name(s):

Hours willing to commit each month:

20

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Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

*

Yes No

Statement of Financial or Personal Interest

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

*

Yes No

If so, describe:

Resume

Resume

Signature

I understand that checking this box and entering my name constitutes a legal signature*

First Name * **Last Name ***

William S. Ryon

Submit

COUNCIL RULES OF RICHLAND COUNTY COUNCIL RULES

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RULES OF RICHLAND COUNTY COUNCIL

RULE I: MEETINGS

1.0 Authority

~~Pursuant to S.C. Code of Laws, 1976, Section 4-9-110 "... The council shall determine its own rules and order of business..." These rules comply with the provisions of the Home Rule Act.~~

These Rules are adopted pursuant to S.C. Code Ann. Section 4-9-110, which provides that, "[t]he council shall determine its own rules and order of business."

~~**RULE I: MEETINGS**~~

~~**1.1 Applicable Law Purpose and Scope**~~

~~All meetings are to be conducted in accordance with the general law affecting meetings of public bodies and such special laws pertaining to Richland County as remain applicable under South Carolina Law.~~

These Rules shall apply to all meetings of county council, including committee meetings to assist county council in conducting orderly meetings following parliamentary procedure.

1.2 Procedure

In all particular cases not determined covered by these rules or by law, the Chair or other presiding officer shall be guided by "~~Robert's Rules of Order~~", such rules as are set forth in the most recent edition of *Robert's Rules of Order*.

Commented [MO1]: Malinowski inquired if there was a problem with adding a date for Robert's Rules.

1.3 Open Meetings

All meetings of Council, which include committee, subcommittee, and advisory committee meetings, shall be open to the public except as provided for in Section 30-4-10 et.seq. of the South Carolina Code of Laws, 1976, as amended. All regular and special called meetings of Council will be broadcast on the County's website, **unless circumstances make it impractical or impossible to broadcast such meeting. This could include technical issues, no access at a given meeting location (e.g., if a meeting is held someplace other than Council's normal meeting place, excessive costs) or other difficulty.** All regular and special called meetings of Council will be video-recorded **unless circumstances make it impractical or impossible to video-record such meeting.**

Public notice of regularly scheduled meetings, special called meetings, and committee meetings will be given pursuant to **in accordance with S.C.Code Ann. Section 30-4-80 of the South Carolina Code of Laws, 1976, as amended, "Notice of meetings of public bodies."**

1.4 Closed Meetings **Executive Sessions.**

~~The Council may go into executive session after a motion to do so is made, seconded, and receives a majority plus one vote of those members present, as provided for under the South Carolina Freedom of Information Act, as amended.~~

~~The Chair shall, in announcing executive sessions pursuant to Section 30-4-70(a) of the Code of Laws of South Carolina, cite the specific code section supporting the executive session. In preparing the agenda, the Chair shall cite the specific code section and shall announce the specific purpose of the executive session.~~

~~For the purposes of this section, "specific purpose" means a description of the matter to be discussed as identified in items (1) through (5) of subsection (a) of Section 30-4-70 of the South Carolina Code of Laws, in such terms that the public could identify the parties to a contract, the person being appointed to a public body, the location of any real property being sold or purchased, the parties and specific subject upon which legal advice is being received, and the subject matter of any administrative briefing. In no event shall the Chair announce the name of a classified employee whose employment is being discussed in executive session or the location of any security devices.~~

~~The County Council may hold executive sessions for the purpose of hearing from local and/or state development boards concerning the location of industry when neither the name of the industry nor the location of the property is to be revealed.~~

In accordance with the South Carolina Freedom of Information Act, "[a] public body may hold a meeting closed to the public" for any of the purposes set forth in S.C.Code Ann. Section 30-4-70. Pursuant to 30-4-70 (b), before going into executive session Council shall vote in

Commented [MO2]: Terracio suggested adding the reason for the "planned" Executive Session items, and if another one arose, it could be stated on the record.

public on the question and when the vote is favorable, the Chair or presiding officer shall announce the specific purpose of the executive session. **No action may be taken in executive session except to (a) adjourn or (b) return to public session.**

Commented [M03]: Malinowski requested clarification on the highlighted language.

1.5 Dates/Times

- a) **Regular Meetings-** Regular Meetings of County Council shall be held on the first and third Tuesday of each month at 6:00 p.m., **and on other dates and at any other times determined by Council as part of Council’s Annual Meeting Schedule approved prior to each calendar year (i.e., a “Regular Meeting” may be held other than on the first and third Tuesday of each month at 6:00 p.m., so long as such meeting is approved by Council as part of its Annual Meeting Schedule).** Further, **unless otherwise scheduled by the Chair for good cause, with the consent of a majority of the Council unless otherwise scheduled by the Chair for good cause, with the consent of a majority of the Council members present, may schedule a regular meeting at other times.** “Good cause” includes, but is not limited to, consideration of County holidays, in which case Council may decide to adjust its meeting schedule accordingly.
- b) **Special Meetings-** Special Meetings may be called by the Chair or a majority of the members of Council provided that twenty-four (24) hours’ notice has been given to Council members and the public. The members of Council must be informed of the subject(s) to be discussed at a special meeting. While special called meetings, absent contrary authority, may be held for any purpose Council desires, two frequent reasons necessitating a special meeting include: 1) a special called meeting that is essentially the result of the rescheduling of a meeting that had been regularly scheduled but for whatever reason needs to be moved to a different date or time (i.e., a regular meeting held at a special time not originally scheduled); and 2) a special called meeting to take up a specific matter or matters (i.e.; a “limited purpose” meeting). A special called meeting that is in essence a regular meeting that has been moved to a time not originally scheduled should follow the agenda order set forth in Rule 1.7c) of these rules. A special called meeting that is for a “limited purpose” or “limited purposes” need not follow the agenda order set forth in Rule 1.7c) of these rules, but instead may follow an agenda that is as specific or general as may be necessary for Council to be informed of the purpose(s) of the limited meeting and to carry out the purpose(s) of the limited meeting.

Electronic Participation- During any Special Called meeting, not held in conjunction with a regularly scheduled Zoning Public Hearing and Planning Meeting, any Council member may participate in the meeting via electronic participation. **as present for the purposes of a quorum. Any Council member participation electronically shall not be allowed to participate in executive session matters. Should an executive session be**

held, a council member participating electronically may choose to abstain from a vote on the issue discussed in executive session.

Commented [MO4]: Committee will discuss this further when they take up the Horizon meeting motion.

No less than five Council members must be physically present to schedule a Special Called Meeting.

For the purposes of this section, “electronic” participation shall mean videoconferencing or teleconferencing which allows all persons participating in the meeting to hear each other at the same time (and, if videoconferencing, to see each other as well). Electronic participation shall only be allowed in a Special Called meeting of Council.

- c) Zoning Public Hearing Meetings- Zoning public hearing meetings shall be held on the fourth Tuesday of each month at 7:00 p.m., unless otherwise scheduled by the Chair for good cause, with the consent of a majority of the Council members present. “Good cause” includes, but is not limited to, consideration of County holidays, in which case Council may decide to adjust its meeting schedule accordingly.

1.6 Quorum

A quorum for the transaction of official business of Council shall consist of six (6) members.

A quorum of a ~~Committee or Subcommittee shall consist of a simple majority of the members comprising said Committee or Subcommittee.~~ A quorum of a committee, subcommittee or advisory committee of Council shall consist of a simple majority of the fixed membership of the committee, subcommittee or advisory committee.

1.7 Agenda

- a) Compilation-The agenda for regular meeting of Council shall be compiled by the Clerk of Council on the Wednesday proceeding the first and third Tuesday of each month. Back-up documents for the agenda for all items must be received by the Clerk of Council by the close of business on the Thursday preceding the meeting at which the item is to be considered.
- b) Placing on Agenda (Methods) - Items for Council consideration is placed on the agenda by any of these methods:
 - 1) Committee action, or
 - 2) Any item defeated, tabled, or not acted on by committee within 90 days of that item having been placed on the committee’s agenda may be placed on the Council agenda when the Clerk’s Office has received a written request

(includes electronic mail or messaging) signed by ~~from~~ three members of Council ~~written request includes electronic mail or messaging~~), or

- 3) Proclamation introduced by one member of Council presented to the Clerk prior to the agenda deadline, or
- 4) Items authorized by ordinance (e.g. appointment and commissioning of Code Enforcement Officers), or
- 5) The item consists of a notice given to the governing body concerning the location of a proposed home for 9 or fewer mentally or physically handicapped persons, or
- 6) In the case of a resolution honoring or recognizing a citizen or organization, the same by unanimous consent may be placed on the agenda and voted on during Council's motion period, or

[PROPOSED NEW RULE]

- 7) Administrator's Nomination—this method of placing an item on Council's agenda recognizes that as the County's chief executive officer, the Administrator may from time-to-time have a matter that needs to come before Council that requires action, the delay of which might prejudice the County's interest in a discernable way. In such instances, the Administrator may nominate an item for placement on Council's agenda, and Council may decide to include such item at its pleasure during the adoption of its agenda, or the re-adoption of its agenda should re-adoption be necessary. Any item nominated under this rule:
 - a) must include a representation by the Administrator, orally or in writing, that the item is time sensitive, exigent or of such immediate importance that taking it up later would or could prejudice the County;
 - b) in addition to "a," the Administrator shall provide an explanation as to why the item could not be routed to Council through the committee process or any of the other methods of placement on Council's agenda set forth in 1.7b) 1-6, or, as to 1.7b)1), why committee consideration is not necessary;
 - ~~e) must meet the notice requirements of the South Carolina Freedom of Information Act; and~~
 - d) must be consented to by two-thirds of those members of Council present at the meeting.
- c) Order- the agenda for regular meetings of Council (and those special called meetings that are the result of the rescheduling of a meeting that had been regularly scheduled,

as provided for in Rule 1.5b) of these rules) shall consist of the following categories of business, to be taken up by the Chair in the order listed.

1) Roll Call

2) Invocation.

3) Pledge of Allegiance.

4) Approval of minutes of previous meetings: a simple majority vote of Council is required to approve minutes. If there are corrections or amendments to the minutes, they may be approved as corrected or amended. Motions to reconsider, rescind, or expunge from the record any previous action must be made prior to adoption of the relevant minutes and any such motion will be placed on the Agenda's Motion Period for debate. Only when an item is expunged can it be reconsidered during the Motion Period. The adopted minutes shall note the motion to reconsider, rescind, or expunge.

5) Adoption of agenda: a two-thirds majority vote, of those present, is required to adopt the agenda.

6) First County Attorney's Report of Executive Session items: The County Attorney shall report only on those Executive Session items in which the County is represented by outside counsel or in which the County has retained the services of a consultant **who is charging the County for services by the hour. In such cases, if it would save the County money to dispose of matters involving outside counsel or consultants at or near the beginning of its meeting, Council may take up such matters during this first Report of Executive Session items. No action shall be taken in executive session. Agenda shall state the reason for Executive Session.** - Council shall move to take action or to receive as information each item that has been discussed in executive session.

7) Citizen input:

(a) Agenda Items--Each person ~~citizen~~ who has signed the Agenda Items Input List to speak before Council may do so for up to 2 minutes; provided, however, the entire Agenda Items citizen input time shall not exceed 30 minutes, **except by leave of Council.** The Clerk shall be responsible for keeping the time for each speaker, and the timer shall not be started until after the speaker has stated his or her name and address. **Anyone who wishes to speak but did not sign up to speak, or signed up to speak on the wrong Input List, may be allowed to speak at Council's discretion.** Input must pertain to items on the agenda for which no public hearing is required or has been scheduled. Individual members of Council shall not be referred to by name, but instead input should be directed to the full Council. Any material that a **speaker would like** ~~citizen intends~~ to present to Council, including audio and

visual presentations, ~~should be provided to~~ ~~must be approved by~~ the Clerk of Council prior to the meeting. Exceptions may be made with the consent of a simple majority of those Council members present. ~~The Chair will request that in the event a citizen who has signed up to speak intends to speak, or does speak, on behalf of any group, association, community or anyone besides or in addition to himself or herself, that the speaker advise Council during his or her citizen input of that fact, and name or identify anyone else for whom the citizen is speaking or represents.~~ The Clerk will have available Council members' contact information as listed on the County's website. The Chair may advise ~~speakers~~ ~~citizens~~ to ~~coordinate~~ ~~speak~~ with or contact County staff as may be appropriate to the issue(s) raised by the speaker. **Rule 2.2, Preservation of Order, applies during Citizens Input.** In addition, if it becomes clear that the item addressed or the speaker's input bear no reasonable relationship to any matter over which Richland County has responsibility, the Chair may discontinue that input prior to the running of the time limit for speakers set forth herein.

(b) Non-Agenda Items Input: ~~Anyone~~ ~~citizen~~ who wishes to speak on an item not on the agenda or ~~introduce an item for consideration not currently under Council's consideration or~~ bring a concern to Council's attention may speak for no more than two minutes; provided, however, the entire Non-Agenda Items citizen input time shall not last longer than 30 minutes, **except by leave of Council.** The Clerk shall be responsible for keeping the time for each speaker, and the timer shall not be started until after the speaker has stated his or her name and address. ~~Anyone who wishes to speak but did not sign up to speak, or signed up to speak on the wrong Input List, may be allowed to speak at Council's discretion.~~ Input must pertain to items on the agenda for which no public hearing is required or has been scheduled. Individual members of Council shall not be referred to by name, but instead input should be directed to the full Council. Any material that a ~~speaker would like to~~ ~~citizen~~ ~~intends to~~ present to Council, including audio and visual presentations, ~~should be provided to~~ ~~must be approved by~~ the Clerk of Council prior to the meeting. Exceptions may be made with the consent of a simple majority of those Council members present. Items for which a public hearing is required or has been scheduled cannot be addressed at this time. Exceptions may be made with the consent of a simple majority of those Council members present. ~~The Chair will request that in the event a speaker citizen who has signed up to speak intends to speak, or does speak, on behalf of any group, association, community or anyone besides or in addition to himself or herself, that the speaker advise Council during his or her citizen input of that fact, and name or identify anyone else for whom the speaker citizen is speaking or represents.~~ The Clerk will have available Council members' contact information as listed on the County's website. The Chair may advise speakers to coordinate ~~citizens~~ ~~to speak~~ with or contact County staff as may be appropriate to the issue(s) raised by the speaker. **Rule 2.2, Preservation of Order, applies during Citizens Input.** In addition, if it becomes clear that the item addressed or the speaker's input bear no reasonable relationship to any matter over which Richland

County has responsibility, the Chair may discontinue that input prior to the running of the time limit for speakers set forth herein.

~~8)7)~~ Report of County Administrator: The County Administrator shall make recommendations or announcements concerning county affairs. **Items for action shall be taken under this section only upon compliance with Rule 1.7b)7).**; but no action shall be taken on any item without proper notice, except in case of extreme emergency.

~~9)8)~~ Report of Clerk of Council: The Clerk of Council shall make announcements, if any, concerning county affairs. **In the event the Clerk recommends or requests an item for action during this section of the agenda, the Administrator may nominate the same for action in accordance with Rule 1.7b).**

~~8.5910)~~ Report of the Chair: The Chair of Council shall make announcements if any, concerning county affairs. **In the event the Chair recommends or requests an item for action during this section of the agenda, the Administrator may nominate the same for action in accordance with Rule 1.7b).**

~~9)1011)~~ Presentations: The party requesting to make the presentation shall set forth a **written request that includes** 1) the name of the person, group, association or entity making the presentation, 2) the name and contact information for the presenter(s) or spokesperson(s) thereof, and 3) the purpose and nature of the presentation. ~~Absent unusual circumstances, †~~**The request should be succinct but have enough information to meaningfully inform Council and the public of the substance of the presentation, and submitted to the Clerk of Council in no more than one page in length and should be timely submitted (i.e., in advance of the agenda deadline for the meeting where the matter is intended to appear as a presentation is intended to be made. The presentation request shall be included in the agenda packet.** “request”) to the Clerk’s Office. Presentations shall be limited to five (5) minutes ~~per presentation~~, and shall be heard on the third Tuesday of the month, **except by leave of Council**. ~~Presentations of time sensitive matters, as determined by the Chair or Vice Chair in the Chair’s his absence, of Council may be heard at any regular or special called meeting of Council.~~ All presentations, regardless of topic, shall be approved by the Chair before placement on any Council agenda. No presentation shall be heard which is not on the Council agenda prior to the start of the meeting. No more than three presentations will be allowed at each meeting. The purpose of this rule is so that Council may plan its meetings accordingly, given the variety of presentations and lengths thereof, and to assess the merits of a given presentation. Presentations shall not be used to request funding or resources support from the County.

~~10)12)~~ Public Hearings: Each **person** ~~citizen~~ who has “signed up” signed up may speak to **Council for up to two (2) minutes** concerning an item for which there is a public **hearing** ~~for up to 2 minutes~~; provided, however, the entire

public hearing time for any one item shall not exceed 30 minutes, **except by leave of Council.**

Any material that a **speaker** ~~citizen~~ intends to present to Council, including audio and visual presentations, must be **submitted to approved** by the Clerk of Council prior to the meeting. Exceptions may be made with the consent of a simple majority of those Council members present. The Chair will request that in the event **someone** ~~a citizen~~ who has signed up to speak intends to speak, or does speak, on behalf of any group, association, community or anyone besides or in addition to himself or herself, that the speaker advise Council during his or her public hearing input of that fact, and name of identify anyone else for whom the citizen is speaking or represents. **The Clerk shall be responsible for keeping the time for each speaker, and the timer shall not be started until after the speaker has stated his or her name and address.**

Anyone who wishes to speak but did not sign up to speak, or signed up to speak on the wrong public hearing list, may be allowed to speak at Council's discretion. Individual members of Council shall not be referred to by name, but instead input should be directed to the full Council. Any material that a speaker would like to present to Council, including audio and visual presentations, should be provided to the Clerk of Council prior to the meeting. Exceptions may be made with the consent of a simple majority of those Council members present. Rule 2.2, Preservation of Order, applies during Public Hearings. In addition, if it becomes clear that the speaker's input bears no reasonable relationship to the item subject to the Public Hearing, the Chair may discontinue that input prior to the running of the time limit for speakers set forth herein.

~~111~~132) Consent items: Items shall consist of those matters that do not require further discussion by Council that have been forwarded to Council by the unanimous vote of the Committee; provided, however, that an item forwarded to Council by Committee without recommendation shall not be listed as Consent Agenda item. Any member of Council can remove an item from the Consent Agenda prior to adoption of the agenda. The Chair has the discretion to place items on the Consent Agenda, if in the judgment of the Chair; those items are unlikely to be debated.

~~121~~143) Third reading: final approval of Ordinances.

~~131~~154) Second reading.

~~141~~165) Requests by Council members: items may include those that were defeated (or deferred beyond 90 days) by committee and reintroduced by **written request of three members of Council Members' signatures.**

17) Other Items:

15186) Second County Attorney's Report of Executive Session items: The County Attorney shall report on the remaining Executive Session items. **No action shall be taken in executive session. Agenda shall state the reason for Executive Session.** ~~Council shall move to take action or to receive as information each item that has been discussed in executive session.~~

16197) Motion period/Announcements: Any Council member may make an announcement or introduce an item (excluding resolutions) for referral to a Committee. However, any Council member wishing to make a motion during the "motion period" must have transmitted a written request to the Clerk's Office by the deadline for posting the agenda of a regularly scheduled meeting of Council in accordance with the South Carolina Freedom of Information Act (i.e., twenty-four hours prior to such meeting) so that the nature of the motion appears on the agenda. Motions for resolutions and ordinances may be referred to a Committee for further deliberation or, by unanimous consent, the resolution shall be deemed adopted or the ordinance may be sent forward for second reading. Further, any Council member may **use this time to inform Council, Administration and County staff of upcoming matters or items likely to come before Council, to orient Administration and staff thereto and to request information or the commencement of research in the ordinary course of Council-Administrator dealings.** ~~make a motion directing the county administrator to take action on a county related matter; and upon approval of a majority of members present and voting, the county administrator shall act upon the directive given.~~

When referring an item to committee, a Council Member must specify the intent of his or her motion. ~~The Council Member may request, among other things, that an item be referred to committee for:~~

- a) ~~3.5.1 Refer an item to a committee for a~~ **A**ction;
- b) ~~3.5.2 Refer an item to a committee for d~~ **D**iscussion;
- e) ~~3.5.3 Refer an item to committee for t~~ **T**he purpose of receiving information or an update from staff and/or legal; or
- d) ~~3.5.4 Refer an item to committee for a~~ **A** presentation.
- e) ~~3.5.5 Any Council member may make a motion directing the county administrator to take action on a county related matter; and upon approval of a majority of members present and voting, the county administrator shall act upon the directive given.~~

If a Council Member does not specify the intent of his or her motion, the Chair shall ask the maker of the motion for clarification. Immediately following each motion, the Chair shall determine the committee to which the item will be referred, according to the guidelines established in Rule 4.1.

Motions for resolutions and ordinances shall generally be referred to a Committee for further deliberation; however, by unanimous consent of council, a resolution shall be deemed adopted **or** f an ordinance placed on the

agenda 24 hours prior to the meeting may be given first reading and sent forward to Council for second reading.

~~171820)~~ Pending Items: Issues that have been raised by a Council member wherein a response is expected from staff shall be listed on the agenda along with a time frame in which a response from staff will be provided. These items shall be for information only and no discussion shall take place. ~~and no discussion shall take place relative to matters listed under Pending Items other than for staff to seek guidance on responding to a Council member's stated issue and for setting a reasonable time frame in which to respond.~~

~~214849)~~ Adjourn.

- d) ~~Additions - A request to add items to the agenda requires a two-thirds vote of those Council members present.~~ Pursuant to S.C.Code Ann. Section 30-4-80, "Once an agenda for a regular, called, special, or rescheduled meeting is posted pursuant to this subsection, no items may be added to the agenda without an additional twenty-four hours notice to the public, which must be made in the same manner as the original posting. After the meeting begins, an item upon which action can be taken only may be added to the agenda by a two-thirds vote of the members present and voting; however, if the item is one upon which final action can be taken at the meeting or if the item is one in which there has not been and will not be an opportunity for public comment with prior public notice given in accordance with this section, it only may be added to the agenda by a two-thirds vote of the members present and voting and upon a finding by the body that an emergency or an exigent circumstance exists if the item is not added to the agenda. Nothing herein relieves a public body of any notice requirement with regard to any statutorily required public hearing."

RULES II: THE CHAIR

2.1 Call to Order

The Chair shall call Council meetings to order at **their posted times** ~~6:00 p.m.~~ or as soon thereafter as practical on the first and third Tuesday of each month and, if a quorum is present, proceed to the meeting agenda.

2.2 Preservation of Order

The Chair shall preserve order and decorum and, in case of disturbance or disorderly conduct in the Chamber or the lobby, may cause the same to be cleared. The members of Council, ~~and the public who participate in meetings,~~ agree to, and **all of those attending Council's meetings are expected to**, adhere to the following "Code of Conduct":

"I pledge that I may disagree, but will be respectful of all. I will direct all comment to the issues. I will refrain from personal attacks."

2.3 Transgressions of Order

If any member, in speaking or otherwise, transgresses the Rules of the Richland County Council, the Chair shall call ~~him/her~~ **such member** to order, ~~or any member may call such transgressions to the attention of the Chair who shall call the transgressor to order.~~ If repeated cries of order are ineffective, the Chair may call a member by name, and if the Chair deems it necessary, shall state the offense committed. The member may be heard in **response**. ~~self-defense and shall withdraw from the issue, and the Council shall consider any further proceeding to be had.~~

[PROPOSED NEW RULE]

2.4 Censure

Recognizing the value and contributions of each member of Council, and that each member is elected by the people of a defined district and accountable to the people thereof, subject to removal only by the governor as provided for by State law, while at the same time realizing that the functioning of Council depends on the professionalism and civility of each member, in rare circumstances where a member's conduct so thoroughly transgresses Council's Code of Conduct described in Rule 2.2, Council may censure a member.

Prior to censuring one of its members, Council must pass a motion to commence censure proceedings. A motion to commence censure proceedings, having been made and properly seconded, requires a two-thirds vote of the full Council (i.e., at least 8 of Council's 11 members, whether a full Council has been seated or not, must vote to censure a member).

If a motion to commence censure proceedings passes, Council shall hold a hearing on censure of the member named in the motion. The hearing shall be held at the next regular or special called meeting of Council, provided that a period of at least ten (10) days has elapsed from the date the motion to commence censure proceedings was adopted to the censure proceeding itself. In no event shall the hearing be held at the same meeting, or on the same day, as the adoption of the motion to commence censure proceedings.

At the hearing the Chair shall state the basis for censure, or may call upon any member who voted to commence censure proceedings to state the basis for censure if the basis is unknown to the Chair. Any member may then speak during the censure proceeding for up to five (5) minutes. No member may speak more than ~~twice~~ once during the censure proceeding absent leave of the Chair. The member subject to the censure proceedings shall have up to fifteen (15) minutes to speak in reply, but additional rebuttal time may be granted by the Chair.

At the conclusion of Council input as provided for herein, any member who believes censure is in order may make a motion to censure the member. If that motion does not receive a second, or, if seconded, it does not pass by a two-thirds vote of the full Council (i.e., at least 8 of Council's 11 members, whether a full Council has been seated or not), the matter is concluded and there shall be no reference in the record to the member having been censured. If a motion to censure is made and properly seconded, and receives at least eight (8) votes, the member shall be censured and the records of County Council shall so reflect. Once a member is censured on a matter, no other action is in order with respect to the same matter.

2.42.5 Points of Order. Appeal.

~~The Chair shall decide all points of order, subject to an appeal by any member. The Chair may require the member raising a point of order to cite the Rule or other authority in support of the question. Upon appeal, no member shall speak more than once and for no longer than ten minutes each, except by permission of the Council.~~

a) Point of Order [Motion to Raise a Question of Order].

The Point of Order takes precedence over any question from which it arose. It yields to any privileged motion and a motion to lay the underlying question on the table. The Point of Order is not debatable (except that the chair may ask the member raising the point to explain it), is not amendable, and cannot be reconsidered. It does not require a second. The Point of Order is in order when another person has the floor and can interrupt a person speaking if the point **genuinely** requires attention at the time it is raised. The Chair shall decide all points of order, subject to an appeal by any member.

b) Appeal.

The duties of the Chair include making rulings on questions of parliamentary procedure. An Appeal is the vehicle available to members of council who believe that the Chair's ruling was erroneous. The Appeal is in order when another has the floor, but must be taken immediately after the ruling and is out of order if other business has intervened. It is

debatable unless the underlying question is not debatable or if the Appeal relates to decorum or priority of business; it is not amendable.

The decision of the Chair stands unless reversed by a majority of the members; the Chair may vote to create a tie and thus sustain the ruling. An Appeal takes precedence over any pending question at the time the Chair makes the ruling.

If debatable, each member may speak only once and for no longer than ten minutes each, except by permission of the Council. An Appeal can be reconsidered.

2.52.6 Participation

The Chair shall vote in all cases (except when the Chair may be personally or pecuniarily interested) **in accordance with Rule 5.24 18**. ~~If a member does not cast a negative vote or declare his abstaining vote, he shall be recorded as voting in the affirmative. A member may not vote by proxy. If with the vote of the Chair, the Council were equally divided, the question shall be decided in the negative. The presiding officer may give information or explain any matter before the Council, and may speak on points of order in preference to any other member, as often as she/he may deem necessary.~~ The Chair may enter into the debate of the Council, but should not use the office of the Chair to wield influence over the other members.

2.62.7 Election

The Chair shall be elected at the first regular **or special called** meeting of the Council in January, or as soon thereafter as may be practical, by the membership of the Council. The Chair shall serve continuously until the following January unless removed by a two-thirds majority vote of the full Council.

2.72.8 Vice Chair

The Vice Chair shall be elected either at the first regular **or special called** Council meeting in January or as soon thereafter as may be practical. The Vice Chair shall serve continuously until the following January unless removed by a two-thirds majority vote of the full Council. The Vice Chair shall preside in the absence of the Chair.

2.82.9 Signatures

The Chair shall sign all ordinances, resolutions and other documents **approved or** authorized by the Council. In the absence of the Chair, the Vice Chair is authorized to sign official documents of the County.

The Assistant to the Clerk of Council and the Deputy shall serve as Acting Clerk of Council are authorized to sign or attest to official documents of the County. in the absence of the Clerk for the purpose of signing official documents.

RULE III: MEMBERS AND MEMBERSHIP

3.1 Seating

At the ~~first~~ meeting ~~in in which~~ **January after the election and seating of** the Chair and Vice Chair ~~of~~ Council are elected as provided for in Rules 2.7 and 2.8, respectively, and immediately after such elections and seating of the Chair and Vice Chair, Council members shall select their seats based first on seniority in years of continuous service and then in alphabetical order.

3.2 Attendance

~~Each member shall be within the Council Chambers during its meetings unless excused or necessarily prevented. The Chair, if notified prior to the meeting, may excuse any member from attendance at meetings of the Council and its committees for any stated period upon reason shown, and such excused absence shall be noted in the minutes. Subject to the rule for electronic participation set forth herein, each member is expected to be within the Council Chambers during Council's meetings, or within the meeting room of any alternate location of a Council meeting. The Chair may~~ **must** note for the record any member's absence and the circumstances therefor as appropriate, and such absence and the circumstances therefor, if known, shall be noted in the minutes.

3.3 Call to Order

When the Council is called to order, every ~~each~~ member shall take his/her ~~respective seat~~ **place on the dais** and shall act with decorum.

3.4 Speaking

The Chair, when duly addressed by a member, ~~shall hear from the members desiring to~~ **speak** who, in the opinion of the Chair, shall ~~in the order in which they express interest in speaking,~~ recognizing each member in turn. ~~speak first, by identifying the member.~~ Members ~~Every~~ **member**, when about to speak, shall respectfully address the Chair and shall avoid disrespect to the Council, ~~and all personalities,~~ and shall confine all remarks to the question under consideration. No member shall speak more than twice on the same question without leave of Council, except merely to ~~explain meaning~~ **provide clarification**. Each member shall be allowed to speak no more than five minutes for debate on any one issue before Council. If a member has the floor and is addressing the body, that member ~~she/he~~ shall not lose the floor

by asking a question of any member of the body. **If a member shall be called to order while speaking, such member she/he shall immediately forfeit the floor until the question of order is decided,** unless allowed to proceed, if otherwise, she/he shall not proceed without leave of the Council; and if the case requires it, she/he shall be liable to such other proceedings as the Council may take.

Commented [M05]: Malinowski requested clarification

3.5 Original Papers

Any member leaving a meeting of Council or its committees who possesses original papers relating to the business of the Council (**signed ordinances, contracts, etc.**), shall leave original papers with the Clerk before departing.

RULE IV: COMMITTEES

4.1 Standing Committees

The Chair of County Council shall appoint members of the following standing committees ~~no later than~~ **by** the first regular meeting in February each year ~~or as soon thereafter as practical:~~

- a) **Administration and Finance Committee**, consisting of five (5) members, functions as a committee of ways and means to which matters dealing with general-administration and with the budget, capital improvements, taxation, and bond issues should be referred. Customarily meet on the 4th Tuesday of the month.
- b) **Development and Services Committee**, consisting of five (5) members, functions in the area(s) of general operational matters, ~~economic development,~~ and those matters relating to the functions and activities of the County Department of Public Works and Engineering. Customarily meet on the 4th Tuesday of the month.
- e) ~~Rules and Appointments~~, consisting of three (3) members, functions as a review, oversight, and advisory body on the rules of County Council concerning appointments to County boards, commissions and committees. ~~The Committee meets on an as needed basis.~~

~~The vacancy on a County board, commission, or committee shall be announced at least two meetings prior to Council making the appointment. Such vacancy will be advertised in a local newspaper. Any individual who wishes to apply for service on a County board, commission, or committee must submit an application to the Clerk of Council. The Clerk of Council shall supply the application form. The Clerk shall, on the date designated by the Rules and Appointments Committee, submit all applications to the County Council for its consideration. The County Council shall then, by majority vote, elect an individual to fill the vacancy or vacancies, which exist at that time. After an appointment(s) has been made, applications shall be retained by the Clerk of Council for one (1) year and may be considered upon the request of the applicant whenever a vacancy occurs within that one (1) year period of time.~~

d)c) **Rules and Appointments**, consisting of three (3) members, functions as a review, oversight, and advisory body on the rules of County Council and serves as an interviewing and screening **recommending** body for applicants to ~~concerning~~ appointments to County boards, commissions and committees created by or whose membership consists in whole or in part in County Council appointments. The Committee meets on an as needed basis.

The vacancy on a County board, commission, or committee shall be announced at least two meetings prior to Council making the appointment. Such vacancy will be advertised in a local newspaper, **County website, PIO's weekly Review and other appropriate media**. Any individual who wishes to apply for service on a County board, commission, or committee must submit an application to the Clerk of Council. The Clerk of Council shall supply the application form. The Clerk shall, on the date designated by the Rules and Appointments Committee, submit all applications to the County Council for its consideration. The County Council shall then, ~~by majority vote,~~ elect an individual to fill the vacancy or vacancies, which exist at that time **in accordance with the voting procedures set forth in Rule 5.19**. After an appointment(s) has been made, applications shall be retained by the Clerk of Council for one (1) year and may be considered upon the request of the applicant whenever a vacancy occurs within that one (1) year period of time.

d) **Economic Development Committee**, ~~consisting of four (4) members through December 31, 2001, and thereafter~~ consisting of three (3) members, serves to consider economic development matters brought before them and make recommendations to the full Council. The Committee meets on an as needed basis.

Absent exigent circumstances, no meeting of a standing committee of council shall be scheduled at the same time as another meeting of a standing committee of council.

4.2 Organization

Each of the above-referenced committees **committee of Council** shall select a Chair and function primarily as an legislative/advisory committees **to the full Council**. Once appointed for the year, no member of a committee may be removed by the Chair of Council without the approval of Council. During the remainder of the year, any vacancy occurring on these committees shall be filled ~~in a similar manner~~ **by the Chair** as soon as it may reasonably be accomplished. Any member of Council may attend any meeting of the committee, provided, however, only members of the particular committee may vote on matters before that committee.

The Chair of County Council shall be an ex-officio member of the Rules and Appointments Committee and Economic Development Committee.

4.3 Jurisdiction

Unless otherwise ordered, committees shall have jurisdiction only over matters pertaining to the subjects indicated by the names of the respective committees. Personnel matters shall be discussed by the full Council and not by standing or special committees, **except in the case of ad hoc search or other committees specifically appointed to assist in matters related to any County official the Council hires directly.**

4.4 Agendas

Appropriate written backup material for all items of business that are to be included in the Administration and Finance or Development and Services Committee agendas must be delivered electronically to the County Administrator's Office no later than 5:00 p.m. on the date two weeks prior to the committee's scheduled meeting date.

In exceptional circumstances, time-sensitive items received after the deadline may be added to a committee's agenda at the discretion of the committee's Chairperson, provided the addition is made before agendas are printed and distributed. In the event that the Chair of the committee cannot be reached before agendas are printed, then such items may be added with the consent of a majority of the committee's members. If a majority of the committee's members cannot be reached, the Chair of County Council shall have the discretion to add such items. Once the committee agendas have been printed and distributed publicly, changes to the agenda may only be made by the unanimous consent of the committee during the committee meeting.

Agendas with backup information shall be provided to all members of Council on or before the Friday prior to the committee meeting.

4.5 Meetings

Committees shall meet regularly in a ~~room~~ **location** designated by the Committee Chair. No committee shall meet while the Council is meeting without special leave. No committee shall sit unless a quorum is present. No Council member shall be allowed under any circumstances to vote by proxy. Members of Council, whenever possible, shall make inquiries and requests for information at the Committee meetings. Members of the public may address a Committee with the permission of the Committee Chair and with the consent of the Committee; however, any material that a citizen intends to present, including audio and visual presentations, **must be provided to** ~~must be approved by~~ the Clerk of Council prior to the Committee meeting, **except by leave of the Committee.**

4.6 Legislative Action

Items referred to a committee for consideration shall be listed under one of the following categories: "Items for Action" or "Items for Information, Discussion, ~~and/or~~ Preliminary Action." Additional agenda categories (including, but not limited to, "Presentations,"

“Notifications,” and “Items Pending Analysis”) may be added to the agenda as needed for items not requiring immediate committee action.

- a) ITEMS FOR ACTION-For all items requiring action, the committee shall take one of the following actions by majority vote:
 - 1) Recommend that Council approve the item, which may or may not include amendments or modifications to the original request;
 - 2) Recommend that Council deny the item;
 - 3) Forward the item to Council without a recommendation;
 - 4) Defer consideration of the item to a future committee meeting;
 - 5) Refer the item to another committee or commission; or
 - 6) Table the item.

- b) ITEMS FOR INFORMATION, DISCUSSION AND/OR PRELIMINARY ACTION-For items on the agenda for information, discussion and/or preliminary action, the committee shall take one of the following actions by majority vote:
 - 1) Direct the administrator to bring the item back for action at a specified committee meeting;
 - 2) Defer consideration of the item until a specified committee meeting; or
 - 3) Receive the item for information or discussion purposes only, and dispose the item from the committee agenda;
 - 4) Items so removed will be reported as such by the committee to Council.
 - 5) Notwithstanding items 1 through 4 in this subsection, any item on the Administration and Finance (A&F) or the Development and Services (D&S) Committee agendas listed as an “Item Pending Analysis” must be resolved, tabled or otherwise disposed of within 100 days of that matter’s referral to the A&F or D&S Committee.

4.7 Reports

All committee recommendations requiring formal action by Council shall be included in the agenda and distributed to all members of Council prior to consideration and adoption by Council, provided that if any matter is considered by the majority of any committee to be **time sensitive or** an emergency, copies of such reports may be furnished to each member of Council at the time of said Council meeting.

All items presented to Council by a committee must carry the committee’s disposition of the item, whether that disposition is a recommendation for approval, a recommendation for denial, no recommendation or to make any other disposition with respect to the item.

Any item not reported out to the full council by a committee within 90 days of that item having first appeared on the committee’s agenda may be placed on the Council agenda when the Clerk’s Office has received a written request signed by (includes electronic mail or

messaging) from three members of Council, not less than 24 hours prior to the scheduled meeting.

~~A minority report may be made if requested.~~ Presentation of the committee's motion at the regular Council meeting does not require a second.

4.8 Recommitting

Any item ~~coming~~, which may come before the Council may be referred to a committee ~~committed~~ or recommitted **to a committee of Council** before a final decision **by the full Council** thereon. ~~Provided, however once a motion or matter is forwarded to full Council from committee, that motion or matter may not be returned to committee other than as directed by Council.~~

4.84.9 Budget Work Sessions

The Council shall meet as a Committee of the Whole for budget work sessions prior to first reading of the budget.

4.94.10 Motions Forwarded to a Committee

Any motion forwarded to a committee by the Chair, or in the Chair's absence, the Vice Chair, or in the Vice Chair's absence, the acting chair, will appear on that committee's agenda. Any item forwarded to a committee that is not completed will be listed at the end of the committee's subsequent agenda(s) under, "Items Pending Analysis." **and the reason the item remains pending.**

RULE V: LEGISLATIVE ACTION

5.1 Emergency Ordinances

To meet public emergencies affecting life, health, safety or the property of the people, emergency ordinances may be adopted upon a two-thirds affirmative vote of the Council members present. Such an ordinance is effective immediately upon its enactment without regard to any public hearing, reading, publication, or notice requirements. It automatically expires after 60 days. Every emergency ordinance shall be designated as such and shall contain a declaration that an emergency exists and describe the emergency.

Emergency ordinances shall not levy taxes, grant, renew, or extend a franchise, or impose or change a service rate.

5.2 Other Ordinances-Required Readings

With the exception of emergency ordinances, all ordinances, including those making supplemental appropriations, shall receive approval at three public meetings of Council on three separate days with an interval of not less than seven days between the second and third readings. An ordinance shall be deemed passed upon third reading approval and thereafter can be rescinded only by a motion to reconsider or rescind that is made prior to approval of the minutes.

~~If an ordinance does not receive the three (3) readings required within a twelve-month period, it is dead. If the ordinance is reintroduced after the twelve-month period, it must be submitted to the three-reading process.~~ Any ordinance that does not receive three reading approval by Council may not be reintroduced for twelve (12) months from the date the minutes reflecting its denial (i.e., the final time the ordinance was read and did not pass) were approved, absent consent of two-thirds of the full Council.

5.3 Levying Tax/Incurring Debt/Amending Budget

Ordinances levying a tax or incurring indebtedness shall not be passed unless voted for on each reading by at least six (6) members in Council assembled and with appropriate back up material provided for each reading. An amendment to the budget shall require **at least** a majority plus one vote **[i.e., at least seven (7) members of Council]**.

5.4 Public Hearings

~~Public hearings, after not less than 15 days' notice of the time and place of such hearings published in at least one newspaper of general circulation in the County, shall be held before final Council action is taken to:~~

- ~~a) adopt annual operational and capital budgets,~~
- ~~b) make appropriations, including supplemental appropriations,~~
- ~~c) adopt building, housing, electrical, plumbing, gas and all other regulatory codes involving penalties,~~
- ~~d) adopt zoning and subdivision regulations,~~
- ~~e) levy taxes, and~~
- ~~f) sell, lease, or contract to sell or lease real property owned by the County.~~

Public hearings shall be held before final action is taken to:

- a. Adopt annual operational and capital budgets;
- b. Make appropriations, including supplemental appropriations;
- c. Adopt building, housing, electrical, plumbing, gas and all other regulatory codes;
- d. Adopt zoning and subdivision regulations;
- e. Levy taxes;
- f. Sell, lease or contract to sell or lease real property owned by the county;
- g. Impose ad valorem property taxes upon a fire service area; or
- h. Provide for the distribution of assets following the abolishment of a special purpose district.

Final action for any of the first six matters must be in the form of an ordinance. A minimum of 15 days' notice of the time and place of the hearing must be published in at least one newspaper of general circulation in the county, prior to conducting a public hearing for any of the above categories of ordinances.

Notice for item g. must be provided once a week for three successive weeks in a paper of general circulation in the county, and the hearing must not occur fewer than 16 days following the first notice. Item h. requires at least two public hearings with ten days prior notice published in a newspaper of general circulation prior to each meeting.

Following the abolishment of a special purpose district located within the county, two public hearings are required prior to distributing assets and/or refunding taxes.

5.5 Second Reading

Upon the second reading of an ordinance, the ordinance ~~after all amendments and privileged motions have been disposed of, the question shall be placed on Council's agenda~~the passage of the ordinance. Upon a decision in the affirmative, the ordinance shall take its place on the agenda ~~for third reading~~ at its next meeting or at other time as scheduled by Council.

Each ordinance affecting the expenditure of money by the County shall receive the affirmative vote of Council on each reading, **noting that and prior to receiving second reading;** the County Administrator's comment shall inform Council regarding its effect on the finances of the County, **unless this requirement is waived by Council or the financial effect is evident on the face of the ordinance.**

~~Provided, however, this rule may not be invoked where the amount is shown in the ordinance.~~

5.6 Third Reading

Full debate and amendments shall be allowed on third reading.

5.7 Debate

Debate among members of Council is in order only after a motion has been stated by the Chair and has been seconded. Any motion shall, if desired by the Chair or any other member, be reduced to writing and delivered to the Chair and read before it shall be debated.

5.8 Motions During Debate

When a motion has been stated and seconded and debate has begun, **the following motions** ~~no motion except the following~~ shall be in order:

- 1) ~~to adjourn or recess~~ recede,
- 2) ~~to continue,~~
- 3) ~~to table,~~
- 4) ~~for the previous question,~~
- 5) ~~to postpone indefinitely,~~
- 6) ~~to postpone to a certain day,~~
- 7) ~~to recur to the agenda,~~
- 8) ~~to substitute a motion germane to the matter at hand, and~~
- 9) ~~to amend.~~

- a) To **approve** (the matter under consideration);
- b) To **deny**;
- c) To **amend**;
- d) To **substitute** one motion (related to the matter) for another;
- e) To **adjourn**;

- f) To **recess**;
- g) To **continue or postpone the matter to a date certain**;
- h) To **continue or postpone the matter indefinitely**;
- i) To **return to the agenda** if the item under consideration has been taken out of turn;
- j) To **table** the matter;
- k) To **call for the question** (“close debate,” or move “for the previous question”);
- l) To raise a question of **privilege**;
- m) To convene an **executive session**;
- n) To **refer the matter to a committee** (or “to commit”);
- o) To **recommit** a matter (send back to a committee);
- p) To **divide the question**;
- q) To **strike** some or all of the matter (similar to substitute motion or amendment); and
- r) To **seek information of “clarification”** on an aspect of the matter under debate.

5.9 Substitute Motions

No more than two (2) motions may be received in substitute for the motion on the floor. Any substitute motion defeated by vote of Council shall be counted as one of two (2) permissible substitute motions, but any substitute motion, which fails for lack of a second, shall not be so counted.

5.10 Amendments

A proposed amendment shall be in order regardless of the number of changes proposed therein to the matter under debate, provided such amendment is otherwise in order, and shall be considered in the order in which it is received.

5.11 Closing Debate

~~Upon the proper motion, a second, and an affirmative vote on a motion for the previous question, which requires a two-thirds vote, the amendment then upon the desk shall be~~

considered, but no further amendment shall be allowed. The sponsor of an amendment shall be allowed an opportunity to make a short explanation of the amendment.

5.125.11 Withdrawing Motions

The member who introduced a motion may withdraw it before decision on it or on any amendment to it, so long as the member seconding the motion shall not object, provided, however, that no motion may be withdrawn after the previous question has been called.

5.12 Privileged Motions

Motions to adjourn, or to recess, or to raise a question of privilege, or to convene an executive session, or to return to the agenda if an item is taken out of turn, to recede, and to recede subject to the call of the Chair, shall always be in order except while the Council is actually engaged in deciding a question. A motion to adjourn or to take a recess, having been defeated, no new motion to adjourn or take a recess shall be in order until fifteen (15) minutes shall elapse from the decision of the former motion even though such motion to recess recede might be to recess recede to a different time.

5.13 Nondebatable Motions

Certain parliamentary motions must be decided without formal debate. These are **These motions are not debatable:**

- 1) to adjourn or recess recede,
- 2) to continue,
- 3) to lay on the table,
- 4) to postpone indefinitely or to a day certain,
- 5) to suspend or depart from the agenda, or to return to it, and
- 6) for the previous question.

- a) **To adjourn;**
- b) **To recess;**
- e) **To continue or postpone the matter to a date certain;**
- d) **To continue or postpone the matter indefinitely;**
- e) **To return to the agenda if the item under consideration has been taken out of turn;**
- f) **To table the matter;**

- g) ~~To call for the question~~ (“close debate,” or move “for the previous question”);
- h) ~~To refer the matter to a committee~~ (or “to commit”); and
- i) ~~To recommit a matter~~ (send back to a committee).

~~Immediately after receiving a nondebatable motion, and at other times when no motion is on the floor, the Chair may allow such conversation as she/he deems appropriate, but all such informal discussion remains subject to his/her discretion; she/he may call for the vote on the matter at hand or terminate discussion at any time, and in such instances, his/her decision may not be appealed.~~

5.14 Suspending Motions

The following instances may suspend any matter before Council, temporarily:

- 1) Point of order;
 - 2) Point of personal privilege;
 - 3) Point of information;
 - 4) Question of recess; and
 - 5) Other incidental questions, such as of reading papers, dividing a question, withdrawing a motion, or excusing a member from voting.
- ~~5)~~

5.15 Motion to Recess

A motion to recess may state the time for reconvening. In the absence of such stated time, reconvening shall be at the call of the Chair.

5.16 Motion to Strike

~~A motion to strike out the enacting words of an ordinance or resolving words of a resolution shall have precedence of a motion to amend, and, carried, shall be considered as equivalent to rejection.~~

5.17 Rejected Motions

~~Once one of the following motions has been made and rejected during a meeting of the County Council, no motion of the same effect shall again be allowed with regard to the same question:~~

- ~~a) Motion to continue,~~
- ~~b) Motion to postpone,~~
- ~~c) Motion to defer, and~~
- ~~d) Motion to table.~~

5.195.16 Delays

The Chair shall entertain no motion ~~to~~ **that would** have the effect of ~~which will be~~ unnecessarily to **delaying** the business of Council.

5.205.17 Defeated Actions

Once an action of any kind has been proposed and defeated twice during two separate regular or called meetings of Council, within a period of sixty (60) days, no motion of the same effect may be allowed with regard to the same question for a period of one year from the date of initial motion, without the consent of a majority plus one of the entire Council. The names of the consenting Council members shall be presented to the Chair prior to the listing of the item on the agenda.

5.215.18 Voting

Each member shall vote on each question put, except that no member shall be permitted to vote on any question in which that member has a direct personal or pecuniary interest, or in which that member perceives that he or she has a direct personal or pecuniary interest, or in

which his or her participation might create an appearance of impropriety in that member's estimation.

If a member does not cast a vote on the question put, such member will not be considered to have voted with either the prevailing or the non-prevailing side, ~~but instead shall not have his or her vote recorded at all, other than as an abstention if the member declares an abstention as provided for herein.~~

~~A Council member must be at his/her seat in order to vote for those at the dais.~~

~~If a member does not declare a vote or an abstention, his/her vote shall be recorded with the prevailing side.~~

In the case of a tie vote, the prevailing side is the side that voted against approval of the matter voted upon (e.g., if the matter before Council is a vote to continue an item until the next meeting, and the vote on that question is 5-5, the motion did not pass, the item is not continued and the side prevailing as to the motion is the side that voted not to have continued the item).

If voting an abstention, a reason for the abstention must be stated at the time of the abstention, or delivered to the Clerk following the meeting, and recorded in the minutes. No member shall, under any circumstances be permitted to vote after a decision has been announced by the Chair. ~~Following the vote, After the decision of the question, After the decision of the question,~~ an absent member may be permitted to declare ~~record~~ the vote she/he would have given if present, but such vote shall not affect the previous question.

Voting shall be by electronic means (i.e., via the electronic voting system) unless conditions at the time of a given vote do not permit use of the electronic voting system (e.g., it is inoperable, not working properly, there is a power failure, Council is holding its meeting in a location that does not have or accommodate electronic voting, or other condition prohibiting electronic voting). In such a case, voting by a show of hands shall be in order. ~~Also, nothing in this rule prohibits a voice vote or vote by show of hands for matters where there reasonably appears to be no opposition, such as a vote to adjourn, or a vote for unanimous consent to issue a resolution in honor of a citizen, group, achievement or the like; provided, however, that any member may call for an electronic vote on any matter for which a vote is required or called for, if any member shall feel that a voice vote or vote by show of hands is not sufficient; further provided that the electronic voting system is operable at the time of the call for an electronic vote.~~

Votes shall be recorded in the minutes.

[PROPOSED NEW RULE]

5.19 Voting for Board and Committee Appointments

This method of voting is based upon Chapter XIII, Section 45, Robert's Rules of Order, 11th Edition, and is to be used solely in circumstances where Council is called upon to vote on

the appointment of members of boards, commissions or similar entities where there are more nominees under consideration than there are vacancies to fill. -Any Council member may make a motion to request a candidate be voted on individually.

This rule combines a recognition of the fact that plurality voting may be unavoidable in the initial stages of voting when considering a greater number of nominees than there are vacancies to fill, and majority voting once the number of nominees is drawn down to equal the number of vacancies by virtue of the voting process set forth herein.

Due to the complexity of this unusual but not unforeseeable situation, an example may be instructive.

Ex. If there are two (2) vacancies on a County board, and there are five (5) nominees, each Council member would be permitted to cast a vote for two (2) of the five (5) nominees to fill the two (2) vacancies.

In this event, the voting procedure shall be as follows.

- a) Each Council member shall be allowed to cast the same number of votes as there are vacancies to be filled. By way of further example, if three (3) vacancies exist, then each Council member would be permitted to vote for up to three (3) nominees, regardless of the total number of nominees.
- b) The Clerk to Council shall tabulate the votes.
- c) The nominee with the fewest votes will be removed from the slate of nominees, and the remaining nominees will be voted upon in what would be the next round of voting, with rounds to continue until enough nominees have been eliminated from consideration so that the number of nominees remaining equals the number of vacancies to be filled.
- d) If there is a tie among those with the fewest votes, then all nominees who are so tied will be removed from the slate of nominees, and the remaining nominees will be voted upon in what would be the next round of voting. Provided, however, if so many of the nominees are tied for the least votes, and dropping all of them from the remaining slate of nominees would result in not having enough nominees to fill all of the vacancies, then there shall be a runoff among all of the nominees so tied for fewest votes. The candidate with the fewest votes in the runoff will be dropped from the slate of nominees that had been tied for fewest votes. Once at least one of the originally tied nominees for fewest votes is eliminated by runoff among the fewest vote-getters, those remaining among the originally tied voters will be placed back among the nominees who did not receive the fewest votes, and voting shall continue in this fashion by round until there are the same number of nominees as there are vacancies. [E.g., three (3) nominees remaining for three (3) vacancies].
- e) Once Council arrives at a “slate” of nominees corresponding to the number of vacancies to be filled, it is in order for any member of Council to “nominate the

slate” of nominees, which shall then be voted upon by Council in the form of a motion to approve the slate by “yea” or “nay,” recorded electronically unless the electronic voting system is then inoperable or it is impractical to so vote. In this case, voting by show of hands shall be in order. The slate of nominees shall be approved by majority vote of Council members present and voting.

5.225.20 Dividing Question

~~Any member may call for the division of a question. Council may then divide it if the question can be so comprehended that, one part being taken away, the rest can stand entire for decision. A motion to divide the question shall require a second and shall be effective upon the vote of a majority of members present and voting. Provided, however, that a motion to “strike out and insert” may not be divided, but that rejection of a motion to “strike out” shall not preclude a motion to “strikeout and insert.”~~

Any member may call for the division of a question. Council may then divide the question if it can be so comprehended that, one part being taken away, the rest can stand for decision. A motion to divide the question shall require a second and shall be effective upon the vote of a majority of members present and voting.

5.235.21 Reconsideration

After a question has been decided, any member who voted with the prevailing side may move for a reconsideration, and any member may second such a motion. However, if Council either shall refuse to reconsider or shall affirm its first decision, then no further reconsideration shall be in order except by unanimous consent. The motion to reconsider shall have precedence over all other main motions, but it may be introduced only on the day of the decision in question or during the next succeeding session of Council prior to the approval of the minutes. Any subsequent proposal to alter the decision of Council must take the form of a main motion to rescind.

5.245.22 Public Inspection

After adoption, the full ordinance shall be made available for public inspection at ~~through~~ the Office of the Clerk of Council.

5.255.23 Resolutions

Council may adopt Resolutions to formally express its opinions or desires. Upon adoption, the Chairperson shall execute the document on behalf of the entire Council.

5.265.24 Proclamations

An individual council member may issue a Proclamation as an expression of his or her personal opinion or desire. The Proclamation shall be signed by the initiating council member and by the Chairperson, and shall not require action by the Council.

RULE VI: RULE CHANGES

6.1 Suspension/Amendments

~~None of the foregoing rules shall be rescinded, suspended, or altered without unanimous consent, if without twenty four (24) hours' notice, or without the concurrence of two thirds of the members of the whole (e.g. eight out of eleven members) after previous notice of motion to rescind, suspend, or alter has been given at a prior meeting, and such alteration, suspension, or rescission shall be made only by written resolution.~~

~~These rules may be amended from time to time, as needed, at the discretion of the County Council upon approval by two thirds of the members of the whole (e.g. eight out of eleven members) at a regularly scheduled Council meeting.~~

~~These rules may be suspended by unanimous consent.~~

~~Absent unanimous consent, these rules may be suspended 1) with the concurrence of two-thirds of the members of the whole (e.g. eight out of eleven members) and 2) after twenty-four (24) hours' notice of suspension of the rule or rules in question has been given in accordance with the South Carolina Freedom of Information Act.~~

~~These rules may be amended at the discretion of the County Council upon approval by two-thirds of the members of the whole (e.g. eight out of eleven members) after twenty-four (24) hours' notice of the proposed amendment of the rule or rules in question has been given in accordance with the South Carolina Freedom of Information Act.~~

~~RULES VII: OFFICIALS TO SERVE THE COUNCIL~~

~~7.1 Administrator and Clerk of Council~~

~~The Council shall appoint or elect a County Administrator and a Clerk of Council.~~

Richland County Council Request for Action

Subject:

I move to amend the Public Nuisance Ordinance to define “Public Places/Establishments” to include restaurants, taverns, lodges, parking lots and public places where children or students attend and/or normally congregate [DICKERSON – October 6, 2020]

Notes: I believe the language is sufficient to cover the intent of the motion, but Legal will be glad to amend the language as needed.

Section 18-7. Public Nuisances.

(a) Definitions.

- (1) *Business* means any commercial establishment, use, property or structure used in or part of a business or commercial use or establishment. *Business* does not include residential property.
- (2) *Continuous breach of the peace* means a pattern of repeated acts or conduct which either (a) directly disturbs the public peace or (b) disturbs the public peace by inciting or tending to incite violence.
- (3) *Public nuisance* means conduct, conditions, events, circumstances, or the unreasonable interference or the causing of unreasonable interference with rights of the public, wherever occurring, including, but not limited to, a business or commercial establishment, a public place, or where the public congregates or is invited or permitted to congregate.

Public nuisance includes those conditions or circumstances constituting a nuisance as set forth in S.C.Code Ann. Section 15-43-10; specifically, the construction, establishment, continuance, maintenance, use, ownership, occupation, the leasing or releasing of any property, building or other place used for the purposes of lewdness, assignation, prostitution, human trafficking, repeated acts of unlawful possession or sale of controlled substances, or continuous breach of the peace.

Public nuisance also includes and is founded upon the sound principle set forth in South Carolina case law that "if one maintains a place where the laws are publicly, repeatedly, persistently, and intentionally violated, then such place

would become a common or public nuisance." *State v. Turner*, 198 S.C.
499,505, 18 S.E.2d 376,
378 (1942).

Richland County Council Request for Action

Subject:

All County Council contracts and agreements adopted by a majority vote of full Council will require a majority vote of full Council to amend and/or change [NOTE: This motion should be taken up as soon as possible, and not be addressed with the overall Council Rules update.]
[LIVINGSTON – July 13, 2021]

Notes: On any matter to be addressed by council, a motion, whether explicit or implicit, to temporarily suspend any rule requiring a majority vote shall require unanimous consent of those members present.

MUNICIPALITY APPOINTMENT AUTHORITY

BOARDS, COMMISSIONS & COMMITTEES	ARCADIA LAKES	BLYTHEWOOD	CITY OF COLUMBIA	EASTOVER	FOREST ACRES	IRMO	NOTES
Accommodations Tax Advisory Committee	N	Y	Y	N	N	Y	
Airport Commission (Hamilton-Owens)	N	N	N	N	N	N	
Animal Care Advisory Committee (County/City)	N	N	Y	N	N	N	
Board of Assessment Appeals	N	N	Y	N	N	N	
Board of Zoning Appeals	N	Y	Y	N	Y	Y	
Building Codes Board of Appeals	N	N	Y	N	N	N	
Business Service Center Appeals Board	N	N	N	N	N	N	Reviews Business Licensing appeals.
Central Midlands Council of Governments	N	N	N	N	N	N	Arcadia Lakes contracts w/ the COG on technical matters.
Central Midlands Regional Transit Authority Board	N	N	Y	Y	Y	Y	
Community Relations	N	N	Y	N	N	N	
Conservation Commission	N	N	N	N	N	N	Councilmembers appoint a representative from their respective district.
East Richland Public Service Commission	N	N	N	N	N	N	Appointee must live within the public service district.
Employee Grievance Committee	N	N	N	N	N	N	Must be Richland County Employee.
Historic Columbia	N	N	Y	N	N	N	
Hospitality Tax Committee	N	N	Y	N	N	N	
Internal Audit Committee (Unincorporated)	N	N	N	N	N	N	Committee audits Richland County Departments.
Lexington/Richland Alcohol & Drug Abuse Council	N	N	N	N	N	N	
Library Board of Trustees	N	N	N	N	N	N	
Midlands Regional Convention Center Authority	N	N	Y	N	N	N	Board is currently suspended.
Midlands Workforce Development Board	N	N	N	N	N	N	
Music Festival Commission	N	N	Y	N	N	N	
Nulla Bona Committee (Vice-Chair)	N	N	N	N	N	N	Council does not appoint to this committee.
Planning Commission	Y	Y	Y	N	Y	Y	
Procurement Review Panel	N	N	N	N	N	N	Reviews Richland County procurement matters.
Richland Memorial Hospital Board of Trustees	N	N	N	N	N	N	
River Alliance Board	N	N	Y	N	N	N	
Riverbanks Park Commission	N	N	Y	N	N	N	
Township Auditorium	N	N	N	N	N	N	
Transportation Penny Advisory Committee (TPAC)	Y	Y	Y	Y	Y	Y	

**BOARDS, COMMISSIONS AND COMMITTEE
VACANCY AND APPLICATION DEADLINE SCHEDULE**

SUBMIT VACANCY LISTING TO RULES COMMITTEE	PUBLICATION OF AD (Estimate)	APPLICATION SUBMITTAL DEADLINE
October 19, 2021	October 24, 2021	November 19, 2021
February 15, 2022	February 20, 2022	March 18, 2022
May 17, 2022	May 22, 2022	June 3, 2022
July 19, 2022	July 24, 2022	August 19, 2022
October 18, 2022	October 23, 2022	November 18, 2022

DRAFT

Applications received from August 2021 Advertisement

1. Accommodations Tax – Five (5) Vacancies (**TWO** applicants must have a background in the lodging industry, **THREE** applicants must have a background in the hospitality industry, and **ONE** applicant will fill an At-large seat)
 - **No applications were received.**
2. Building Codes Board of Appeals – Six (6) Vacancies (**ONE** applicant must be from the Architecture Industry, **ONE** from the GAS Industry, **ONE** from the Building Industry, **ONE** from the Contracting Industry & **TWO** from Fire Industry as alternates)
 - **No applications were received.**
3. Business Service Center – Four (4) Vacancies (**TWO** applicants must be from the Business Industry and **TWO** applicants must be a CPA)
 - **Received ONE (1) application.**
4. Central Midlands Council of Governments – One (1) Vacancy
 - **Received TWO (2) applications;**
 - ONE (1) application on file from previous advertisement(s)
5. Community Relations Council – One (1) Vacancy
 - **Received THREE (3) applications;**
 - **TWO (2) applications were received after the deadline;**
 - FIVE (5) applications on file from previous advertisement(s)
6. Employee Grievance Committee – Three (3) Vacancies (**MUST** be a Richland County employee; 1 seat is an alternate)
 - TWO (2) applications on file from previous advertisement(s)
7. Hospitality Tax – Three (3) Vacancies (**ONE** applicant must be from the Restaurant Industry)
 - **ONE (1) application was received after the deadline;**
 - ONE (1) application on file from previous advertisement(s)
8. Internal Audit Committee – Two (2) Vacancies (applicant with CPA preferred)
 - **No applications received**
9. LRADAC – One (1) Vacancy
 - **No applications received**
 - TWO (2) applications on file from previous advertisement(s)

10. Music Festival – Two (2) Vacancies
 - Received ONE (1) application; applicant was ineligible due to residency
11. Planning Commission – Two (2) Vacancies
 - Received THREE (3) applications;
 - ONE (1) applicant is ineligible due to residency;
 - TWO (2) applications on file from previous advertisement(s)
12. Procurement Review Panel – Two (2) Vacancies – (One applicant must be from the public procurement arena & one applicant must be from the consumer industry)
 - Received ONE (1) application
13. Richland Memorial Hospital Board of Trustees – Two (2) Vacancies
 - No applications received;
 - ONE (1) application on file
14. River Alliance – One (1) Vacancy
 - Received ONE (1) application
15. Township Auditorium – Two (2) Vacancies
 - Received ONE (1) application;
 - ONE (1) application received after deadline
16. Transportation Penny Advisory Committee (TPAC) – Six (6) Vacancies
 - ONE (1) application received after deadline;
 - ONE (1) application on file from previous advertisement(s)

Richland County Council Request for Action

Subject:

Direct the Rules Committee to determine which Richland County Boards, Committees and Commissions should have as a qualification that the person applying must reside in the unincorporated area of Richland County only. There are some of these positions where other municipalities appoint individuals and if a person applying for one of those positions resides in that municipality then they should make application through them [MALINOWSKI – October 6, 2020]

Notes: It is the policy of Richland County that where the County and any municipality each have appointing authority for any board, commission, or committee, Richland County will only appoint citizens residing in unincorporated Richland County. A citizen applying for such board, commission, or committee will be asked to apply with the municipality in which they reside.

CENTRAL MIDLANDS COUNCIL OF GOVERNMENTS

Purpose(s)/Service(s): The duties and powers include guiding area wide development, providing research, planning and technical assistance to the 34 individual local governments in the region, assisting with land use planning, mapping public administration statistics, transportation, housing environment, community development, and planning of services for the elderly; keeping tabs on growth and development of the region by compiling, analyzing, and publishing a variety of information which serves as the basis for decision makers in both the public and private sectors.

Richland County has **TWELVE** (12) representatives: **SIX** (6) elected officials and **SIX** (6) citizens appointed by Council. Richland County Council appoints the representatives who serve terms of **THREE** (3) years.

Meetings are held on the 4th Thursday of the month, with the exception of December when the meeting is held on the 2nd Thursday of the month. There are no meetings in the months of July and November. The meetings are held at 12:00pm in the board room located at 236 Stoneridge Drive, Columbia and last for approximately an hour.

For additional information, please contact:

Jessica Foster
(803) 744-5139

Elected Officials:

Paul Livingston
Yvonne McBride
Chakisse Newton
Derrek Pugh
Jesica Mackey
Cheryl English

COMMUNITY RELATIONS COUNCIL

Purpose(s)/Service(s): The Committee's goal is to make the Midlands a better place to live and work for all residents. To achieve its objective, efforts are made to improve and promote communications among business, government and citizens. The staff studies and evaluates information received concerning racial and social problems within the Columbia metropolitan area and takes proper action based on consultation with the Board of Directors. The staff also works to assist its clientele with employment, housing, education, crime, delinquency awareness and health care.

Richland County appoints one-third (10) of the THIRTY (30) members. The members serve terms of THREE (3) years. The City of Columbia and the Columbia Chamber of Commerce appoint the remaining two-thirds of the members. Applicants will be responsible for assisting with fundraising efforts.

Meetings are held the 3rd Thursday every other month (January, March, May, July, September and November). The meetings are held at 5:30 p.m. at 930 Richland Street, Columbia, 2nd Floor – Palmetto Room and last approximately an hour.

For additional information, please contact:
Larry Salley, Executive Director
(803) 733-1134

Council Liaison: Gretchen Barron

LEXINGTON/RICHLAND ALCOHOL AND DRUG ABUSE COUNCIL

Purpose(s)/Service(s): The Council was established pursuant to Ordinance Nos. 439-77 and 669-80HR. LRADAC provides alcohol and drug abuse services to Lexington and Richland Counties. The services include a sixteen (16) bed detoxification center, outpatient services, including therapy to individuals, family members, and people interested in helping someone with a problem. It also offers education and prevention services to community groups, individuals and schools.

Richland County Council appoints SIX (6) members, and Lexington County Council appoints SIX (6) members for THREE (3), THREE (3) YEAR TERMS. A person who has served THREE (3) consecutive terms on the board is ineligible for re-appointment for an additional term unless a period of at least TWO (2) years has elapsed since the expiration of the person's last term. Each board member shall serve until his/her successor is elected and qualified. All terms end on December 31st.

Meetings are held the 2nd Tuesday of each month; however, there are no meetings in January and July. Meetings take place at 2711 Colonial Drive, Columbia at 12 Noon and last for approximately an hour.

The board membership should consist of a diverse mix of individuals including age, gender, race, background expertise, a balance of those who are and are not in substance misuse recovery, and have a passion for LRADAC's service and mission.

Preferred Experience/Qualifications:

- Motivation to serve LRADAC and sincere interest in the services provided by the organization.
- Commitment to the mission of the organization, which is to create and support pathways for prevention and recovery from substance misuse for individuals, families and communities.
- Eagerness to participate in Board meetings and committees, while being supportive and willing to express their own opinion.
- A vision, but is flexible to the possibilities of change.

- Sensitive to the communities in which the organization serves.
- Highly regarded and respected by others. Influential member of the organization and/or community.
- Able to strengthen the organization because of the expertise they bring from their business and/or professional background.
- An expert specific to the organization’s field, donor committed to the cause, or community leader able to attract support.
- Informed, available and engaged; willing to attend meetings and represent the organization or its interests at community events and donor circles; willing to help bring in necessary resources.
- Conscientious steward who is as interested in the business of developing the organization and monitoring its health as they are in promoting its programs.

For additional information, please contact:

Kelly McHugh, Executive Assistant

kmchugh@lradac.org

(803) 726-9405

Council Liaisons: Allison Terracio and Yvonne McBride

BOARD OF ASSESSMENT APPEALS

Purpose(s)/Service(s): The Board was established pursuant to Section 4-9-170 of the Code of Laws of South Carolina, 1976 and Section 3 of Act 283 of 1975, and Sections 23-48/23-52 of the County Code. The Board’s duties and powers include equalizing the value of the real and personal property, hearing all grievances and appeals from the valuation and assessments fixed by the Assessor, performing any and all other duties and powers of the Richland County Board of Equalization, as of April 24, 1958.

The Board consists of SEVEN (7) members who serve THREE (3) year terms. THREE* (3) appointments are made by County Council, and ONE (1) each by Columbia City Council, Richland School District One Board of Trustees, Richland School District Two Board of Trustees, and Lexington/Richland School District Five Board of Trustees. ****ONE (1) of the members appointed by County Council shall be a person actively engaged in the real estate business.**

If there are appeals to be heard, the Board will meet on the 2nd Tuesday of the month at 1:00 p.m. Meetings will last approximately 3 – 4 hours.

Preferred Experience/Qualifications:

- Board members should have a background in one of the following fields: Appraisal, Real Estate Development, Condemnation, Real Estate Litigation matters.
- Board members are charged with making a fair and impartial decision that takes into account the facts presented by the Assessor and the Taxpayer, in accordance with applicable South Carolina laws.

For additional information, please contact:
Katie Marr, Interim Assessor
Marr.katie@richlandcountysc.gov
(803) 576-2667

BOARD OF ZONING AND APPEALS

Purpose(s)/Service(s): The Board guides development in accordance with existing and future needs, the Comprehensive Plan, with reasonable consideration of the characters of each, and its peculiar suitability for particular uses.

Council appoints SEVEN (7) members for THREE (3) year terms.

Meetings are held on the 1st Monday of each month at 3:00 p.m. in the Richland County Council Chambers located at 2020 Hampton Street, and last approximately 2 ½ hours.

Preferred Experiences/Qualifications:

- Ability to listen and communicate;
- Be fair and open-minded;
- Analytical;
- Prepared; and
- Consistent with policies of the Land Development Code

For additional information, please contact:
Geo Price, Division Manager
Community Planning and Development Department
Price.geo@richlandcountysc.gov
(803) 576-2174

BUILDING CODES BOARD OF APPEAL

Purpose(s)/Service(s): Richland County Ordinance, Section 6-75 establishes a Board of Appeals that meets the requirements of the most prescriptive adopted building codes mandated by the South Carolina Building Code Council. Appeals to decisions made by the building official are referred to the Board by the Building Official. The Board shall hear and decide appeals of orders, decisions, or determinations made by the Building or Fire Official relative to the application and interpretation of the various codes adopted. After a hearing, the interpretation may be modified and/or reversed. The Board shall have no authority to waive the requirements of any currently adopted code dealing with existing or proposed structures within Richland County.

The Board consists of SEVEN (7) members appointed by Council for THREE (3) year terms. ONE (1) member must come from each of the following industries: Architecture, Engineering, Contracting, Building, Electrical, Plumbing and Gas. In addition, TWO (2) alternate members

must come from the Fire Industry. The Board shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction, and are not employees of the jurisdiction.

The Board shall meet within TEN (10) days after notice of an appeal is received from the Building or Fire Official. Meetings are usually scheduled on the 2nd Thursday of the month at 1:30 p.m.

Required Experience/Qualifications for Applicants:

- Registered design professional who is a registered architect; or a builder or superintendent of building construction with not less than 10 years' experience, 5 years of which shall have been responsible/in charge of work.
- Registered design professional with structural engineering or architectural experience.
- Registered design professional with mechanical and plumbing engineering experience; or a mechanical and plumbing contractor without less than 10 years' experience, 5 years of which shall have been responsible/in charge of work.
- Registered design professional with electrical engineering experience; or an electrical contractor with not less than 10 years' experience, 5 years of which shall have been responsible/in charge of work.
- Registered design professional with fire protection engineering experience; or a fire protection contractor with not less than 10 years' experience, 5 years of which shall have been responsible/in charge of work.

For additional information, please contact:

Andrea Hannah-Dennis

Hannah-dennis.andrea@richlandcountysc.gov

(803) 576-2197

BUSINESS SERVICE CENTER APPEALS BOARD

Purpose(s)/Service(s):

The Board consists of **FIVE** (5) members for **FOUR** (4) year terms. The Board is traditionally comprised of **ONE** (1) business person, **ONE** attorney, and **THREE** certified accountants. Meetings are scheduled on an as needed basis.

A business person is defined as a local business owner, or someone who is part of the executive leadership team of a larger corporation like a CEO (Chief Executive Officer), CFO (Chief Financial Officer), or COO (Chief Operating Officer) that is physically located inside unincorporated Richland County. An ideal candidate, would be someone who is familiar with business licensing and what that process entails.

NOTE: No more than 3, or less than 2 CPAs; No more than 2, or less than 1 Attorney(s); and No more than 2, or less than 1 Business person.

For additional information, please contact:
Zachary Cavanaugh
Cavanaugh.zachary@richlandcountysc.gov
(803) 576-2295

LIBRARY BOARD OF TRUSTEES

Purpose(s)/Service(s): The Board was established pursuant to Act 546 of 1978 and Sections 15-1/15-5 of the County Code. The duties and powers include exercising powers as to the policies of the libraries and extension services.

The Board consists of TEN (10) members appointed by Council for FOUR (4) year terms. Meetings are held the 2nd Monday of each month, with no meetings scheduled in July and August. Meetings begin at 5:30 p.m., in the 3rd Floor Board Room located at 1431 Assembly Street, and last approximately 1 ½ hours.

Preferred Experience/Qualifications:

- Be knowledgeable about the library
- Build County Council's awareness of the library
- Build public awareness
- Actively support the strategic vision of the library
- Build interest among prospective board members and library supporters
- Although not a requirement, it is beneficial if members represent various districts in the County
- Also, experience in the following areas is helpful: finance, governance, education, foundations, physical plant, CEO perspective, marketing, IT, advocacy and diversity.

For Additional Information, please contact:
Wanda Taylor, Executive Assistant
wtaylor@RichlandLibrary.com
(803) 929-3422

Council Liaisons: Chakisse Newton and Allison Terracio

RICHLAND MEMORIAL HOSPITAL BOARD OF TRUSTEES

Purpose(s)/Service(s): The Board was established pursuant to Act 1830 of 1971, Act 1485 of 1974, Act 430 of 1975, and Sections 2-326/2-328 of the County Code.

The Board consists of FOURTEEN (14) members appointed by County Council for FOUR (4) year terms, renewable for a 2nd term of FOUR (4) years, and after an interval of at least ONE (1) year, for a 3rd and last term of FOUR (4) years, provided; however, an initial appointment for the unexpired portion of any term shall not count as an appointment for a full term. Additionally, the

Chief and Vice Chief of PRISMA Health Medical and Dental Staff serve ex-officio as full voting members of the Board during their term of office.

The Board meets quarterly (March, June, September and December) at 9 Medical Park – Suite 600A at 3:00 p.m. Board meetings typically last 3 hours, and Board education sessions last approximately 2 hours.

For additional information, please contact:

Melissa Siar

Melissa.siar@palmettohealth.org

(803) 434-7026

Council Liaisons: Paul Livingston, Yvonne McBride, Overture Walker and Cheryl English

RIVER ALLIANCE BOARD

Purpose(s)/Service(s): The Alliance is a non-profit corporation, governed by a Board of Directors, which is charged with creating community benefit from 90 miles of the region's rivers.

Richland County has THREE (3) members; TWO (2) members are County Council members, and ONE (1) is a citizen appointed to a THREE (3) year term.

Board Requirements:

- Must reside in the County
- An undergraduate degree is necessary; postgraduate desirable
- Candidate must be prepared to assist in promoting facilities, services or policies that create citizen benefit from our rivers
- Service on committee assignments: Public Safety and Security Committee and Fundraising Committee

The Board meets once or twice per year, as needed. Occasionally, casual tours of current projects are schedule; however, attendance is not required. Committee meetings are held no more than 2 – times per year, on an as needed basis. All meetings are an hour in length and meeting time and place will be given at the time of meeting notification.

For additional information, please contact:

Mike Dawson

mikedawson@riveralliance.org

(803) 765-2200

Council Liaisons: Paul Livingston and Allison Terracio

THE TOWNSHIP AUDITORIUM

Purpose(s)/Service(s): The mission of the Township Auditorium is to provide facilities for and services related to the performing arts as a service to the community.

The Board of Directors shall not be less than SEVEN (7) members, and not more than FIFTEEN (15), as determined by the Board of Directors. Members are appointed by County Council, or appointed by invitation from the Board of Directors. All members serve THREE (3) year terms.

For additional information, please contact:

Aundrai Holloman, Executive Director

hollomana@richlandcountysc.gov

(803) 576-2353

Council Liaisons: Paul Livingston, Yvonne McBride, Derrek Pugh, Overture Walker and Cheryl English

HISTORIC COLUMBIA FOUNDATION

Purpose(s)/Service(s): By agreement, dated December 6, 1994, County Council contracted with the Foundation for operation and management of the historic properties known as The Museum of Reconstruction Era at the Woodrow Wilson Family Home and the Hampton-Preston Mansion.

During the existence of the agreement, County Council will designate TWO (2) representatives, with FOUR (4) year terms, to serve on the Foundation Board of Trustees, in compliance with Foundation by-laws.

Meetings are held the 4th Monday of each month from 1:00 – 2:00 p.m. Members are required to attend board orientation (1.5 hours), a board retreat (5 -6 hours), and the annual meeting (2 hours).

Board members are requested to:

- Commit to participate in the ongoing cultivation of community support and to actively participate in fundraising;
- Make a financial contribution and maintain an individual membership while serving on the Board;
- Attend 3 – 5 Historic Columbia events each year;
- Attend at least one County Council meeting each year; and
- Participate in at least one volunteer activity per year.

For additional information, please contact:

Robin Waites, Executive Director

rwaites@historiccolumbia.org

(803) 252-7742 x 14

Council Liaisons: Gretchen Barron and Overture Walker

MIDLAND WORKFORCE DEVELOPMENT BOARD

Purpose(s)/Service(s): The Midlands Workforce Development Board (MWDB) is the administrative entity for the US Department of Labor program known as the Workforce Innovation and Opportunity Act (WIOA). The program is designed to strengthen and improve our nation's public workforce system and help get Americans, including youth, and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers.

The MWDB, by federal mandate, must be composed of more than 50% private sector business leaders. Board members are appointed by specific seats by County Councils: Richland (12); Lexington (8), and Fairfield (3). Richland County seats are comprised of SEVEN (7) private sector business, with ONE (1) representing Apprenticeship programs; THREE (3) education (One Midlands Technical College, One Adult Education, and One Literacy); ONE (1) Economic Development; and ONE (1) SC Dept. of Employment & Workforce.

The Board meets quarterly are held on Thursdays at 10:30 a.m. at 100 Executive Center Drive, Columbia – Suite 218 and last approximately an hour. Each meeting date is selected at the conclusion of each meeting.

For additional information, please contact:

Chris White

cwhite@midlandsworkforce.org

(803) 744-1670

**AIRPORT COMMISSION
(HAMILTON-OWENS)**

Purpose(s)/Service(s): The Commission was established September 20, 1988, by County Council to assist the Council in providing public aviation facilities and services and to promote aviation as a means of broadening the economic base of the County.

The Commission consists of NINE (9) members appointed for FOUR (4) year terms. TWO (2) of the appointees must reside within one mile of the airport [Rosewood, Shandon, or Hollywood-Rose Wales Garden neighborhoods).

The Commission meets bi-monthly on the 2nd Monday of the month at 12:00 Noon in the large conference room at the Airport Terminal Building and last approximately 1 ½ hours.

Preferred Experience/Qualifications:

- Effective Communication
- Diplomacy
- Management Skills
- Business Acumen
- Transportation/aviation knowledge
- Economic Development Awareness
- Intergovernmental Relations

For additional information, please contact:

Chris Eversmann

Eversmann.chris@richlandcountysc.gov

(803) 767-1789

Council Liaisons: Allison Terracio and Cheryl English

CONSERVATION COMMISSION

Purpose(s)/Service(s): The Richland County Conservation Commission was created to promote the conservation of natural resources; to identify and promote the development and preservation of historical resources; to promote passive outdoor nature-based recreation; to encourage and promote tourism emphasizing natural, cultural and historical resources in Richland County.

The Commission shall consist of ELEVEN (11) members, one member appointed by each Council member to present his/her respective Council District. The term of the member of the Commission shall be conterminous with the term of the appointing Council member. However, if a vacancy shall occur on Council, the member of the Commission appointed by the vacating Council member shall complete his/her term.

For additional information, please contact:

Quinton Epps

Epps.quinton@richlandcountysc.gov

Council Liaison: Overture Walker

EAST RICHLAND PUBLIC SERVICE COMMISSION

Purpose(s)/Service(s): The Commission was established by Act 1114 of 1960 and Sections 2-326/2-238 of the County Code. The purpose of the Commission is to exercise and perform the corporate powers of the District prudently in its functions of constructing, operating, maintaining, and financing a sanitary sewage collection and treatment system throughout the District.

The Commission consists of FIVE members appointed by the Governor upon recommendation of County Council. The terms are for FIVE years and members must live in the service territory and the Commission must have at least one Commissioner residing in the Towns of Forest Acres and Arcadia Lakes.

The Commission meetings are held on the 4th Friday of each month at 10:30 AM and last approximately 1 ½ hours.

Preferred Experience/Qualifications:

- A baccalaureate or higher degree
- Background/expertise in education, insurance, pension benefits, water and wastewater issues, accounting, engineering, law manufacturing, small business and real estate.

For additional information, please contact:

Larry Brazell

lbrazell@ercpsd.net

(803) 788-1570 x 4

MIDLANDS REGIONAL CONVENTION CENTER AUTHORITY (CURRENTLY SUSPENDED)

Purpose(s)/Service(s): The purpose of the Authority shall be to:

- Engage in all aspects and/or activities related directly or indirectly to design, development, management, operation, or any other functions pertaining to a regional/convention facility;
- Participate in similar activities with respect to parking and other facilities that directly or indirectly support the operation of the Center; provided no Tourism Development Fees or other funds of the Authority shall be expended with respect to any lodging facilities unless fully reimbursable to the Authority;
- Participate in the management, operation and marketing of the Township Auditorium to the extent deemed appropriate by the Authority and Richland County;
- The Authority is exclusively charitable. No part of the net earnings of the Authority shall inure to benefit of, or be distributed to its trustees, directors, officers, or other private persons;
- The Authority shall not attempt to influence legislation;
- The Authority shall not participate in, or intervene in, political campaigns on behalf of any candidate for political office.

The Authority consists of NINE directors. Each member shall appoint TWO directors, with the City entitled to appoint an additional THREE directors because of the City's additional financial exposure with respect to the bonds. The terms are for THREE years.

The Board meets the 4th Tuesday of every month at the Convention Center at 9:00 AM and last approximately 1 ½ hours.

Preferred Experience/Qualifications: At least ONE director by each Governmental entity shall be employed in the Lodging Industry. Specifically, one of the Richland County seats is required to be Hotelier. The other seat can be from other areas of work but should have understanding of tourism and hospitality.

MUSIC FESTIVAL COMMISSION

Purpose(s)/Service(s): The Commission was established by Act 366 of 1965 and is mandated “to educate, discover, develop, train, assist, present, produce and promote the performing arts through its own programs, as well as through its affiliate organizations, and to serve as an arts resource and arts council”.

The Commission consists of SIX members who serve FOUR year terms. Richland County Council, Columbia Music Festival Association and the City of Columbia each appoint TWO members.

Meetings are scheduled on the 2nd Monday of each month at 914 Pulaski Street or a local restaurant at 6:00 PM and last approximately 1 ½ hours.

Preferred Experience/Qualifications:

- Actively participate in all the activities of the Association and place special emphasis on building and maintaining relationships with the respective Council by whom they are appointed;
- Assist in advocacy to secure and maintain adequate governmental financial support to enable the Association to function as a leading arts and community resource.

For additional information, please contact:

Cmfasc5678@gmail.com

PLANNING COMMISSION

Purpose(s)/Service(s): The Commission was established pursuant to 14-355, 1971 Code of Laws and Section 2-326 of the County Code. The Planning Commission plans programs for the physical, social, and economic growth, development, and redevelopment of the unincorporated area of the County.

The Commission consists of not less than FIVE nor more than NINE members with FOUR year terms.

Meetings are held the 1st Monday of the month in Council Chambers located at 2020 Hampton Street at 3:00 PM and last approximately 2 – 2 ½ hours.

Preferred Experience/Qualifications:

- Ability to listen;
- Knowledge/understanding of issues facing the community;
- Open-minded;
- Ability to communicate;

- Analytical;
- Understanding of Planning, Land Use and Land Development;
- Ability to be consistent with policies/plans adopted by Council

For additional information, please contact:

Geo Price

Price.geo@richlandcountysc.gov

(803) 576-2174

RIVERBANKS PARK COMMISSION

Purpose(s)/Service(s): The Commission was established pursuant to Section 51-61 of the 1971 Cumulative Supplement to Code of Laws of South Carolina and Sections 2-326/2-328 of the County Code. The Commission is the governing authority of the Riverbanks Park Special Purpose District and is responsible to the citizens of the Midlands for the financial stability of the zoo.

The Commission consists of SEVEN members appointed for Six year terms. TWO members are appointed by Richland County Council, TWO by Lexington County Council, TWO by the City of Columbia, and ONE jointly by the three entities.

Meetings are held the 3rd Thursday every month at Noon. Meetings agendas and locations will be posted on the Riverbanks' website 24 hours in advance.

Preferred Experience/Qualifications: Ability to read/interpret financial statements, business acumen, political connections, fundraising or philanthropy experience.

For additional information, please contact:

Tommy Stringfellow

tstringfellow@riverbanks.org

(803) 779-8717

Kathy McCoy Eaton

(803) 602-0854

Council Liaisons: Allison Terracio, Jesica Mackey and Derrek Pugh

ACCOMMODATIONS TAX ADVISORY COMMITTEE

Purpose(s)/Service(s): The Committee was created by Richland County Council on January 22, 1985, according to State law, to make recommendations and provide advisory assistance to County Council on the expenditure of revenue generated from the Accommodations Tax as required by Article 6, Title 12, Chapter 35 of the South Carolina Code of Laws.

The Committee consists of SEVEN members appointed for TWO year terms. The majority of the members are from the Hospitality Industry. At least TWO members must be from the Lodging Industry and ONE member must represent cultural organizations. The terms

The Committee meets twice during normal working hours in March/April at 2020 Hampton Street. The date(s) to be determined, based on membership availability. The first meeting may last up to 6 hours. The second may up to 2 hours. The members are expected to review applications over a four week period, which can take approximately 15 hours. The total time commitment may be up to 23 hours.

For additional information, please contact:

Steven Gaither

Gaither.steven@richlandcountysc.gov

(803) 576-1514

RICHLAND COUNTY/CITY OF COLUMBIA ANIMAL CARE ADVISORY COMMITTEE (NO TERM LIMITS HAVE BEEN ESTABLISHED)

Purpose(s)/Service(s): The Animal Care Advisory Committee was established in 2007 by the City of Columbia and Richland County to serve as an oversight committee to make recommendations regarding improving animal care services provided to the citizens of the community.

The Committee is comprised of the County Administrator or designee, City Manager or designee, and TWO members of City Council and TWO members of County Council or TWO citizen appointees by City Council and TWO citizen appointees by County Council to represent the respective Councils.

The Committee will meet once a year in March. The date, time and location are scheduled 30 days in advance.

For additional information, please contact:

Sandra Haynes

Haynes.sandra@richlandcountysc.gov

(803) 576-2462

EMPLOYEE GRIEVANCE COMMITTEE

Purpose(s)/Service(s): The Committee was established pursuant to Sections 2-475/2-483 of the County Code. The committee is tasked with holding hearings and/or conducting inquiries and rendering a written report within 10 working days. The report shall include a procedural review, findings, conclusions and recommendations.

The Committee consists of SEVEN members appointed for THREE year terms. The members must be Richland County employees, with at least FOUR of the members working for Department Heads who report directly to the County Administrator.

Meetings are held, as needed, on Wednesdays in the County's IT Training Room and last approximately 3 hours. There are an average of 4 – 8 hearings per year.

For additional information, please contact:

Joe Hallbick, Chair

Hallbick.joe@richlandcountysc.gov

(803) 576-1503

HOSPITALITY TAX COMMITTEE

Purpose(s)/Service(s): The Committee shall review applications of those entities who are seeking funding from the County Promotions portion of the Hospitality Tax funds. The Committee will then make recommendations to County Council for the allocation and distribution of such funds.

The Committee shall consist of FIVE members appointed for TWO year terms, or until a successor is appointed. All members must be citizens residing in the County. At least TWO members must represent the Restaurant Industry.

The Committee meets twice during normal working hours in March/April at 2020 Hampton Street. The date(s) to be determined, based on membership availability. The first meeting may last up to 6 hours. The second may up to 2 hours. The members are expected to review applications over a four week period, which can take approximately 25 hours. The total time commitment may be up to 33 hours.

For additional information, please contact:

Tyler Kirk

Kirk.tyler@richlandcountysc.gov

(803) 576-5459

INTERNAL AUDIT COMMITTEE

Purpose(s)/Service(s): The Internal Audit Committee provides independent oversight and support of other departments to ensure public resources are being handled responsibly.

Appointment 1:

- Must be a citizen of Richland County
- Must have, at a minimum, Bachelor of Science (BS) degree in an accounting, a financial and/or a managerial discipline.
- Preference will be given to individuals with Certified Public Accountant (CPA) credentials (currently licensed in South Carolina).
- Preference will be given to individuals with at least ten or more years of experience in the accounting, finance and/or management professions, which must be in an upper management role.
- Appointment to be made by a majority vote of the County Council (per ordinance).
- Appointee will be required to sign a conflict of interest statement.
- Appointee will be required to sign a confidentiality agreement.

Appointment 2:

- Must be a citizen of Richland County
- While no other qualifications are required for Appointment #2, preference may be given to individuals with some or all of the qualifications required for Appointment #1.
- Appointment to be made by a majority vote of the County Council (per ordinance).
- Appointee will be required to sign a conflict of interest statement.
- Appointee will be required to sign a confidentiality agreement.

In addition to the citizen appointees, the Council Chair, the Administration & Finance Committee Chair, the Development & Services Committee Chair, the Economic Development Committee Chair and the Rules and Appointments Committee Chair serve on the Internal Audit Committee.

NULLA BONA COMMITTEE

Purpose(s)/Service(s): The Committee is to listen to reports and decide which taxes are uncollectible and therefore may be deleted from the tax rolls.

The Committee consists of FIVE members, ONE of which is the Chair of County Council or his/her designee. The other FOUR members are appointed for a ONE year term and represent the County Attorney's Office, Treasurer's Office, Auditor's Office and Assessor's Office.

PROCUREMENT REVIEW PANEL

Purpose(s)/Service(s): The Panel is responsible for providing an administrative review of formal protests arising from the solicitation and award of contracts, the debarment or suspension of a person from the consideration for award of a contract, a decision concerning the resolution of a contract or breach of contract controversy, or any other decision, policy or procedure arising from or concerning the expenditure of County funds for the procurement of any supplies, services, or construction procured in accordance with the provisions of the code and regulations.

The panel shall be composed of FIVE members with no term limits.

Preferred Experience/Qualifications:

- ONE member who serves in a Public Procurement arena;
- ONE member who represents the Service Industry;
- ONE member who is from the Construction Industry;
- ONE member who is from the Professional Services Industry; and
- ONE member who is from the Consumer Industry

The Panel meets on an as needed basis.

For additional information, please contact:

James Stewart

Stewart.james@richlandcountysc.gov

(803) 576-2072

TRANSPORTATION PENNY ADVISORY COMMITTEE (TPAC)

Purpose(s)/Service(s): The function of the Transportation Penny Advisory Committee (TPAC) is to review, comment on, and provide recommendations to County Council regarding Council's use of the penny sales tax voters approved in the November 2012 referendum.

The committee is composed of FIFTEEN Richland County citizens representing Arcadia Lakes, Blythewood, Columbia, Eastover, Forest Acres, Irmo and unincorporated areas of Richland County. Richland County appoints **SEVEN** members from unincorporated Richland County with staggered term dates – THREE 3-year terms, THREE 4-year terms and ONE 5-year term.

The committee meets on the 4th Mon day of each month at 5:30 PM at the Richland County Administrative Office, 2020 Hampton Street, 4th Floor Conference Room. The meetings last approximately an hour.

Richland County Council has prescribed the following powers and duties to the TPAC:

- Provide a recommendation on any modification to the penny funded transportation project list not consistent with the generic description of the project(s), (such as the addition of new projects not currently on the projects list, etc.). Any modification to the project list consistent with the generic description of the project(s) shall not require a

recommendation of the TPAC; for example, minor revisions to a project on the projects list not impacting the overall scope of the project.

- Recommend any reordering of the project list priorities, if applicable.
- Provide quarterly reports to their respective jurisdiction
- Make recommendations for a financial review of the Transportation, as needed. (There will be an annual financial audit.)
- Make recommendations to the Board of Directors of Central Midlands Transit (“The COMET”), and any other governing body with regards to the Transportation Penny.
- Perform all other additional duties as assigned by Richland County Council. The TPAC regards its role as representing the interests of Richland County citizens who use and/or finance various modes of transportation the County provides. These citizens reasonably expect that transportation improvements financed by the one cent sales tax and related bonds will be effective, efficient, and equitable. The TPAC, therefore, acts as an agent of and voice for these public expectations and brings diverse perspectives to the TPAC’s interactions with County Council, the Transportation Director, and “The COMET”. Within its limitations as a volunteer advisory committee, the TPAC carries out its role by selectively reviewing information regarding transportation improvements, reviewing and commenting on plans, seeking clarifications, raising questions, and making suggestions. It serves as a link between the public interest and County officials responsible for conceiving, organizing, managing, implementing, auditing, and evaluating penny-financed transportation improvements.

For additional information, please contact:
Michael Maloney
Maloney.michael@richlandcountysc.gov
(803) 576-2401

Ex-Officio Council Representatives: Paul Livingston and Overture Walker

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY (RTA) BOARD

Purpose(s)/Service(s): As a result of an agreement, the Central Midlands Regional Transit Authority (CMRTA) was created of the geographical areas of Lexington and Richland County and their municipalities.

Richland County has THREE representative to the Board: TWO elected officials and ONE citizen. Each representative will serve a THREE year term.

Board meetings are held the 4th Wednesday of each month at 3613 Lucius Road at 2:00 PM and last approximately 2 hours.

Preferred Experience/Qualifications:

- Experience in transportation, finance management, public finance and land use planning
- Be able to devote, on average, 5 – 10 hours per month to attend Board meetings, standing committee meetings, and review agenda materials;
- Represent the interest of their appointing body while endeavoring to achieve regional consensus;
- Fiduciary responsibility to vote for the best interests of the region and not those of their appointing body;
- Able to work cooperatively in a multi-jurisdictional setting;
- Able to attend Board and standing committee meetings consistently;
- Responsible for informing their respective jurisdictions of key issues, facilitating communication between those entities and the COMET, and helping build consensus;
- Participate in the COMET Leadership Academy; and
- Provide value and expertise on improving transportation and mobility within the region.

For additional information, please contact:

LeRoy DesChamps

LDeschamps@thecometsc.gov

Council Representatives: Allison Terracio and Overture Walker