

Richland County Council

Rules and Appointments Committee



Val Hutchinson
District Nine

Bill Malinowski
District One

Kelvin E. Washington, Sr.
District Ten

Staffed by:

Monique Walters
Assistant to the Clerk of
Council

**Rules and Appointments
Committee Meeting
February 17, 2009
4:00 PM**

Call to Order

I. Approval of Minutes

February 3, 2009

II. Adoption of Agenda

III. Notification of Appointments

A. Housing Advisory Committee (HAC)-2

There are two vacancies on this committee. The following persons were recommended for appointment.

Selena M Pickens, Community Mortgage Specialist for
BB&T

Adam C. Scott, Over 25 years experience in the construction
Industry

IV. Action Items

A. Council Individual Discretionary Accounts

B. Revised Application Form

C. Electronic Participation (Rule Clarification)

D. 4.4 Agendas (Council Rule)

Minutes of



**RICHLAND COUNTY COUNCIL
RULES AND APPOINTMENTS COMMITTEE
February 3, 2009
4:00 PM**

MEMBERS PRESENT:

Member Valerie Hutchinson
Member Bill Malinowski
Member Kelvin Washington

ALSO PRESENT- Milton Pope, Larry Smith, Monique Walters

CALL TO ORDER

The meeting was called to order at approximately 4:02 p.m.

ELECTION OF CHAIR

Valerie Hutchinson opened the nominations with a vote for Bill Malinowski; Kelvin Washington seconded the motion to elect Mr. Malinowski as Chair. Mr. Malinowski was elected unanimously to serve as chair of the Rules and Appointments Committee.

APPROVAL OF MINUTES

Rules and Appointments Committee December 16, 2008 Valerie Hutchinson moved, second by Kelvin Washington to adopt the minutes as submitted. Minutes were approved unanimously.

ADOPTION OF AGENDA

Agenda adopted with the following amendments: Rule 4.4 Agendas of the Council Rules was added as Item D. under Discussion; and the vacancy on Richland Memorial Hospital Board was added as Item III.A as Notification of Vacancy.

INTERVIEWS

Airport Commission-2- for two positions began at approximately 4:25 pm; John Mark Dean was interviewed.

Planning Commission-2- for on two positions began at approximately 4:31 pm; interviewees were Gary J. Atkinson, Heather Cairns, Frank Walker Cason, Stephen L. Gilchrist, Jim Lawracy, and Torrey Rush. The Committee requested a list of the Planning Commissioners currently serving and the district they reside.

Township Auditorium Board-1- for one position was scheduled for 4:35; however, the applicant Shawnee Sapp was unable to attend due to a prior appointment.

ITEMS FOR DISCUSSION

Council Individual Discretionary Accounts (Policy)-the Committee recommended this item for approval and to be forwarded to the next Council agenda.

Revised Application for Committee/Board Appointments- the Committee recommended this item be deferred to the next Committee meeting so the language can be amended; and to bring this item back as an item for action.

Electronic Participation (Clarification of Rule)-this item was kept in Committee to amend the language and to be brought back at the next Committee meeting as an action item.

4.4 Agendas (Council Rule)-this item was kept in Committee to be brought back as an action item, and the next Committee meeting was scheduled for February 17, 2009.

ADJOURNMENT

The meeting adjourned at approximately 5:40 pm.

Minutes transcribed by Monique Walters

DRAFT

Richland County Council's Individual Expense Accounts Policy Guidelines

Policy: The Individual Expense Accounts are to be used as a general government reimbursement expense fund and not for the exercise of legislative functions.

Description of Allowed Expenses:
(this list is not all-inclusive and should be used merely as a guideline)

- Cost of general business supplies not provided by the County
- Cost of general periodicals, professional journals, and reference books related to the operation of County government
- Cost of per diem and mileage involved in the conduct of County business
- Costs associated with community functions, conferences and training seminars, such as food, gas, mileage automobile rental, accommodations, tuition and materials

Categories of Non-Allowed Expenses:

- Any **legislative** function, including those already being acted on by the full Council and those not before the Council but involving traditionally legislative functions such as infrastructure, public recreation, etc.
- Using public funds for a private purpose or in furtherance of any particular religion
- Any disbursement of funds which would ordinarily be disbursed through another County process, such as the budget process, hospitality tax fund disbursements, etc.

DRAFT



**APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION**

Applicant must reside in Richland County.

Name: _____

Home Address: _____

Telephone: (home) _____ (work) _____

Office Address: _____

Email Address: _____

Educational Background: _____

Professional Background: _____

Male Female Age: 18-25 26-50 Over 50

Name of Committee in which interested: _____

Reason for interest: _____

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

Presently serve on any County Board/Commission/Committee? _____

Any other information you wish to give? _____

Recommended by Council Member(s): _____

Hours willing to commit each month: _____

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 board 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 boards shall be required to abstain from voting or influencing through discussion or debate or any other way, decisions of the board affecting those personal and financial interests.

PROPOSED AMENDMENT TO COUNCIL RULES

Rule 1.6 (Quorum); 5.21 (Voting) Electronic Participation

During any Special Called meeting, not held in conjunction with a regularly scheduled Zoning Public Hearing and Planning Meeting or regularly scheduled Council meeting; any Council member may participate in the meeting via electronic participation ~~and shall~~ be counted as present for the purposes of a quorum. Any Council member participating 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.

One Council member can participate via electronically and five Council members must be physically present to hold ~~schedule~~ a Special Called Meeting.

For the purposes of this section, “electronic” participation shall mean videoconferencing or teleconferencing which allows all persons participation 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.

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~~ submitted into the electronic agenda software system no later than 5:00 p.m. on the date ~~two~~ three weeks prior to the committee's scheduled meeting date.

New items that are referred to a committee by council motion after the agenda deadline has passed will appear in the following month's committee agenda, unless such motion receives the unanimous consent of council, in which case the matter will be added to the current month's committee agenda.

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.