

RICHLAND COUNTY
RULES & APPOINTMENTS
COMMITTEE AGENDA



Tuesday, APRIL 20, 2021

3:30 PM

ZOOM MEETING

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

April 20, 2021 - 3:30 PM
Zoom Meeting
2020 Hampton Street, Columbia, SC 29201

1. **CALL TO ORDER** The Honorable Bill Malinowski
2. **APPROVAL OF MINUTES** The Honorable Bill Malinowski
 - a. April 6, 2021 [PAGES 7-12]
3. **ADOPTION OF AGENDA** The Honorable Bill Malinowski
4. **INTERVIEWS**
 - a. Community Relations Council - 8
 1. Keshia McNeal [PAGES 13-14]
 2. Reenea R. Harrison [PAGES 15-19]
 3. Dr. Jeffrey Hunter [PAGES 20-23]
 4. Shannon Morris Rush [PAGES 24-25]
5. **ITEMS FOR ACTION**
 - a. Boards, Committees and Commissions Recruitment [PAGES 26-34]
 - b. 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] [PAGES 35-67]
 - c. Boards, Committees and Commissions Descriptions and Duties [PAGES 68-80]
6. **ITEMS FOR DISCUSSION**

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

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
Rules and Appointments Committee
April 6, 2021 – 3:30 PM
Zoom Meeting
2020 Hampton Street, Columbia, SC 29201

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

OTHERS PRESENT: Paul Livingston, Cheryl English, Allison Terracio, Michelle Onley, Angela Weathersby, Kyle Holsclaw, Tamar Black, Elizabeth McLean, Leonardo Brown and Lori Thomas

1. **CALL TO ORDER** – Mr. Malinowski called the meeting to order at approximately 3:30 PM.
2. **APPROVAL OF MINUTES**
 - a. **March 16, 2021**– Ms. Mackey moved, seconded by Ms. Barron, 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 Ms. Mackey to approve the agenda as published

In Favor: Malinowski, Barron, and Mackey

The vote in favor was unanimous.
4. **INTERVIEWS**
 - a. **Community Relations Council – 8** – Ms. Maranda J. Williams, Ms. Rhonda S. Williams and Ms. Linda Grice were interviewed for the Community Relations Council Committee.

There are additional interviews for this committee; therefore, no appointments were made at this time.
5. **ITEMS FOR ACTION**
 - a. **Boards, Committees and Commissions Recruitment** – Mr. Malinowski noted this item was combined with Item 6(f) “Boards, Committees and Commissions Descriptions and Duties”. He stated we need to decide how we get rid of the backlog and move forward to stay on top of this in the future. He cited, in the previous minutes, we suggested contacting the neighborhood associations by (1) getting the vacancies out to as many organizations, groups, etc. as possible, with the assistance of

**Rules and Appointments Committee
April 6, 2021**

-1-

Councilmembers, Human Resources, the County Administrator's staff and PIO; (2) Spread the paid advertisements out as much as possible; (3) Avail ourselves of as much free advertising as possible; and (4) Review applications on a quarterly basis. He inquired if Ms. Onley was creating a work plan, so all Council members know exactly how we are trying to fill these vacancies, and future applications, once we are caught up.

Ms. Onley responded she is waiting until the new Clerk arrives, so we could work on the plan together. She noted she has reached out to HR, and they have agreed to assist with filling the vacancies on the Employee Grievance Committee.

Mr. Malinowski noted, so it is not overlooked, we need to use the County's website.

Ms. Onley responded she has placed the vacancies on the website, but she will reach out to PIO to list the vacancies on the County's Twitter and Facebook page.

Mr. Malinowski requested Ms. Onley to work on that in the next two weeks to begin getting coverage on what we are looking for.

- b. Boards, Committees and Commissions Descriptions and Duties – Mr. Malinowski noted there was a lot more information than what we previously had. He believes where it says “qualifications”, with some exceptions, he does not believe that qualifications is the term we should be putting in there. He thinks we should use “recommended skills” or “preferred experience”. He does not want to deter someone from applying because they do not have one of the “qualifications” He understands that some committees have specific qualifications to serve (i.e. Building Codes), but on the others it is not really a qualification.

Ms. Mackey agrees with Mr. Malinowski, and the terminology should be “preferred” or “desired”. She inquired if Ms. Onley was developing a schedule for interviews after the Community Relations Council, or is that something she plans to discuss with the incoming Clerk.

Ms. Onley responded she has looked at the ones that have had vacancies the longest and we received applications for. She will ensure the new Clerk knows which ones we need to address next. She noted the Internal Audit Committee has not had anyone appointed since 2014 and the TPAC has not had a quorum due to several of the appointees not attending the meeting. Although the H-Tax Committee has likely met this year, we need to prepare for the next budget cycle.

Ms. Mackey stated, for clarification, these are the committees Ms. Onley will recommend to be filled next.

Ms. Onley responded in the affirmative.

Ms. Mackey noted they talked about doing a rolling/ongoing acceptance of applications, but then to establish a quarterly date. She wants to ensure we establish what that looks, and when the quarters end, before we start the recruitment process. She also inquired if there is a way to have an online application, or a fillable form, so that individuals can submit their applications online.

Ms. Onley responded she can work with IT to make the online application fillable.

Ms. Barron noted, with the new Clerk coming in, it would be good to have a suggested plan in place as she is going to have lots of committees. When she sees Rules and Appointments, she will

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understand the template we are working toward over the next few months. She stated with a rolling application process, the recruitment must also be ongoing. She noted with PIO's rolling message about recycling and other things, our recruitment for our boards and commissions should be right alongside those that come out daily. She noted, when they look at the overview of each committee, some of them give a suggested amount of time required per month. She believes consistency, with that particular document is going to be extremely helpful for the reader and the applicants.

Mr. Malinowski noted, on p. 71, under Building Codes Board of Appeals qualifications, the positions require "registered" personnel. He believes it needs to say who they are required to be registered with. He also noted under the Township Auditorium requirements, it states, "The Board of Directors shall not be less than seven members, and not more than fifteen, as determined by the Board of Directors. Members are appointed by Richland County Council or by invitation from the Board of Directors." He noted, if that was the case, the Board of Directors could fill all of the positions and the County would have no say or control to what is taking place there. He inquired if that is something the Township gave the County, of if it is in an ordinance. He would like to have that reviewed. If we are the appointing agency or entity, he does not see why the Board of Directors would have any authority in appointing individuals. In addition, the Historic Columbia Foundation's Board of Trustee's Responsibilities states, "Make an annual financial contribution". He believes this is like paying to get a seat on the board, and he did not think any type of annual contributions were required for any of our boards, committees, or commissions. Furthermore, it states, [the Board Member] "Agree to attend 3 – 5 events each year." They may only have 3 events during the year, and if you are out of town or have a family matter to attend to, then you have not fulfilled your agreement. He noted it was a potential loophole to get rid of someone if they do not want them there. Also, the appointee must agree to attend at least one City Council and one County Council meeting each year. He inquired what the benefit the appointee achieves or derives from attending these meetings. Lastly, he inquired about the appointee agreeing to participate in at least one volunteer activity per year. It seems they are putting a lot of qualifications on individuals that are volunteering, and he is not sure if they can do this.

Ms. Onley noted all of the language was taken directly from Historic Columbia's membership agreement that each committee member has to sign when they are appointed to the board.

Mr. Malinowski inquired if these requirements are potential legal issues.

Mr. Livingston stated some of the confusion with Historic Columbia Foundation is they are not only referring to the County's appointees, but their other board members. They have other representatives the County does not appoint.

Mr. Malinowski responded we need to clarify that the appointees do not need all of these requirements.

Mr. Livingston responded in the affirmative.

Mr. Malinowski noted under the Midlands Regional Convention Center it states, "engage in all other lawful activities." It should go without saying that we do not want you to engage in unlawful activities. . He also noted it states, "payments and distributions for the purposes set forth above. No substantial part of the activities of the authority shall be carrying on of propaganda." He interprets that to mean a small part can be propaganda, so we need to find out what they are referring to here. He stated he had a few more questions and concerns, but he would speak with Ms. Onley later.

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Ms. Barron stated, based on Mr. Malinowski's questions and concerns, it goes back to the importance of uniformity. She does not believe there is a difference between a County appointee and City appointee with regards to qualifications or obligations. It is going to take some work on their behalf, but they need to streamline this process and make sure there is consistency and continuity. She personally knows that some of these organizations and the information given was definitely not what is being implemented. They need to find out the basic requirements of a board member.

Mr. Malinowski responded he only pointed out the main ones that were glaring to him. He suggested having a work session on this.

Mr. Livingston stated they needed to keep in mind that it is not going to be possible to completely streamline these because these are not just the County's boards. Some are boards and commissions of organizations who set their own particular guidelines. Because they invited us to have membership it does not mean we get to govern how their boards are structured. We can give them feedback. We can notate this is the criteria for the particular agency, and not the County's criteria.

Mr. Malinowski stated he understood Mr. Livingston's statement. He noted he was looking at it that if someone reads the criteria they believe this criteria is something that has been approved by Richland County.

- c. 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] – Ms. Mackey inquired if there was a particular reason this review was taking place.

Mr. Malinowski responded this started a while ago. The rules did need to be updated because some of it was out-of-date. Historically, some of the rules were being used, but had not been written down and formally adopted. We were trying to get some uniformity and continuity in the rules. We wanted to have as much clarity in what we do, and follow, when we have meetings and in setting up our meetings.

Ms. Mackey inquired why on p. 37 we would take out Robert's Rules of Order.

Mr. Malinowski responded he made the recommendation to put a date in there to ensure they were using the most current version of Robert's Rules of Order.

Ms. Mackey inquired if the rules would be update with each new edition of Robert's Rules with the actual date.

Mr. Malinowski responded this was his intent.

Ms. McLean noted new editions do not come out very often. She believes they are currently on the 10th or 11th edition, and the rules have been out since the 1900s.

Ms. Barron noted Rule 1.3 talks about "excessive costs". She inquired who is defining what excessive is, as that is vague.

Mr. Malinowski stated they need some definition or terminology that would stipulate what constitutes excessive. He inquired if Ms. McLean could work on the terminology that would define excessive.

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Ms. McLean responded she could do that, or give the duty to the Chair to decide what is excessive for that time.

Ms. Barron noted the definition is needed because they want to be good stewards of the budget.

Mr. Malinowski noted, in Rule 1.4, it states, "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. Sec. 30-4-70. Pursuant to 30-4-70 (b), 'before going into executive session Council shall vote in public on the question and when the vote is favorable, the Chair or presiding officer shall announce the specific purpose of the executive session'" On p. 8, under #6, it states, "The Agenda shall state the reason for Executive Session." He noted it is stated in two sections. He inquired if it was saying the same thing, or does the Chair need to repeat it if it is on the agenda.

Ms. McLean responded the Chair needs to repeat it.

Ms. Barron inquired if they should keep the language consistent in the two different sections.

Mr. Malinowski noted the language in Rule 1.4 needs to be included in both sections.

Mr. Malinowski inquired, on p. 5 of the draft rules, why we have struck out "Any Council member participation electronically shall not be allowed to participate in Executive Session matters "

Ms. McLean responded this language was before we were doing everything via Zoom. When we started this electronic participation language, it had to do with an instance where people were calling by phone. We could not, at that time, guarantee where the person was, what they were doing, or put them in a room by themselves to make sure the Executive Session was actually private. We may have taken this out because we have a little more control over that with Zoom, but she would like to confirm that is correct.

Mr. Livingston responded Zoom was the reason.

Mr. Malinowski stated he still does not believe we have total control because we do not know if someone is on a computer or a phone. With the exception of Zoom, he believes we should keep the rule. If a Council member is calling in, then they should not be allowed to participate in Executive Session. He noted we already had a problem with one Council member using their phone during Executive Session.

Ms. Barron noted, even with Zoom, who is to say there are no other people in the room with them. There is a level of integrity they have to maintain.

Mr. Malinowski inquired, when we go into the Chamber's anteroom for Executive Session, should electronic devices be allowed into the room. He believes for security purposes, they should not be allowed.

Ms. Mackey inquired if the attorney would bring the information needed for review.

Mr. Malinowski responded in the affirmative.

Ms. Mackey stated she would agree to not having devices, as long as there are enough copies of the information needed.

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Mr. Malinowski inquired if Ms. Onley could add the rule, "No electronic devices allowed in the anteroom during Executive Session." We also need to ensure the presenters have enough copies of information to provide to all Council members.

Ms. Terracio inquired if there would be a safe place to leave their devices "unattended" during Executive Session.

Mr. Livingston stated, in the event of an emergency, they need to make sure someone can be contacted.

Mr. Malinowski stated they need to add that in the rules and make sure people know what number to call in the event of an emergency.

6. **ITEMS FOR DISUSSION**

- a. 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] – 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 – No action was taken.
- c. I move that all County Employees presenting to County Council during an official Council meeting (Regular, Special Called, Public Zoning Hearing or Standing Committees) held in Zoom have a live camera running during their actual verbal input. – No action was taken.
- d. 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 – No action was taken.
- e. 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 – No action was taken.
- f. Boards, Committees and Commissions Descriptions and Duties – This item was combined with 5(a)

8. **ADJOURNMENT** – The meeting adjourned at approximately 4:56 PM.



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

Applicant MUST reside in Richland County.

Name: Keshia McNeal

Home Address: 417 Sedgewood Drive, Columbia, SC 29203

Telephone: (home) (803) 730-8568 (work) _____

Office Address: P.O. Box 3685, Columbia, SC 29203

Email Address: keshia_mcneal@yahoo.com

Educational Background: BA, Spelman College

Professional Background: Licensed REALTOR

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

Name of Committee in which interested: Community Relations Council

Reason for interest: As a Columbia native, I want to inspire changes in the community by becoming a voice for the youth. I will offer a fresh perspective to today's issues.

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

I have sales and real estate experience, knowledge of current events and political/ social issues, effective leadership skills, and great public speaking ability.

Presently serve on any County Committee, Board or Commission? No

Any other information you wish to give? _____

Recommended by Council Member(s): _____

Hours willing to commit each month: Available as needed

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 INTERESTS

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: _____

Applicant's Signature

09/30/2020

Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: <u>10/2/20</u>	Received by: <u>J. M. ...</u>
Date Sent to Council: _____	
Status of Application:	<input type="checkbox"/> Approved 14 of 80 <input checked="" type="checkbox"/> Denied <input type="checkbox"/> On file



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

Applicant MUST reside in Richland County.

Name: Reenea R. Harrison, Ph.D.

Home Address: 120 Caughman Ridge Rd., Columbia, SC 29209

Telephone: (home) 803-888-7744 (cell) 803-767-7022

Office Address: Dept. of Retailing, Coll. of HRSM, Univ. of SC, Columbia

Email Address: rharrison724@gmail.com

Educational Background: Ph.D. (1999) & M.Ed. (1989): UofSC; B.A. (1980): Morris College

Professional Background: Education, Radio, Social Svcs (see resume)

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

Name of Committee in which interested: Community Relations Council

Reason for interest: I believe in the mission of the CRC to improve relations and communication among residents, constituents and employers. In addition, I enjoyed serving on the CRC previously.

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

I have many years of experience teaching, counseling and advising many diverse persons and helping them to communicate with and understand each other better.

Presently serve on any County Committee, Board or Commission? No, not presently

Any other information you wish to give? Please see my resume.

Recommended by Council Member(s): ... N/A

Hours willing to commit each month: Whatever is required

CONFLICT OF INTEREST POLICY

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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 XX _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

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 XX _____

If so, describe: N/A

Peenea P. Harrison
Applicant's Signature

March 4, 2021
Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: <u>3/5/21</u>	Received by: <u>Juno</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	

REENEA R. HARRISON, PH. D.
Department of Retailing
College of Hospitality, Retail and Sport Management
University of South Carolina
Columbia, SC 29208

Home Telephone #: 803.888.7744

Mobile Telephone #: 803.767.7022

Email Address: rharrison@hrsm.sc.edu

ACHIEVEMENTS. . .

- Lead workshops/presentations in communication and diversity for the Center for Teaching Excellence (CTE) at the UofSC
- Composed Retailing Internship Instructor's Guide as Retailing Internship Director
- Invited to do poster presentation at first USC System Advisors Conference
- Led College of Hospitality, Retail and Sport Management (HRSM) student retention and academic planning efforts as academic planning director
- Established HRSM Peer Mentoring Network and HRSM Faculty Mentor Pool as academic planning director
- Created and posted monthly HRSM Parents Newsletter as academic planning director
- Named Cardinal Newman School Faculty of the Month as guidance director
- Began successful annual College and Military Careers Fair which I planned, coordinated and supervised as guidance director
- Moderated and coordinated successful annual Honors Convocation as guidance director
- Taught *College Skills 103* for Midlands Technical College; taught honors section of *University 101* at USC; taught South Carolina Honors College courses I developed for eight terms; served as director and second reader for honors senior theses
- Created and maintained multiple student handbooks as director of academic affairs and as guidance director
- Chaired and participated on various boards, commissions, task forces and committees in academia and in the local community

PROFESSIONAL EXPERIENCE. . .

Clinical Instructor and Internship Director
College of Hospitality, Retail and Sport Management
Office of Student Services
University of South Carolina, Columbia, SC

Spring 2019 – Present

- Assist Retailing students in securing job opportunities
- Supervise and monitor Retailing student practicums and internships for Department of Retailing
- Teach Retailing courses each semester for Department of Retailing
- Supervise Retailing practicum-internship process for Department of Retailing
- Lead information sessions for Retailing students considering doing their practicum or internship

Student Services Manager/ Academic Planning Director

Spring 2013 – Fall 2018

College of Hospitality, Retail and Sport Management
Office of Student Services
University of South Carolina, Columbia, SC

- Manage and lead College of HRSM student retention and progression initiatives
- Counsel HRSM students about academic planning
- Advise approximately 600 undergraduate Retailing majors with emphases in Retail Management and Fashion Merchandising and with various minors
- Supervise HRSM Peer Mentoring Network which I established
- Maintain HRSM Faculty Mentor Pool which I established
- Create monthly HRSM Parents Newsletter
- Write relevant information for all HRSM students, such as Points to Ponder, deadlines, instructions, etc., to be posted to Blackboard
- Counsel Retailing majors about opportunities in traditional Retailing careers and in other, non-traditional career fields
- Conduct Freshman and Transfer Orientation presentations
- Interpret and enforce college and departmental policies and procedures
- Moderate Retailing student listserv and write and edit information to post to listserv
- Chaired College of HRSM Admission and Retention Committee for two years
- Wrote information about Retail Management and Fashion Merchandising for Retailing Department's website

-
- Conducted Resume Writing Skills presentations and mock interviews for *RETL 301: Pre-Internship Seminar*
- Director of Guidance July 2001 – June 2006
 Cardinal Newman School
 Columbia, SC
- Supervised Guidance Department, including guidance counselors and Guidance Center
 - Counseled seniors, juniors and their parents about college planning and college admissions matters; assisted students and parents in applying for colleges and scholarships
 - Counseled students and parents about various college planning and admissions matters, such as college choice, high school-to-college transition, and adjustment issues
 - Counseled students, parents and teachers about academic and personal matters
 - Coordinated and moderated conferences among parents, students and teachers
 - Mediated student-to-student, student-to-teacher and student-to-parent conflicts
 - Provided career, intervention and crisis counseling
 - Planned, coordinated and supervised school's major annual events
 - College and Career Fair, which I started
 - Honors Convocation, which I also moderated
 - Course Selection process (advisement)
 - Planned, coordinated and led workshops
 - Career Planning
 - Holland's Theory of Personality and Work Environments
 - Strong Interest Inventory
 - Diversity
 - Financial Aid for College
 - SAT/ACT
 - Developed and wrote
 - *Senior Handbook* to help high school seniors have successful senior year and smoother navigation through college application process
 - *Junior Handbook* to help high school juniors have successful junior year and begin plans for college application process
 - Items for monthly newsletter
 - Public service announcements for local media
 - Job descriptions
 - Confidential reports
 - Edited *Course Selection Handbook* each year
 - Planned and coordinated college/university/military recruiter visits/information sessions
 - Planned, coordinated and supervised annual standardized testing for school
 - Coordinated nomination of students for college/university honors and special awards, scholarships and opportunities
 - Planned and coordinated college/university/military recruiter visits/information sessions
 - Chaired and moderated Mock Interview Committee, which I started
 - Chaired Cardinal Newman 101 Committee, which developed new *Cardinal Newman 101* course to help students become more successful academically by addressing study skills, time management skills and interpersonal skills
 - Assisted students and parents in applying for colleges and scholarships
 - Coordinated nomination of students for college/university honors and special awards, scholarships and opportunities
 - Participated in special guidance counselor conferences sponsored by various educational entities
 - Created forms to facilitate greater efficiency in Guidance Department

Director of Academic Affairs

1989 - 1999

South Carolina Honors College
 University of South Carolina, Columbia

- Supervised South Carolina Honors College orientation, advisement, and registration process
- Trained and supervised full time professional staff advisors and participated in interviewing and hiring new staff advisors
- Wrote job descriptions for new staff advisor positions

- Helped the Dean develop *SCCC 390Z: Thesis/Project Planning* course
- Advised honors students majoring in English, applied professional sciences, journalism, education & behavioral sciences
- Supervised and coordinated Senior Thesis/Project process for all graduating SCHC seniors each semester
- Developed and coordinated publicity and selection process for SCHC Undergraduate Research Fellowships and Senior Thesis/Project Research Grants
- Surveyed honors students about SCHC advisement process and analyzed and reported results of data
- Developed and wrote *Pre-Enrollment Handbook* and *Director's/Second Reader's Handbook* for Senior Thesis/Project
- Edited *Senior Thesis/Project Student Handbook* each semester
- Taught two sections of *SCCC 499: Senior Thesis/Project* course
- Taught honors section of *University 101*
- Coordinated recruitment and retention of minority students for SCHC, greatly increasing the percentage of minority students in the Honors College
- Counseled honors students about career decision-making
- Recruited students for and increased public awareness of SCHC by visiting high schools, making presentations and participating in various activities, committees and organizations
- Developed & coordinated internships & tutoring positions for honors students
- Coordinated liaison activities with the USC Career Center to enhance career planning, cooperative education and internship experiences for SCHC students
- Mentored some female and African American honors students
- Served on SCHC Petitions and Standards Committee and SCHC Policy Committee
- Developed and wrote letters of recommendation for SCHC students
- Created questionnaires, flyers, signs, applications, contracts and other office forms
- Supervised a graduate assistant and the Odyssey of the Mind state competition hosted by USC and SCHC annually
- Publicized and coordinated application and nomination procedures for major academic scholarships for the University, including the Rhodes, Mellon, Javits, Marshall, Truman, Fulbright, Rotary and Goldwater securing 1 Mellon, 3 Javits, 3 Rotary and 4 Goldwater recipients
- Coordinated mock interviews for students applying for selective fellowships and scholarships and served on mock interview committee
- Coordinated staff retreats
- Served on various college and university committees

FORMAL EDUCATION. . .

Doctor of Philosophy Degree May 1999

Master of Education Degree May 1989

University of South Carolina, Columbia

Major: Higher Education Administration

Minor: Counseling (18 graduate credits)

Cognate: Religious Studies (12 graduate credits)

Bachelor of Arts Degree - English May 1980

Morris College

Sumter, South Carolina

ACTIVITIES & PRESENTATIONS. . .

Presenter – Center for Teaching Excellence, 2020 – Present; Graduate and Certificate – CTE New Faculty Academy, 2019; Diversity Committee Co-Chair - Provost's Advisory Committee on Women's Issues (PACWI), Aug 2012 – 2019; Judge/Moderator – Discovery Day, USC-Columbia, 2009 – 2019; Chair – HRSM Admission and Retention Committee, 2009 – 2011; Presenter – *Student Activism, Southern Style* National Conference, USC-Columbia, Mar 2010; **Chair - Youth Leadership Council Advisory Board (affiliated with the Greater Columbia Community Relations Council), Aug 2002 – Jun 2007; Member - Greater Columbia Community Relations Council Board of Directors, Oct 2001 – Jun 2007; Chair – Cardinal Newman Mock Interview Committee, 2002 – 2006; Cardinal Newman School Faculty of the Month Award, May 2002; Chair – Cardinal Newman 101 Task Force, 2001; Presenter - National Higher Education Conference on Students of Color, Minneapolis, Minnesota, Oct 1999; Presenter/Planning Committee Member - 1st Annual USC Black Student Orientation, Jul 1996; Member - USC May Session Task Force, 1995; Member - Carolina Scholars Selection Committee and Fellowships and Summer Programs Advisory Committee; Trainer/Core Member - Students Educating & Empowering for Diversity (SEED), 1990 - 1993; Member - SC Legislative Internship Selection Committee, 1990 - 1992; Committee Chair – Project Graduation, Sumter, 1986 - 1988; Participant – Leadership Sumter, 1986; Chair - Sumter YWCA Safe House Public Affairs Comm., 1982**



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

Applicant MUST reside in Richland County.

Name: Dr. Jeffrey Hunter
Home Address: 118 Saskatoon Dr Hopkins, SC 29061
Telephone: (home) 803-622-0570 (work) 803-622-0570
Office Address: 118 Saskatoon Dr Hopkins, SC 29061
Email Address: JLH192596@Yahoo.com
Educational Background: Ph.D. Bethany Seminary Dothan, AL
Professional Background: College Professor, Pastor, 5016B
Male Female Age: 18-25 26-50 Over 50
Name of Committee in which interested: Community Relation Council
Reason for interest: Social and economic growth.
over 30 years in Counseling, Relation Community
Your characteristics/qualifications, which would be an asset to Committee, Board or
Commission:
Education: BA, MA, M.Div, Ph.D. over
30 yrs in Planning
Presently serve on any County Committee, Board or Commission? NO
Any other information you wish to give? Military Vet, law enforcement
Recommended by Council Member(s): Chakisse Newton
Hours willing to commit each month: 60

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 INTERESTS

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: _____

Jeffrey Hunter
Applicant's Signature

2-17-21
Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: <u>2/18/21</u>	Received by: <u>hmc</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	

JEFFREY L. HUNTER

P.O. BOX 211051

COLUMBIA, S.C. 29221

(803) 622-0570

JLH192596@yahoo.com

EDUCATION:

Benedict College, Columbia, SC – Bachelor of Arts, 1987

Lutheran Theological Seminary, Columbia, SC – Masters of Arts in Religion, 1991

Erskine Theological Seminary, Due West, SC – Masters of Divinity, 1994

Bethany Theological Seminary, Dothan, AL – Doctor of Philosophy in Religion, 1997

PROFESSIONAL EXPERIENCE:

African Methodist Episcopal Church: 110 Pisgah Church Rd Columbia, SC 29203

Ph: (803) 935-0500 – 1988 – Present

Pastor – Duties and Responsibilities:

- . Counseling members of the church
- . Supervising local church organization
- . Provide budget for the local church

Allen University: 1530 Harden Street Columbia, SC 29204

Ph: (803) 254-4165 – 1995 – Present

Professor:

Duties and Responsibilities:

- . Teach the following classes

.Old Testament

. New Testament

. The Writings of Paul

. Church Administration

Newberry College: 2100 College Street Newberry, SC 29108

Ph: 1-800-845-4955 – 2004-2008

Professor:

Duties and Responsibilities:

.Instructor for Religious Literature

. Counsel Students

Limestone College: 1115 College Drive, Gaffney, SC 29340

Ph: 1-800-795-7151 – 2006-2008

Professor:

Duties and Responsibilities:

. Instructor for religious Literature

. Counsel Students

South Carolina Department of Correction: 4444 Broad River Rd Columbia, SC 29210

Ph: (803) 896-2893 – 1994-1995

Chaplain:

Duties and Responsibilities:

. Provided Pastoral care

. Counsel the resident of that community



+

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

Applicant MUST reside in Richland County.

Name: Shannon Morris Rush

Home Address: 208 Cherry Stone Dr. Columbia, SC 29229

Telephone: (home) 803-409-9646 (work) 803-602-0754

Office Address: 3800 Fernandina Rd, Suite 200, Columbia, SC 29210

Email Address: mrs.shannonrush@yahoo.com

Educational Background: BA in Business Administration from Columbia College

Professional Background: Benefits Specialist at The Benefit Company

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

Name of Committee in which interested: Community Relations Council

Reason for interest: I love my community. Community Relations Council would allow me to become more engaged with social issues impacting our community.

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

I have a passion to serve our community. I have great communication skills, fundraising skills and I'm a team player. I stay abreast of current events and the needs of our community.

Presently serve on any County Committee, Board or Commission? No

Any other information you wish to give? I actively volunteer in the community and currently serve on Carolina Women For Change and Empowerment Board.

Recommended by Council Member(s): _____

Hours willing to commit each month: I'm willing to commit any amount of time necessary to fulfill the mission and goals of the council.

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 INTERESTS

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: _____

Shannon Rush
Applicant's Signature

03/04/2021
Date

**Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.**

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: <u>2/4/21</u>	Received by: <u>[Signature]</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	

Board/Committee/Commission	Name	Term Expiration	Eligible for Reappointment	Reapplied
Accommodations Tax (No apps received)				
Accommodations Tax	Andy Briggs (Lodging)	4/18/2019	Y	
Accommodations Tax	Bill McCracken (Hospitality)	7/10/2020	N	
Accommodations Tax	James T. Burns (At Large)	7/10/2020	Y	
Accommodations Tax	Taylor H. Mills (Hospitality)	10/16/2020	Y	
Accommodations Tax	Christian Norton (Hospitality)	12/4/2020	N	
Airport Commission (6 apps on file)				
Airport Commission	Lindsey Ott	4/4/2021	Y	
Airport Commission	Timothy Mousseau (Neighborhood)	4/4/2021	Y	
Board of Assessment and Appeals (3 apps on file)				
Board of Assessment and Appeals	John F. Kososki	5/3/2019	N	
Board of Zoning Appeals (7 apps on file)				
Board of Zoning Appeals	Cody Pressley	4/3/2021	Y	
Building Codes Board of Appeals (No apps received)				
Building Codes Board of Appeals	Ashley Scott (Architect)	11/5/2016	Y	
Building Codes Board of Appeals	Jeff Allen (Fire)	12/9/2017	Y	
Building Codes Board of Appeals	William Kauric (Fire)	5/21/2018	N	
Building Codes Board of Appeals	Greg Mackie	11/3/2018	N	
Building Codes Board of Appeals	Michael Lowman (Building)	11/3/2018	N	
Building Codes Board of Appeals	Wade Carlisle (Contractor)	11/4/2020	Y	
Business Service Center (4 apps on file)				
Business Service Center	Robert Leichtle (CPA)	9/20/2020	N	
Business Service Center	A. Dowl Knight (Business)	12/13/2020	Y	
Business Service Center	Kiwanda Cyrus (Business)	2/7/2021	Y	
Business Service Center	John Hamilton (CPA)	4/7/2021	N	

Central Midlands Council of Governments (8 apps on file)				
Central Midlands Council of Governments	Susan Brill		4/4/2020	Y
Central Midlands Council of Governments	Douglas Fabel		5/21/2020	Y
Central Midlands Council of Governments	Charles Appleby, III		4/3/2021	Y
Central Midlands Council of Governments	John Baxter		4/3/2021	Y
Central Midlands Council of Governments	Shealy Reibold		4/3/2021	Y
Community Relations Council (25 apps on file)				
Community Relations Council	Dr. Gwendolyn Conner		6/30/2020	Y
Community Relations Council	Jonnieka Farr		6/30/2020	Y
Community Relations Council	William Riley		6/30/2020	Y Y
Community Relations Council	Jeff Stallings		6/30/2020	Y
Community Relations Council	Gretchen Barron		6/30/2020	N
Community Relations Council	Lashondfa McFadden		6/30/2020	Y
Community Relations Council	???	???		
Community Relations Council	???	???		
East Richland Public Service Commission (3 apps on file)				
East Richland Public Service Commission	Yves Naar		7/29/2020	N
East Richland Public Service Commission	Catherine Cook		11/3/2020	Y Y
Employee Grievance Committee (No apps received)				
Employee Grievance Committee	Joe Hallbick (Chair)		5/5/2018	Y
Employee Grievance Committee	Betty Etheredge		9/15/2018	N
Employee Grievance Committee	Tynika Legette		7/12/2019	Y
Employee Grievance Committee	Barbara C. White		12/10/2019	N
Employee Grievance Committee	Deborah P. Moore		2/27/2020	N
Employee Grievance Committee	Florence Chretien		2/20/2021	N
Hospitality Tax (3 apps on file)				
Hospitality Tax	Micah Taylor Lybrand (United Way)		12/16/2018	N
Hospitality Tax	Keith Tolan		7/11/2019	Y
Hospitality Tax	George Whitehead		7/10/2020	Y
Hospitality Tax	Debora Lloyd		3/5/2021	Y
Hospitality Tax	???	???		

Internal Audit (1 app on file)			
Internal Audit	Dr. Sandra Manning	3/6/2014	Y
Internal Audit	Sarah Corbett (CPA)	2/20/2019	Y
LRADAC (3 apps on file)			
LRADAC	DuJuan Council (Resigned 3/20)	12/31/2020	N
LRADAC	Theresa Chandler (Resigned 12/20)	12/31/2021	N
Music Festival (5 apps on file)			
Music Festival	Delores Mosesel	2/16/2020	Y
Music Festival	Derek Riley	5/5/2020	Y
Planning Commission (9 apps on file)			
Planning Commission	Bryan Grady	3/7/2020	Y
Planning Commission	Heather Cairns	4/18/2021	N
Planning Commission	Stephen L. Gilchrist	4/18/2021	N
Procurement Review Panel (No apps received)			
Procurement Review Panel	Lindsey Dale Boozer (Construction)	No Term Limit	Appt. 9/6/94
Procurement Review Panel	VACANT (Consumer Industry)		
Richland Library (10 apps on file)			
Richland Library	Cheryl English		N
Richland Memorial Hospital Board (8 apps on file)			
Richland Memorial Hospital Board	Sandra Sims	12/31/2020	N
Richland Memorial Hospital Board	VACANT (Resignation 12/20)		N
River Alliance (4 apps on file)			
River Alliance	Jonathan Harvey	6/6/2020	Y
Riverbanks Park Commission (5 apps on file)			
Riverbanks Park Commission	Maynard F. Phiul Bartlett	2/10/2021	N

Transportation Penny Advisory Committee (5 apps on file)			
Transportation Penny Advisory Committee	Jennifer Paolucci (Attendance)	10/3/2020	N
Transportation Penny Advisory Committee	Richard Brown	10/3/2020	Y
Transportation Penny Advisory Committee	Brian Colclough (Attendance)	10/17/2021	N
Transportation Penny Advisory Committee	Karim Johnson (Resigned)	10/17/2021	N
Transportation Penny Advisory Committee	Tiajuana Evans (Attendance)	10/17/2021	N

Board/Committee/Commission	Name	Municipality	District	Application Received	Interviewed
Airport Commission	Andrew R. Tolleson	Columbia	4	10/1/2020	11/17/2020
Airport Commission	Sloan Griffin	Blythewood	2	10/2/2020	Ineligible
Airport Commission	Dr. Jeffrey Hunter	Columbia	11	2/18/2021	
Airport Commission	Heather Heckman	Columbia	5	3/3/2021	
Airport Commission	Brenda B. Branic	Unincorporated	8	3/5/2021	
Airport Commission	Wendy Nipper Homeyer	Columbia	6	3/5/2021	
Airport Commission	Lindsey Forrest Ott	Unincorporated	5	3/5/2021	
Airport Commission	Lynn Hutto	Unincorporated	4	3/5/2021	
Board of Assessment Appeals	Pamela J. Petro-Ott	Columbia	6	10/2/2020	
Board of Assessment Appeals	Delores G. Barber	Unincorporated	8	11/3/2020	
Board of Assessment Appeals	Elonda J. Mack	Unincorporated	11	3/5/2021	
Board of Zoning Appeals	Alden Jacob Livingston	Columbia	6	6/4/2020	
Board of Zoning Appeals	James F. Knox	Columbia	5	7/14/2020	
Board of Zoning Appeals	Andrew R. Tolleson	Columbia	4	10/1/2020	11/17/2020
Board of Zoning Appeals	Tammy LaMountain	Unincorporated	7	3/3/2021	
Board of Zoning Appeals	Thomas Richard Beard, III	Columbia	5	3/5/2021	
Board of Zoning Appeals	Robert T. Reese	Unincorporated	10	3/5/2021	
Board of Zoning Appeals	Elonda J. Mack	Unincorporated	11	3/5/2021	
Business Service Center Appeals Board	Coulter R. Templeton	Unincorporated	6	3/3/2021	
Business Service Center Appeals Board	Kitwanda Cyrus	Unincorporated	9	3/5/2021	
Business Service Center Appeals Board	Elizabeth Portee	Columbia	9	3/5/2021	
Business Service Center Appeals Board	Elonda J. Mack	Unincorporated	11	3/5/2021	
Central Midlands Council of Governments	Kate Hruby	Forest Acres	8	5/21/2020	
Central Midlands Council of Governments	Andrew R. Tolleson	Columbia	4	10/1/2020	11/17/2020
Central Midlands Council of Governments	Vivian McCray	Unincorporated	2	10/23/2020	

Central Midlands Council of Governments	Dr. Jeffrey Hunter	Columbia	11	2/18/2021	
Central Midlands Council of Governments	Stephanie O'Cain	Unincorporated	8	2/25/2021	
Central Midlands Council of Governments	Charles L. Appleby, III	Unincorporated	9	3/3/2021	
Central Midlands Council of Governments	T. Wayne Gilbert	Unincorporated	8	3/3/2021	
Central Midlands Council of Governments	William C. Simon, Jr.	Unincorporated	9	3/3/2021	
CMRTA	Gary W. Hopper	Unincorporated	2	6/4/2020	10/20/2020
CMRTA	Shawn V. Keith	Unincorporated	9	6/4/2020	10/20/2020
CMRTA	Lynn A. Jackson	Unincorporated	9	6/16/2020	10/20/2020
CMRTA	Tanya Rodriguez-Hodges	Unincorporated	9	8/27/2020	11/10/2020
CMRTA	Tawanya Herbert	Unincorporated	2	8/28/2020	11/10/2020
CMRTA	Tyler D. Bailey	Columbia	4	9/3/2020	
CMRTA	Cincilla "CeCe" Grant	Columbia	9	9/9/2020	
CMRTA	Ronald W. Palmer	Blythewood	2	10/2/2020	
CMRTA	Roger Leaks, Jr.	Unincorporated	10	10/2/2020	10/20/2020
CMRTA	Pamela J. Petro-Ott	Columbia	6	10/2/2020	
Community Relations Council	William Zachery Riley	Unincorporated	1	6/11/2020	3/2/2021
Community Relations Council	Michelle Drayton	Columbia	11	6/12/2020	appt. to LRADAC on 2/16/21
Community Relations Council	Shandelle D. Simmons	Unincorporated	7	8/1/2020	
Community Relations Council	Lady June Cole	Columbia	6	9/21/2020	
Community Relations Council	Derrick Fickling	Unincorporated	9	10/1/2020	3/2/2021
Community Relations Council	Andrena L. Johnson	Columbia	4	10/1/2020	
Community Relations Council	Keshia McNeal	Unincorporated	7	10/2/2020	
Community Relations Council	Valerie Barrineau Sumner	Columbia	4	10/5/2020	
Community Relations Council	Dr. Jeffrey Hunter	Columbia	11	2/18/2021	
Community Relations Council	Rhonda S. Williams	Unincorporated	2	2/24/2021	
Community Relations Council	Beverly J. Jackson	Columbia	6	3/3/2021	
Community Relations Council	Maranda J. Williams	Unincorporated	8	3/3/2021	
Community Relations Council	Heather Singleton	Unincorporated	2	3/3/2021	
Community Relations Council	Kira Person	Unincorporated	8	3/3/2021	
Community Relations Council	Shannon Morris Rush	Unincorporated	8	3/3/2021	
Community Relations Council	Alison M. Hogue	Columbia	3	3/3/2021	

Community Relations Council	Linda A. Grice	Unincorporated	2	3/3/2021	
Community Relations Council	Sarah Barnett	Columbia	4	3/3/2021	
Community Relations Council	Jonnieka Farr	Unincorporated	9	3/5/2021	
Community Relations Council	Reenea R. Harrison	Unincorporated	11	3/5/2021	
Community Relations Council	Cole Davis	Columbia	6	3/5/2021	
Community Relations Council	Demestress Bell-Williams	Unincorporated	7	3/5/2021	
Community Relations Council	Rhonda T. Sherman	Columbia	9	3/5/2021	
Community Relations Council	Yvonne Murray Boyles	Unincorporated	2	3/5/2021	
Community Relations Council	Rebecca (Becky) Travis	Not RC Resident		3/5/2021	
Community Relations Council	Toni M. Elkins	Columbia	6	3/5/2021	
East Richland Public Service District	Robert Freeman Curtis	Forest Acres	6	8/14/2020	
East Richland Public Service District	Catherine Cook	Arcadia Lakes	8	8/31/2020	
East Richland Public Service District	John Kososki	Forest Acres	6	3/2/2021	
Hospitality Tax Committee	Terry Davis	Columbia	4	10/1/2020	Restaurant
Hospitality Tax Committee	Rhonda S. Williams	Unincorporated	2	2/24/2021	Hospitality
Hospitality Tax Committee	Kitwanda Cyrus	Unincorporated	9	3/5/2021	Restaurant
Internal Audit Committee	Pamela J. Petro-Ott	Columbia	6	10/2/2020	
LRADAC	Maryann Wright	Unincorporated	9	1/19/2021	
LRADAC	Dr. Jeffrey Hunter	Columbia	11	2/18/2021	
LRADAC	Bonnie H. Kelly	Columbia	6	3/3/2021	
Music Festival Committee	John Whitehead	Columbia	4	9/25/2020	
Music Festival Committee	Joshua Douglas Shelton	Columbia	5	9/30/2020	
Music Festival Committee	Nicholas White	Columbia	4	10/2/2020	
Music Festival Committee	Phillip Gilchrist	Unincorporated	8	3/3/2021	
Music Festival Committee	Elonda J. Mack	Unincorporated	11	3/5/2021	
Planning Commission	Rhonda S. Williams	Unincorporated	2	2/24/2021	
Planning Commission	Bryan Grady	Columbia	4	3/2/2021	
Planning Commission	Alden Jacob Livingston	Columbia	6	3/3/2021	

Planning Commission	John D. Champoux	Forest Acres	3	3/3/2021	
Planning Commission	Marjorie Trifon	Forest Acres	6	3/3/2021	
Planning Commission	Sherard M. Duvall	Columbia	4	3/5/2021	
Planning Commission	John Metts	Unincorporated	3	3/5/2021	
Planning Commission	Ann Thomason	Columbia	9	3/5/2021	
Planning Commission	John K. Baxter	Unincorporated	7	3/5/2021	
Richland Library	Dr. Kimico Myers	Unincorporated	9	5/4/2020	12/8/2020
Richland Library	Dr. Nicole Cooke	Unincorporated	7	9/25/2020	
Richland Library	Melissa Watson Ward	Unincorporated	7	10/2/2020	12/15/2020
Richland Library	Constantina Green	Unincorporated	10	10/2/2020	
Richland Library	Angela Rainey Whetstone	Columbia	6	3/3/2021	
Richland Library	Lisa Ellis	Unincorporated	11	3/3/2021	
Richland Library	Marjorie Trifon	Forest Acres	6	3/3/2021	
Richland Library	Brenda B. Branich	Unincorporated	8	3/5/2021	
Richland Library	Shealy B. Reibold	Unincorporated	6	3/5/2021	
Richland Library	Elonda J. Mack	Unincorporated	11	3/5/2021	
Richland Memorial Hospital Board	Andrew R. Tolleson	Columbia	4	10/1/2020	11/17/2020
Richland Memorial Hospital Board	Sloan Griffin	Blythewood	2	10/2/2020	
Richland Memorial Hospital Board	Pamela J. Petro-Ott	Columbia	6	10/2/2020	
Richland Memorial Hospital Board	Raquel Michelle Richardson Thomas	Columbia	5	12/11/2020	
Richland Memorial Hospital Board	William Alvin McElveen	Unincorporated	2	2/8/2021	
Richland Memorial Hospital Board	Dr. Stacey V. Brennan	Columbia	5	3/3/2021	
Richland Memorial Hospital Board	Virginia Crocker	Forest Acres	3	3/5/2021	
Richland Memorial Hospital Board	Millisa M. Bates	Forest Acres	6	3/5/2021	
River Alliance	Javar A. Juarez	Unincorporated	2	11/4/2020	
River Alliance	Lisa Ellis	Unincorporated	11	3/3/2021	
River Alliance	Marjorie Trifon	Forest Acres	6	3/3/2021	
River Alliance	Allison Sullivan	Columbia	6	3/5/2021	
Riverbanks Park Commission	Clifford Bourke, Jr.	Unincorporated	2	2/19/2021	
Riverbanks Park Commission	Lisa Ellis	Unincorporated	11	3/3/2021	

Riverbanks Park Commission	Virginia Crocker	Forest Acres	3	3/5/2021
Riverbanks Park Commission	Allison Sullivan	Columbia	6	3/5/2021
Riverbanks Park Commission	Demestress Bell-Williams	Unincorporated	7	3/5/2021
Transportation Penny Advisory Committee	Pamela J. Petro-Ott	Columbia	6	10/2/2020
Transportation Penny Advisory Committee	Heather Heckman	Columbia	5	3/3/2021
Transportation Penny Advisory Committee	Don S. Polite, Jr.	Unincorporated	8	3/5/2021
Transportation Penny Advisory Committee	Allison Sullivan	Columbia	6	3/5/2021
Transportation Penny Advisory Committee	Brenda B. Branich	Unincorporated	8	3/5/2021

COUNCIL RULES OF RICHLAND COUNTY COUNCIL RULES

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 - b) Special
 - c) Zoning Public Hearing
- ~~1.61.5~~ Quorum
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- 2.1 Call to Order
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5.13	5.12		<u>Privileged Motions</u>
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	5.19		<u>Delays</u>
	5.20		<u>Defeated Actions</u>
<u>5.18</u>	<u>Voting</u>		
<u>5.19</u>	<u>Voting for Board and Committee Appointments</u>		
5.21	5.20		<u>Dividing Question</u>
5.22	Dividing Question		
5.23	5.21		<u>Reconsideration</u>
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6.1 Suspension/Amendments

RULE VII-OFFICIALS TO SERVE THE COUNCIL

7.1 Administrator and Clerk of Council

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 [MO3]: 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.~~

4.8.9 Budget Work Sessions

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

4.9.10 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.

CENTRAL MIDLANDS COUNCIL OF GOVERNMENTS

Richland County has **TWELVE** representatives: **SIX** elected officials and **SIX** citizens appointed by Council. The terms are **THREE** years. 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. Meetings are held on the 4th Thursday of the month, except for December when the meeting is held on the 2nd Thursday of the month, at 12:00pm in the board room at 236 Stoneridge Drive, Columbia, SC 29210. There are no meetings in July and November. The meeting time averages 1 hour.

COMMUNITY RELATIONS COUNCIL

One-third (10) of the thirty members are appointed by Richland County Council; one-third by the Columbia City Council; and one-third by the Columbia Chamber of Commerce. The terms are **THREE** years. 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. [Meetings are held the 1st Friday of the month, at 12:00pm at 930 Richland Street, Columbia, SC 29201.](#)

LEXINGTON/RICHLAND ALCOHOL AND DRUG ABUSE COUNCIL

The Council was established pursuant to ordinance number 439-77HR and 669-80HR. The Richland County Council appoints **SIX MEMBERS**, and the Lexington County Council appoints six members for **THREE, THREE 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.](#) LRADAC provides alcohol and drug abuse services to Lexington and Richland Counties. The services include a sixteen-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. 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 a passion for LRADAC's service and mission. Meetings are held the 2nd Tuesday of every month; however, there are no meetings in January and July. The meetings take place at 2711 Colonial Drive, Columbia, SC at 12:00pm and last for about an hour.

Qualifications to serve on LRADAC Board:

1. Motivation to serve LRADAC and sincere interest in the services provided by the organization.
2. 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.
3. Eagerness to participate in Board meetings and committees, while being supportive and willing to express their own opinion.
4. Has vision but is flexible to the possibilities of change.
5. Sensitive to the communities in which the organization serves.
6. Highly regarded and respected by others. Influential member of the organization and/or community.
7. Able to strengthen the organization because of the expertise they bring from their business or professional background.
8. Is an expert specific to the organization's field, donor committed to the cause, or community leader able to attract support.
9. 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.
10. Is a conscientious steward who is as interested in the business of developing the organization and monitoring its health as they are in promoting its programs.

BOARD OF ASSESSMENT APPEALS

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 Acts of 1975, and Sections 23-48/23-52 of the County Code. It consists of **SEVEN** members who serve **THREE** year terms. **THREE** appointments are made by the County Council and one each by the Columbia City Council, Board of Trustees of School District One, Board of Trustees of School District Two, and Board of Trustees of School District Five. **ONE** of the members appointed by the County Council shall be a person actively engaged in the real estate business. 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 date of the creation of the Board of Assessment Appeals. All board members should have a background in one of the following fields: Appraisal, Real Estate Development, Condemnation experience, or experience with Real Estate Litigation matters. Each board member is charged with making a fair and impartial decision that takes into account the facts as presented by the Assessor and the Taxpayer in accordance with applicable South Carolina laws. Meetings are held the 2nd Tuesday of the month at 1:00pm, if there are appeals to hear, and last about 3-4 hours.

BOARD OF ZONING AND APPEALS

The Board consists of **SEVEN** members appointed by Council for **THREE** year terms. Its duties include guiding development in accordance with existing and future needs in accordance with a comprehensive plan, with reasonable consideration or the characters of each and its peculiar suitability for particular uses. Meetings are held on the first Wednesday of each month at 3:00pm in the Richland County Council Chambers located at 2020 Hampton Street. The average length of the meetings are 1-1 ½ hours.

Qualifications and/or Experienced Needed:

1. Ability to listen to what others have to say.
2. Fair and Open-Minded.
3. Prepared.
4. Ability to Communicate.
5. Analytical.
6. Ability to be consistent with policies of the Land Development Code.

BUILDING CODES BOARD OF APPEAL

The Richland County Ordinance, Sec. 6-75, establishes the Building Codes' Board of Appeals that meets the requirements of the most prescriptive adopted building codes mandated by the South Carolina Building Code Council. The Board consists of **SEVEN** members appointed by the Council for **THREE** year terms. **ONE** member must come from each of the following industries: Architecture, Engineering, Contractor, Building, Electrical, Plumbing, and Gas. In addition, **TWO alternates** from the Fire industry. Appeals to decisions made by the building official are referred to this Board by the Building Official. 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 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, and after a hearing, may modify or reverse the interpretation of the said Building or Fire Official. The Board shall have no authority to waive the requirements of any currently adopted code dealing with existing or proposed structures within Richland County.

Qualifications for Building Codes Board of Appeals:

1. 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 in responsible charge of work.
2. Registered design professional with structural engineering or architectural experience.
3. Registered design professional with mechanical and plumbing engineering experience; or a mechanical and plumbing contractor with not less than 10 years' experience, 5 years of which shall have been in responsible charge of work.
4. 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 in responsible charge of work.
5. 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 in responsible charge of work.

Business Service Center Appeals Board

The Board consists of **FIVE** members whose terms are **FOUR** years. The Board must comprise of **ONE** business person, **ONE** attorney, and **THREE** certified accountants.

LIBRARY BOARD OF TRUSTEES

The Board was established pursuant to Act 546 of 1978 and Sections 15-1/15-5 of the County Code. **TEN MEMBERS** are appointed by the Council for **FOUR YEAR TERMS**. Duties and powers include exercising powers as to the policies of the libraries and extension services. 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. Meetings are held the 2nd Monday of each month, with no meetings scheduled in July and August, in the board room located on the 3rd floor at 1431 Assembly Street. The meeting begins at 5:30pm and usually lasts about 1.5 hours.

Each Trustee agrees to be an advocate for the Library by participating in activities from each category:

1. Be knowledgeable about the Library
 - Understand the key focus areas of the Strategic Plan
 - Read the Library's annual report and Access magazines
 - Prepare for board meetings by reading assigned materials.
 - Miss no more than four (4) board meetings annually.
 - Use the Library's resources regularly and visit at least two branches each year.
2. Build the County Council's awareness of the Library
 - Stay connected throughout the year to your Council liaisons
 - Be aware of key events and opportunities to invite Council members to visit the library.
 - During the budget process attend public hearings and called meetings that include the Library's budget.
 - Share relevant insights and knowledge of Council member's needs, questions and interests with the Executive Director.
3. Build public awareness
 - Attend local events as the representative of the Library
 - Attend Richland Library Friends and Foundation events and invite friends to attend.
 - Consider attending statewide or national events or conferences that are relevant to public libraries.
4. Actively support the strategic vision of the Library
 - Participate in a bi-annual strategic plan retreat and board-only functions.
 - Understand the Library's budget priorities.
 - Participate in building public awareness of the Library's capital needs by engaging your contacts and affiliate groups.
 - Participate on ad-hoc committees.
5. Build interest among prospective board members and library supporters
 - When appropriate, identify possible Trustee candidates that fit needs acknowledged in the Board Profile.
 - Understand the goals and roles of the Richland Library Friends and the Foundation and assist in connecting these groups with new members and/or board candidates.
 - Demonstrate support by becoming a Richland Library Friend.

RICHLAND MEMORIAL HOSPITAL BOARD OF TRUSTEES

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. It consists of **14 MEMBERS** appointed by Richland County Council for **FOUR YEAR TERMS**, renewable for a second term of four years and after an interval of at least one year, for a third and last term of four years, provided, however, that 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 Palmetto Health Richland Medical and Dental Staff serve ex-officio as full voting members of the Board during their term of office. Typically,

board meetings last 3 hours and board education sessions last 2 hours (4 times per year). Board Meetings are held quarterly (March, June, September and December) at 9 Med Park – Suite 600A at 3:00pm

RIVER ALLIANCE BOARD

Richland County is a founding member of the River Alliance, which is charged with creating community benefit from 90 miles of the region’s rivers. The Alliance is a non-profit corporation, governed by a Board of Directors. Richland County has **THREE** members; two members are Richland County Council and **ONE** is a citizen appointment with **THREE** year terms. The citizen appointment must reside in the County. A degree at the undergraduate level is necessary; postgraduate level is desirable. The candidate should be prepared to assist in promoting facilities, services or policies that create citizen benefit from our rivers. Service on committee assignments can be expected. These can include the Public Safety and Security Committee and the Fundraising Committee. Committee meetings are held on an as needed basis with no more than 2 or 3 times per year. Occasionally, casual tours of current projects are scheduled, however, attendance is not required. All meetings are one hour in length and the meeting place will be given at the time of meeting notification.

THE TOWNSHIP AUDITORIUM

The mission of the Township Auditorium Foundation 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** members and not more than **FIFTEEN**, as determined by the Board of Directors. Members are appointed by Richland County Council or appointed by invitation from the Board of Directors and all members serve **THREE YEARS**.

HISTORIC COLUMBIA FOUNDATION

The Richland County Council, by agreement dated December 6, 1994, contracted with the Foundation for operation and management of the historic properties known as the Woodrow Wilson Home and the Hampton-Preston Mansion. During the existence of the agreement, the County Council will designate **TWO REPRESENTATIVES** to serve on the Foundation Board of Trustees in compliance with Foundation by-laws with **FOUR YEAR TERMS**. Meetings are held the 4th Monday of every month from 1:00pm-2:00pm. Members are required to attend board orientation (1.5 hours), a board retreat (5-6 hours) and the annual meeting (2 hours).

Board of Trustees’ Responsibilities:

1. **Commit to participate in the ongoing cultivation of community support and to actively participate in fundraising.**
2. **Make an annual financial contribution and maintain a current individual membership while serving on the Board.**

3. Agree to attend 3-5 Historic Columbia events each year.
4. Agree to attend at least one City and County Council meeting each year.
5. Agree to participate in at least one volunteer activity per year.

MIDLAND WORKFORCE DEVELOPMENT BOARD

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 on more that 50% private sector business leaders. Board members are appointed to specific seats by County Councils – Richland (12), Lexington (8), and Fairfield (3). The qualifications/requirements for the Richland County seats are: 7 mandatory private sector business (one must represent Apprenticeship programs), 3 education (one Midlands Technical College, one Adult Education & Literacy), 1 Economic Development and 1 SC Department of Employment &n Workforce. Quarterly meetings are held on Thursdays at 10:30am and are selected at the conclusion of each meeting. They are held at 100 Executive Center Drive, Columbia, SC – Suite 218 for about one hour.

AIRPORT COMMISSION (JIM HAMILTON-LB OWENS AIRPORT)

The Commission was established September 20, 1988, by the Richland 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. It consists of **NINE** members appointed for **FOUR** year terms. Two of the appointees must reside within one mile of the airport (Rosewood, Shandon, or Hollywood-Rose Wales Garden neighborhoods). Bi-monthly meetings are typically 1 ½ hours in length and are conducted on the 2nd Monday of each month at 12:00pm in the large conference room of the Airport Terminal Building.

Qualifications/Experience: Effective communication, diplomacy, management skills, business acumen, transportation/aviation knowledge, economic development awareness, and intergovernmental relations.

CONSERVATION COMMISSION

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 Conservation Commission shall consist of eleven (11) members, one appointed by each Council Member to represent his/her respective Council District. The term of the member of the Commission shall be coterminous with the term of the appointing Council Member. Provided, however, that if a vacancy shall occur on Council, the member of the Commission appointed by the vacating Council member shall complete his/her term.

EAST RICHLAND PUBLIC SERVICE COMMISSION

The Commission was established by Act 1114 of 1960 and Sections 2-326/2-238 of the County Code and consists of **FIVE MEMBERS** appointed by the Governor upon recommendation of the County Council. The terms are **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 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. Regularly scheduled meetings are held on the 4th Friday of each month at 10:30am and usually last up to 1 1/2 hours.

Qualifications: Prefer a baccalaureate or higher degree, but not required and background/expertise in education, insurance, pension benefits, finance, water & wastewater issues, accounting, engineering, law, manufacturing, small business and real estate.

MIDLANDS REGIONAL CONVENTION CENTER AUTHORITY

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. At least one director appointed by each Governmental Entity shall be employed in the **lodging** industry. Specifically, one of the Richland County seats is required to be a hotelier. The other seat can be from other areas of work but should have understanding of tourism and hospitality. (**Term limits, three years; currently suspended**) The board meets the 4th Tuesday of every month at the Convention Center, 1101 Lincoln Street in the Spires Board Room. Meetings begin at 9:00am and usually lasts about 1 ½ hours.

The purpose of the Authority shall be to: (a) engage in all aspects and/or activities related directly or indirectly to the design, development, management, operation, or any other functions pertaining to a regional/convention facility; (b) participate in similar activities with respect to parking and other facilities that directly or indirectly support the operation of the Center; provided, however, 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 except for expenditures delineated in the last sentence of Section 8 of the Funding Agreement; (c) participate in the management, operation, and marketing of the Township Auditorium to the extent deemed appropriate by the

Authority and Richland County; and (d) engage in all other lawful activities. The purpose of the Authority is exclusively charitable within the meaning of Section 501(c)(3) of the Internal Revenue Code. No part of the net earnings of the Authority shall inure to the benefit of, or be distributed to its trustees, directors, officers, or other private persons, except that the Authority shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions for the purposes set forth above. No substantial part of the activities of the Authority shall be carrying on of propaganda, and the Authority shall not otherwise attempt to influence legislation. The Authority shall not participate in, or intervene in, political campaigns on behalf of any candidate for public office. The Authority shall not carry on any other activities not permitted to be carried on (a) by the corporation exempt from federal income under federal income tax under Section 501(c)(3) of the Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code, or corresponding section of any future federal tax code.

MUSIC FESTIVAL COMMISSION

The Commission was established by [Joint Legislative Statute \(Act 366\)](#) of 1965 and is mandated “to educate, discover, develop, train, assist, present, produce and promote the performing arts both 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**. The Richland County Council, Columbia Music Festival Association, and the Columbia City Council each appoint **TWO MEMBERS**. Meetings are scheduled on the 2nd Monday of each month at 6:00pm (except for July & August) and usually last for 1 ½ hours. They are held at 914 Pulaski Street, Columbia SC or at a local restaurant [to show the Commission’s understanding of, and support for, the importance of the funding received from H-Tax to fund the Commission as a unique cultural facility.](#)

Qualifications:

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

PLANNING COMMISSION

The Commission was established pursuant to 14-355, 1971 Code of Laws and Section 2-326 of the County Code. The Commission consists of **NOT LESS THAN FIVE NOR MORE THAN NINE MEMBERS WITH FOUR YEAR TERMS**. Meetings are scheduled the 1st Monday of the month at 3:00pm in the Richland County Chambers located at 2020 Hampton Street and usually last about 2-2 ½ hours.

Qualifications:

1. Ability to listen to what others have to say
2. Knowledge/understanding of issues facing the community
3. Fair and Open-Minded.
4. Prepared.
5. Ability to Communicate.
6. Analytical.
7. Understand Planning, Land Use, and Land Development
8. Ability to be consistent with policies and plans formally adopted by County Council

RIVERBANKS PARK COMMISSION

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. It consists of seven members appointed for **SIX YEAR TERMS. TWO MEMBERS** are appointed by Richland County Council, two by the Lexington County Council, two by the City of Columbia, and one jointly by the three entities. 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.

Preferred qualifications: ability to read/interpret financial statements, business acumen, political connections, fundraising or philanthropy experience.

ACCOMMODATIONS TAX ADVISORY COMMITTEE

The committee was created by the Richland County Council on January 22, 1985, according to state law, to make recommendations and provide advisory assistance to the 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, the majority of which must be from the hospitality industry. **At least TWO** members must be from the **lodging** industry and **ONE** member must represent the **cultural organizations**. *Terms are TWO years*. The committee meets twice during normal working hours in March or April at 2020 Hampton Street, with date to be determined based on membership availability. The first of these meetings may last up to six hours. The second can last up to two hours. The members are also expected to review applications over a four week period, which can take up to 15 total hours. The total time of commitment is up to 23 hours.

RICHLAND COUNTY/CITY OF COLUMBIA ANIMAL CARE ADVISORY COMMITTEE

The Animal 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 each of the City and County Councils or two citizens appointed by City Council and two citizens

appointed by County Council to represent the respective Councils. The committee will meet once a year in March. The date, time and place are scheduled at least 30 days in advance.

NO TERM LIMITS have been established.

EMPLOYEE GRIEVANCE COMMITTEE

The Committee was established pursuant to Sections 2-475/2-483 of the County Code. **SEVEN MEMBERS (must be an employee of Richland County)** are appointed for **THREE YEARS**. At least four of the members must be employees who work for Department Heads who report directly to the County Administrator. Duties and powers include holding hearings and/or conduction inquiries, and rendering a written report within ten working days, with report to include a procedural review, findings, conclusions, and recommendations. Meetings are usually held on Wednesdays at 9:30am in the County's IT Training room and usually last about 3 hours. There are normally 4-8 hearings per year.

HOSPITALITY TAX COMMITTEE

The Committee shall consist of **FIVE MEMBERS** who shall be appointed by majority vote of the Council and will serve **TWO YEAR TERMS** or until a successor is appointed. All members must be interested citizens residing in the County and at least **TWO MEMBERS MUST BE RESPRESENTATIVE OF THE RESTAURANT INDUSTRY**. The Committee shall review applications of those entities who are seeking funding from the County Promotions portion of hospitality tax funds. The Committee will then make recommendations to County Council for the allocation and distribution of such funds. The committee meets twice during normal working hours in March or April at 2020 Hampton Street with the date to be determined based on membership availability. The first meeting may last up to six hours and the second meeting can last up to two hours. Committee members are also expected to review applications over a four week period, which can take up to 25 hours. The total time of commitment is up to 33 hours.

INTERNAL AUDIT COMMITTEE

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.
-

NULLA BONA COMMITTEE

The Committee consists of five members, one of which is the Chair of the County Council or his/her designee. The other four members are appointed for one-year term with one member representing the County Attorney’s Office, Treasurer’s Office, Auditor’s Office and Assessor’s Office respectively. The purpose of the Committee is to listen to reports from the different offices and decide which taxes are uncollectible and therefore deleted from the tax rolls.

PROCUREMENT REVIEW PANEL

The Panel is responsible for providing an administrative review of formal protest decision 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**. Representatives must be:

- One member who serves in a public procurement arena, preferably at management level with state or local government;
- One member who represents the service industry;
- One member who is from the construction industry;
- One member who is from the professional services; and
- One member who is from the consumer industry.

TRANSPORTATION PENNY ADVISORY COUNCIL (TPAC)

Richland County Council appoints **SEVEN** members with staggered term dates – **THREE** 3-year terms, **THREE** 4-year terms and **ONE** 5-year term.

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY (RTA) BOARD

The result of an agreement creation a regional transit authority of the geographical area of Lexington and Richland Counties and the municipalities within is the Central Midlands Regional Transit Authority. Richland County has three representatives to the board: two elected officials and one citizen. They each serve **THREE** year terms. Meetings are scheduled the 2nd Wednesday at 10:00am, 11:00am and 12:00pm and the 4th Wednesday of each month at 12:00pm. They are held at 3613 Lucius Road, Columbia, SC and last about 2 hours.

Qualifications/Qualities and Experience Preferred:

- Should be able to devote, on average 5-10 hours per month, which include Board and standing committee meetings, as well as time to review agenda materials;
- Represent the interests of their appointment body while endeavoring to achieve regional consensus;
- Have a fiduciary responsibility to vote for the best interests of the region and not those of their appointment body;
- Should be able to work cooperatively in a multi-jurisdictional setting;
- Should be able to attend Board and standing committee meetings consistently;
- Are responsible for keeping their respective jurisdictions informed of key issues, facilitating communication between those entities and the COMET, and helping build consensus;
- Should have experience or interest in transportation;
- Experience in transportation planning, finance management, public finance and land use planning;
- Participation in the COMET Leadership Academy; and
- Provide value and expertise on improving transportation and mobility within the region.