

RICHLAND COUNTY

RULES & APPOINTMENTS

COMMITTEE AGENDA



Tuesday, MARCH 16, 2021

4:00 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

March 16, 2021 - 4:00 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. February 16, 2021 [PAGES 7-12]
 - b. March 2, 2021 [PAGES 13-18]

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

4. **INTERVIEWS**
 - a. Community Relations Council - 8
 1. Reenea R. Harrison [PAGES 19-44]
 2. Keshia McNeal [PAGES 45-46]
 3. Jeffrey Hunter [PAGES 47-50]

5. **ITEMS FOR ACTION**
 - a. Consider moving the Horizon meeting to Tuesday and have delivery of finished agendas to Council members by Thursday close of business [PAGES 51-54]
 - b. Unless there are truly extenuating circumstances agenda items should not be listed as “Title Only”. (Somebody was late getting it to us” is not extenuating.) This only gives the public two opportunities to see an item prior to final approval by Council when in fact there should be three. [MALINOWSKI] [PAGE 55]

6. ITEMS FOR DISCUSSION

- a.** Boards, Committees and Commissions Recruitment
[PAGES 56-60]
- b.** 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]
- c.** 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
- d.** 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.
- e.** 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
- f.** 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
- g.** Boards, Committees and Commissions Descriptions and Duties **[PAGES 61-73]**
- h.** 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 74-106]**

7. ADJOURNMENT

The Honorable Bill Malinowski



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Richland County
Rules and Appointments Committee
February 16, 2021 – 4:00 PM
Zoom Meeting
2020 Hampton Street, Columbia, SC 29201

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

OTHERS PRESENT: Paul Livingston, Allison Terracio, Michelle Onley, Leonardo Brown, Angela Weathersby, Tamar Black, Kyle Holsclaw, Ashiya Myers and Lori Thomas

1. **CALL TO ORDER** – Mr. Malinowski called the meeting to order at approximately 4:00 PM.
2. **APPROVAL OF MINUTES**
 - a. February 9, 2021 – Mr. Malinowski moved, seconded by Ms. Mackey, to approve the minutes as distributed.

In Favor: Malinowski and Mackey

Not Present: Barron

The vote in favor was unanimous.

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

In Favor: Malinowski and Mackey

Not Present: Barron

The vote in favor was unanimous.

4. **NOTIFICATION OF VACANCIES**

- a. Airport Commission (Hamilton-Owens) One(3) Vacancy (Applicant must reside within the Rosewood, Shandon, or Hollywood-Rose Hill Wales Garden neighborhoods) – Ms. Onley stated she spoke with Mr. Chris Eversmann and there are only 2(two) vacancies, which appeared on the February 9th Rules and Appointments agenda.

Mr. Malinowski stated, for clarification, Item 4(a) could be deleted from the agenda.

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Ms. Onley responded in the affirmative.

Mr. Malinowski inquired to Ms. McLean if they were required to go back and reconsider the agenda.

Ms. McLean responded deleting something from the agenda that was resolved in the previous meeting should not be a problem.

Mr. Malinowski noted the committee would delete the item based on Mr. Eversmann's comments.

- b. Planning Commission – 3 – Ms. Mackey moved, seconded by Ms. Barron, to approve advertising the Planning Commission vacancies.

In Favor: Malinowski, Barron, Mackey

The motion in favor was unanimous.

5. **INTERVIEWS**

- a. Lexington Richland Alcohol and Drug Abuse Council – 2 – Ms. Michelle Drayton was interviewed for the LRADAC Board.
- b. Midlands Workforce Development Board – 2 (Private Sector) – Mr. Malinowski requested Ms. Onley to give a brief description of the Midlands Workforce Development Board. He also inquired as to who advertising for this board.

Ms. Onley responded Richland County advertises for the board, but Midlands Workforce Development recruits applicants.

Mr. Malinowski noted the applicants are typically recruited by the MWDB. He stated he was not sure why the applicants had to be interviewed because the committee is only going through the motions.

Ms. Barron applauded MWDB for recruiting for the board. She does not feel we should “rubber stamp” the applicants, but she can see why these candidates were recruited. She believes the committee should hold fast to what they are doing, but reserve the right to say “we do not see what you see” when it comes to board recruited applicants.

Mr. Malinowski responded he does not want board recruited applicants to backfire on the committee. These people are handpicked and he hopes they are handpicking someone to do the job and not someone that will go along with everything.

Ms. Maranta White and Ms. Sheena Thompson were interviewed for the Midlands Workforce Development Board.

6. **APPOINTMENTS**

- a. Lexington Richland Alcohol and Drug Abuse Council – 2 – Ms. Barron stated it appears we appoint brand new people or reappoint people who stayed on the board until they met their term limit and sit out a year. In one instance, they bring institutional knowledge, but on the other hand, it is more of the same. She inquired if we are doing our due diligence with doing more of the same. She is

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concerned because this committee has a great impact on the community.

Mr. Malinowski agreed this board is very important to the community and sometimes the expertise an individual has outweighs someone that does not have any expertise and the only reason they want to serve is because they had an incident in their personal life. This incident makes them want to get in the “mix” to help, but do they really have what is needed to move the board forward.

Ms. Mackey moved, seconded by Ms. Barron, to appoint Mr. Harold (Harry) C. Ward and Ms. Michelle Drayton to the LRADAC Board.

In Favor: Malinowski, Barron, Mackey

The vote in favor was unanimous.

- b. Midlands Workforce Development Board – 2 (Private Sector) – Ms. Mackey moved, seconded by Ms. Barron, to appoint Ms. Maranta White and Ms. Sheena Thompson to the Midlands Workforce Development Board.

Ms. Barron wanted to go on the record to say that it was delightful to be a part of those two interviews with women who are definitely engaged in what is going on in the workforce and are attached to large number of individuals who push Richland County’s economy forward. She believes they will be great picks.

Mr. Malinowski noted he does not think they will take a backseat to anyone the way they answered the questions.

In Favor: Malinowski, Barron, Mackey

The vote in favor was unanimous.

7. **ITEMS FOR ACTION**

- a. Consider moving the Horizon meeting to Tuesday and have delivery of finished agenda to Council members by Thursday close of business – Mr. Malinowski stated this item came about because Council members stated the agenda packets were quite long and it would not hurt if they had an additional day to review the packets.

Ms. Barron stated, based on what she read, taking one day away from staff to prepare documents is not a big deal. She also noted giving Council an extra day to prepare so they can govern accordingly for the citizens of Richland County would be important. Although, we need to allow staff to do their jobs. In the instance an agenda item is not going to be met or we are not getting all the information we need, staff has that due diligence to still bring that forward. It is a give and take at this moment.

Mr. Malinowski stated he agreed with Ms. Barron. He noted if they change the rules and ask staff to have them written up so we can move it all back a day, Council members can receive it a day earlier. He assumes not everything takes the full seven days. Some may only take one or two days. For items that take a little longer, and need the extra time, all staff needs to do is come forward at the meeting the item was scheduled to be at and say, “We needed the extra time and we will have it for you at the next meeting.”

Ms. Mackey agreed with moving it up a day.

Mr. Livingston stated he was concerned with staff having enough time to gather information. If they move it up, it could affect the information. He suggested, if we were to move the date up, we do it on a trial basis. He did not want to commit to something long-term.

Mr. Brown responded Ms. A Myers worked with the Clerk's Office on this matter. At the end of the day, it is the will of Council. He just wants to make sure the committee is aware of how the system flows in regard to meetings.

Ms. A Myers stated for 6-7 months out of the year, due to how the Council meetings stack up, motions may be pushed back an additional month because staff time will be reduced. Depending on the amount of staff required for research it could delay the committee consideration of the item, and eventually the Council consideration. She noted staff items will flow a little differently, but they would try to get those things to Council as quickly as possible based on the updated schedule of delivery on Thursday instead of Friday.

Mr. Malinowski responded, if an item comes up that is urgent in nature, we put those on the agenda at the Council meeting. If it is a motion that urgent, maybe it should have been made prior to the 6 days staff needs. Most of the motions he recalls are for changes in ordinances and working for the betterment of the overall County government. Those are items that will need the necessary time for staff to ensure the necessary research is done before it comes to Council.

Mr. Livingston stated oftentimes there are motions that come up you would not know about ahead of time, and it is going to reduce the amount of time Council can deal with it.

Mr. Malinowski noted, in the past, we had a Council member that always made several motions the Monday before the meeting. He agreed to do this on a trial basis and see how it works.

Ms. A Myers inquired, for clarity, when would the changes be implemented, so she can make staff and directors aware so they can shift how they respond to briefing documents in a timely manner.

Mr. Malinowski responded the Committee cannot make the final decision. This item will need to go to full Council for full discussion and a vote.

Ms. Myers stated she would notify staff and directors this change may be coming, so they can prepare logistically to meet those needs on a trial basis.

Mr. Malinowski stated they need proposed language to present to Council to change what we have now and the effect it could have.

Ms. A. Myers responded in the affirmative.

Ms. Barron inquired, as we look to doing this on a trial basis, can we discuss what the trial will look like. How many months? What are we looking to do, as we move forward? She noted she was concerned on how we would get a true reading of how this is going to work.

Ms. A. Myers responded she wanted to touch base with Central Services to prior to answering Ms. Barron's question. She does not know how that one day would impact their delivery. She does not know if they have set aside Friday for deliveries, and Thursday is set aside for something else. She

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could bring back the information to Committee when they have the proposed language. In the 6 months, we would have a standard month where you have 2 weeks between meetings. Then, we would have the holiday months, as well. The holiday months are when things become more complicated. She believes a 6-month trial would work.

Mr. Malinowski recommended bringing the information back to the March 2nd Committee meeting.

- b. Unless there are truly extenuating circumstances agenda items should not be listed as "Title Only". (Somebody was late getting it to us" is not extenuating.) This only gives the public two opportunities to see an item prior to final approval by Council when in fact there should be three. [Malinowski]

8. **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] – 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. Direct the Rules Committee to determine which Richland County Boards, Committees and Commissions should have as a qualification that they 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
- e. I move that if matters such as Clerk to Council Search or Compensation of 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
- f. Boards, Committees and Commissions Recruitment – Ms. Barron stated, based on the discussion we had last week, she would like to encourage us to create a process.

Mr. Malinowski stated he spoke earlier with Ms. Mackey about a process and they agreed we need to clear up the backlog and the term expirations. He directed Ms. Onley to begin with the older ones, and if we do not have applicants (i.e. Building Codes Board of Appeals), we need to have those departments to recruit. It is not just up to Council. He suggested putting into place a process whereby the vacancies are advertised 45 – 60 days prior to the expiration.

Ms. Barron stated, for clarification, the committee is directing Ms. Onley to aggressively attack this list, starting with the oldest terms and reaching out to see where things are.

Mr. Malinowski responded in the affirmative. If we have departments within our own house, we

need to have those departments pitch in and try to help figure out what the problem is.

Ms. Onley responded in the affirmative.

g. Boards, Committees and Commissions Descriptions and Duties – No action was taken

8. **ADJOURNMENT** – The meeting adjourned at approximately 5:00 PM.

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February 16, 2021**

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Richland County
Rules and Appointments Committee
March 2, 2021 – 4:00 PM
Zoom Meeting
2020 Hampton Street, Columbia, SC 29201

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

OTHERS PRESENT: Paul Livingston, Allison Terracio, Chakisse Newton, Leonardo Brown, Angela Weathersby, Tamar Black, Kyle Holsclaw, Elizabeth McLean, Lori Thomas, Lauren Hogan and Dale Welch

1. **CALL TO ORDER** – Mr. Malinowski called the meeting to order at approximately 4:00 PM.
2. **APPROVAL OF MINUTES**
 - a. February 16, 2021[UNDER SEPARATE COVER] – Mr. Malinowski noted the minutes were not sent under a separate cover because they were not ready for distribution.
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 – Mr. William Zachery Riley and Mr. Derrick Fickling were interviewed for the Community Relations Council.

There are additional applicants to be interviewed; therefore, the committee made no recommendations.

5. **ITEMS FOR ACTION**
 - a. Consider moving the Horizon meeting to Tuesday and have delivery of finished agenda to Council members by Thursday close of business – Mr. Malinowski noted the County Attorney’s Office has expressed concerns regarding their ability to meet the proposed deadline due to limited staffing presently available. It was noted there may be occasions when they are unable to timely complete their review.

Ms. Barron responded this is a problem which we are currently experiencing due to a shortage of staff. She feels once the Legal Department is fully staffed, this would not be a challenge. It is

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definitely noted; however, it is a loaded problem because we need to get those positions filled.

Mr. Malinowski stated, bear in mind, we did indicate we would start this out on a trial basis. He inquired, under additional comments for consideration, it states, "The Administrative due date should be 10 working days prior to committee consideration", yet in the current Council Rules it was originally two weeks. He inquired why the number of days were reduced.

Ms. Myers responded the days were not reduce, but extended. Previously with the two weeks, staff only had seven (7) working days because you do not count the due date as the Council day. You count it as that preceding Thursday, because that is when the documents have to be to the Clerk's Office, which gave us seven (7) working days. In those seven (7) days, you often included holidays, so we would actually lose a day, and be further reduced to six days. In order to ensure staff had time to review, we did ten (10) working days, which she believes was the original intent, when you have the two (2) weeks.

Mr. Livingston suggested we defer this for a month or two until we get everything in place in the Attorney's Office.

Mr. Malinowski responded, while the Attorney's Office expressed that one concern, they also ended by saying there may be occasions when they are unable to timely complete their reviews.

Mr. Livingston responded as long as we take that into consideration.

Mr. Malinowski noted, in the beginning, when we were speaking to Mr. Brown and Ms. Myers about this, if we did this on a trial basis we needed the staff's input to see how it would work, and if it would work. We may start this and three (3) months down the line we may decide it is not working.

Ms. Newton noted, as we shift the Horizon meeting, we are also looking at shifting the dates when information is due. If we are extending the deadline, do you essentially have the same amount of time as before?

Ms. Myers responded previously it was essentially seven (7) working days. Without the proposal to change it to ten (10) working days, it would reduce it to five (5) working days, because it would have to be to the Clerk's Office by Wednesday to get it to Council on Thursday. It does not include any of the weeks that have County holidays. What she did with the proposed change, based upon the motion made last week, she made it so staff still had the same amount of time, and that would not impact staff's ability to review documents. She noted, if you do not want that, and want to keep the rules as is and move the Horizon meeting up, she could give a different worksheet that shows you what that looks like.

Mr. Malinowski stated staff feels that by taking this from the seven (7) working days to the ten (10) working days, it will help staff complete the reviews.

Ms. Myers responded in the affirmative. On p. 15, it demonstrates the change she suggested. She noted September has back-to-back meetings; October is normal; and November has holidays. There are only two (2) weeks in that time span where staff is not having to submit any briefing documents. That is where the lag comes, in terms of delays in getting things turned around. Staff is essentially focusing on turning briefing documents around in a timely manner to get them to the appropriate meetings. This also includes requests for documents or agenda addendums from previous Council meetings, which have to be produced by the next Council meeting for

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consideration. This does not include any documents from any ad hoc meetings. This may illuminate what Legal referenced when they spoke about having a delay in getting things back to Council, and may impact how fast minutes are turned around from the Clerk's Office.

Mr. Malinowski and Ms. Barron expressed appreciation for the chart.

Ms. Newton inquired when the trial would begin.

Ms. Myers suggested starting in September. This gives staff the month of August to work things out and move forward. She noted departments have been moving their documents based upon when they would be considered by Council. If we shift that may disrupt how certain things have already been arranged in relation to procurement.

Ms. Newton noted she felt September is a long time. She inquired, as part of the motion, if starting earlier could be an option, if staff determined they would be ready earlier.

Ms. Myers responded she would speak with the impacted staff to see if they would have any issues with starting sooner or any recommended dates.

Mr. Malinowski noted he thought the September 6th meeting would have been the start date, based on the chart. He also stated, since we do not meet in August, it would a good time to start because you are starting new after everything has been concluded from previous work.

Ms. Barron noted, while she does understand the timing of August/September date, it seems so far away. Taking into consideration, staff and their current schedule, she would be leery to insert change. She suggested holding this in committee and directing Ms. Myers to speak with staff about the possibility of starting sooner than September.

Ms. Mackey stated she would prefer starting in September. She noted this is a big undertaking to change staff's entire process. Based on the calendar and workload already in front of them and budget preparation, she can see September being an adequate start time.

Mr. Malinowski inquired if moving this up earlier would have a negative effect on the budget process.

Ms. Myers responded in the affirmative. She knows how involved Mr. Hayes is with his team's preparations for budget, so to add this schedule may impact his office's operations.

Ms. Terracio inquired how long the trial basis would be.

Mr. Malinowski responded they have not discussed the length, but he would take recommendations from staff. He stated, when they bring back additional information at the next meeting, to include how long they think would be needed to determine if this is a viable working option.

Ms. Myers stated she would add the length of the trial to the additional information.

Ms. Barron requested Ms. Myers to also consider a tentative date they feel comfortable with.

Ms. Myers responded in the affirmative.

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March 2, 2021**

Ms. Mackey moved, seconded by Ms. Barron, to keep this item in committee to allow Ms. Myers time to respond to the committee's questions.

In Favor: Malinowski, Barron, and Mackey.

The vote in favor was unanimous.

- b. Unless there are truly extenuating circumstances agenda items should not be listed as "Title Only". (Somebody was late getting it to us" is not extenuating.) This only gives the public two opportunities to see an item prior to final approval by Council when in fact there should be three. [Malinowski] – Mr. Malinowski stated he brought this up because there were so many items brought to Council with just a title and no details. In doing it that way, we reduce it to two (2) readings because there is no information provided. If you were not around for the next meeting, you are now down to third reading when all questions and vetting has been done. It is not against the law, but to him it is like voting on a blank check.

Mr. Livingston stated about 95% of these items are Economic Development items. He suggested getting a response on how it might impact Economic Development.

Mr. Malinowski requested Ms. Black to reach out to Economic Development to determine if there is another way to title the items. He inquired if Economic Development items could be discussed in Executive Session during the Council meeting to provide basic information to full Council.

Ms. Livingston responded we could. A large part of it is confidentiality.

Ms. Barron stated, at the end of the day, this is more about transparency than anything, and making sure the citizens of Richland County are fully knowledgeable about what is on the agenda. She noted Economic Development items are one of the topics we do not want to provide too much information. She requested moving forward with this item, as written, but exclude Economic Development items.

Mr. Malinowski noted he would be fine with that change. His only reason for making this motion was because other departments put items on the agenda with "title only" because they did not have time to give the details. Council has rules to follow, and outside agencies need to realize that.

Ms. Terracio noted she would be open to an explanation during Executive Session at Council meetings because not all Council members can attend the Economic Development meetings. She stated, when Ms. McBride gave the Report of the Economic Development meeting, she included some details. She would advocate for whatever details that can be made public (i.e. investment amount, job amount, types of jobs, etc.).

Mr. Malinowski noted, any information, without divulging the company's identity, would be appreciated. He inquired if Legal could provide proposed language for the Council Rules that states, "Any matter coming to the Council agenda, cannot be "title only" with the exception of Economic Development. At which point, Economic Development will provide basic information so that Council members, and the public know what we are talking about. Further information can be provided in Executive Session.

Ms. McLean responded in the affirmative.

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March 2, 2021**

Ms. Mackey moved, seconded by Ms. Barron, to keep this item in committee.

In Favor: Malinowski, Barron, and Mackey.

The vote in favor was unanimous.

6. **ITEMS FOR DISUSSION**

- a. Boards, Committees and Commissions Descriptions and Duties – Mr. Malinowski noted he reviewed this and he thinks they are still lacking some information. On many of these, they do not have information about the meetings, days, times, and where they meet. He thinks they need to try to get that information. When a vacancy comes up on one of these committees, we tell them, if they want us to staff their committee, we need this information.

Ms. Newton noted she did not see information about board member agreements. She does not know if that is information we would want to request. For example, the Richland Library has an agreement, which they share with their Board members.

Mr. Malinowski requested that be added to the descriptions and.

Ms. Barron noted the information received ranged from 2-3 sentences to a list of all the qualifications. She suggested we may want to push for the organizations to craft, so we have some type of uniformity. This will be helpful for someone looking to fill a board or commission to know upfront. It would also help Council members when they are looking to recruit.

Mr. Livingston stated, if we want specific information, we need to create a template.

Mr. Malinowski stated he would be willing to work with the Clerk's Office to create a template.

- b. I move that Council work with staff to conduct a comprehensive review of Council rules and recommend change to streamline the rules to improve the functioning of Council business[NEWTON] – No action was taken.
- c. Board, Committees and Commission Recruitment – No action taken.
- d. 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.
- e. 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.
- f. I move that all County Employees presenting to County Council during an official Council meeting (Regular, Special Called, Public Zooning Hearing or Standing Committees) held in ZOOM have a live camera running during their actual verbal input. – No action was taken.
- g. I move that if matters such as Clerk to Council Search or Compensation of 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.

**Rules and Appointments Committee
March 2, 2021**

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responsibility, and/or purpose - No action was taken.

- h. Direct the Rules Committee to determine which Richland County Boards, Committees and Commissions should have as a qualification that they 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.

- 8. **ADJOURNMENT** - The meeting adjourned at approximately 5:00 PM.

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March 2, 2021**

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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 (work) 803-767-7022
Office Address: Dept. of Retailing, College of HRSM, Uof SC, Columbia
Email Address: rharrison724@gmail.com
Educational Background: Doctor of Philosophy, Master of Education, Bachelor of Arts
Professional Background: See attached curriculum vitae

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 constituent, employer & resident communication & relations. Also, I served on the CRC previously.
Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

Commission:

I have experience counseling, advising & teaching others about better communication & understanding diverse people.

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

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

Recommended by Council Member(s):

Hours willing to commit each month: What is 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: N/A

Reena R. Jamison Ph.D.
Applicant's Signature

10/4/2020
Date

I apologize for submitting this application late. I did know applications were being accepted until today.

**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>10/4/20</u>	Received by: _____
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved 20 of 10	<input type="checkbox"/> Denied <input type="checkbox"/> On file

REENEA R. HARRISON, Ph. D.

Professional

Close-Hipp Bldg., Rm. 709
Department of Retailing
College of Hospitality, Retail
& Sport Management
University of South Carolina
Columbia, SC 29208
rharrison@hrsm.sc.edu

Office 803-777-1264

Personal

120 Caughman Ridge Rd.
Columbia, SC 29209-3114

Rharrison724@gmail.com

Home 803-888-7744
Cell 803-767-7022

EDUCATION

Ph.D., M.Ed.	Major	Higher Educational Administration, University of South Carolina, Columbia	1999, 1989
	Dissertation Topic	<i>An Examination of Issues Affecting African American Student Decisions to Enroll in Honors Programs or Honors Colleges at Predominantly White Postsecondary Institutions</i> Major: Higher Educational Administration Univ. of South Carolina, Columbia	
	Minor	Career Counseling (earned eighteen (18) graduate credit hours)	
	Cognate	Religious Studies (earned twelve (12) graduate credit hours)	
B.A.	Major	English Morris College, Sumter, SC	1980

EXPERIENCE

Department of Retailing College of Hospitality, Retail and Sport Management University of South Carolina, Columbia	Clinical Instructor and Internship Director	2019-Present
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- Teach three (3) required courses:
 - *RETL 201: Exploring Retail Management and Fashion Merchandising* (face-to-face and online)
 - *RETL 295: Retailing Practicum* (online)
 - *RETL 495: Retailing Internship* (online)
- Interact with Retailers and related industry employers in promoting practicums and internships and securing such opportunities for Retailing majors
- Supervise and monitor Retailing student practicums and internships for Department of Retailing
- Also occasionally teach *RETL 242: HRSM Professional Communications* to all majors in this college

Department of Retailing Office of Student Services College of Hospitality, Retail and Sport Management Univ. of South Carolina, Columbia	Adjunct Instructor Student Services Manager	2018 - 2019
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Office of Student Services College of Hospitality, Retail and Sport Management	Director of Academic Planning/Student Services Manager	2011 – 2017
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Office of Student Services College of Hospitality, Retail and Sport Management Univ. of South Carolina, Columbia	Student Services Manager	2007 – 2018
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- Counseled College of HRSM students in career planning, development, exploration and decision-making
- Trained in Wix
- Reached Level Two in advising technology skills with training through University Advising Center (UAC)
- Advised College of HRSM students in their majors and counseled them in academic planning
- Managed and led College of HRSM student retention and progression initiatives
- Supervised and coordinated College of HRSM Peer Mentoring Network

- Developed and maintained College of HRSM Faculty Mentor database
- Wrote monthly *HRSM Parents Newsletter*
- Supervised and managed advisement and orientation processes primarily for Retailing majors but with capability of advising all majors in College of HRSM
- Advised nearly 600 undergraduate Retailing majors with concentrations in Retail Management and Fashion Merchandising & Digital Innovations
- Monitored course enrollments, evaluated student transcripts, and communicated/documented advisement and counseling information using
 - EAB/Pathfinder (now called Navigator)
 - Degree Works
 - Banner (i.e., Self Service Carolina)
 - BDMS
 - DARS (no longer used by University)
 - IMS (no longer used by University)
- Counseled Retailing majors about career opportunities in traditional Retailing careers and in other, non-traditional career fields
- Collaborated with other advisors and departments throughout University (e.g., University Advisors Network (UAN), Office of Undergraduate Admissions, Office of the Registrar, Student Success Center, etc.) to optimize service to HRSM students
- Collaborated with other universities, colleges and technical schools (i.e., community colleges) regarding articulation agreements and transfer requirements
- Developed, implemented and conducted workshops targeted for Retailing majors for the Office of Student Services and the Department of Retailing
 - Freshman Orientation
 - Transfer Orientation
 - New Majors Sessions
- Interpreted and enforced policies and procedures
- Conducted student and community outreach efforts by writing information about Retail Management and Fashion Merchandising for Department's website and presenting this information during recruitment activities
- Served as liaison between Department of Retailing and other departments throughout University (e.g., Office of Undergraduate Admissions, Office of the Registrar, Student Success Center, etc.)
- Moderated Retailing student listserv and wrote and edited information to post to listserv
- Chaired College of Hospitality, Retail and Sport Management Admission and Retention Committee for two (2) years
- Conducted mock interviews and Resume Writing Skills workshop for Retailing students
- Supervised and managed Retailing Department office procedures
- Monitored student workers for Department of Retailing

South Carolina Honors College
Univ. of South Carolina, Columbia Senior Thesis Director 2012-2013

Served as director of South Carolina Honors College student's senior thesis, *Beyond the Veil: Misconceptions of Islamic Dress*

South Carolina Honors College Adjunct Professor 2005 –
Univ. of South Carolina Columbia 2013

Taught university courses I created for the honors students of South Carolina Honors College, including

- *SCHC 380-O: Student Activism in the 1960s and 70s*
- *SCHC 380-T: Modern Revolutions*
- *SCHC 380-V: Women, Social Roles and Religion*
- *SCHC 381-J: Fashion History*

Department of Retailing Adjunct Instructor 2010
College of Hospitality, Retail and
Sport Management
Univ. of South Carolina, Columbia

Taught university course I created for Department of Retailing, *RETL 324: Topics in Fashion History - Women and the Fashion Industry*

South Carolina Honors College Second Reader 2010
Univ. of South Carolina, Columbia

Served on senior thesis committee for South Carolina Honors College student as second reader for her senior thesis, *The Threads of Travel: A Fashion Industry Marketing Plan*, and for her thesis defense

Cardinal Newman School
Columbia, SC

Director of Guidance

2001 - 2006

- Supervised Guidance Department
- 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
 - Diversity
 - SAT/ACT Prep
 - Financial Aid for College
 - College Planning
 - Career Planning
 - Holland's Theory of Personality and Work Environments
 - Strong Interest Inventory
- 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 and updated *Course Selection Handbook* each year
- Chaired and moderated Mock Interview Committee which I started
- Planned, coordinated and supervised testing for school
- Counseled students and parents about college planning and admissions matters
- Interviewed applicants for counselor position
- Counseled students and parents about high school-to-college transmission and adjustment issues
- Counseled students, parents and teachers about academic and personal matters
- Assisted students and parents in applying for colleges and scholarships
- 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
- Coordinated nomination of students for college/university honors and special awards, scholarships and opportunities
- Planned and coordinated college/university/military recruiter visits/information sessions

Midlands Technical College (Bellline
Campus) Part-time Instructor 2001
Developmental Studies Department
Columbia, SC

- Taught *College Skills 103* - college success skills (i.e., studying, test-taking, learning styles, etc.) to two-year college students

Sandhills Academy (now called
"Sandhills School") Teacher 2000 –
Columbia, SC 2001

- Taught English grammar, composition and literature and computer keyboarding to elementary and middle school students with learning disabilities
- Supervised school's computer lab
- Advised Student Council
- Planned and created special projects and classroom games to facilitate learning for learning-disabled students
- Wrote lesson plans and IEPs (Individual Educational Plans)
- Reported to parents on students' progress during parent-teacher conferences

South Carolina Honors College Director of Academic Affairs 1989 1999
Univ. of South Carolina, Columbia

- Trained and supervised full time professional staff advisors and part-time faculty advisors
- Supervised South Carolina Honors College advisement system, including honors advisement, registration and summer orientation
- Recruited, advised and mentored Honors College students
- Supervised and coordinated Senior Thesis/Project process for all graduating SCHC seniors each semester
- Helped Dean develop new *SCCC 390Z: Thesis/Project Planning* course
- Taught *SCCC 499: Senior Thesis/Project* course
- Developed and wrote
 - *Pre-Enrollment Handbook* for Senior Thesis/Project
 - *Director's/Second Reader's Handbook* for Senior Thesis/Project
- Edited *Senior Thesis/Project Student Handbook* each semester
- Surveyed honors students about SCHC advisement process and analyzed and reported results of data
- Developed and coordinated publicity and selection process for SCHC Undergraduate Research Fellowships and Senior Thesis/Project Research Grants
- Developed and coordinated internships and tutoring positions for honors students
- Publicized and coordinated selective fellowships and scholarships (Marshall, Rhodes, Rotary, Goldwater, Javits, etc.) for the University
- Coordinated mock interviews for students applying for selective fellowships and scholarships and served on mock interview committee
- Counseled honors students about career decision-making with aid of psychometric and computerized career guidance instruments
- Served as liaison between SCHC and faculty and staff at the University and between SCHC and the local community
- Collaborated with constituents and colleagues
- Served on various college and university committees (see "Service Responsibilities")
- Supervised graduate assistant
- Coordinated staff retreats

University 101 / The Freshman Year

Instructor

1990

Experience

Univ. of South Carolina, Columbia

- Planned lessons for and taught *University 101*
- Counseled and instructed university freshmen about adjusting to college life, career planning and being successful in college courses

Career Planning Office University Career Center Univ. of South Carolina, Columbia	Career Counselor/Workshop Presenter (Graduate Assistant)	1987 - 1989
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- Coordinated over 200 career development workshops, presentations and tours for individuals as well as for University 101 (the Freshman Year Experience) classes, other classes and student organizations o Strong-Campbell Interest Inventory
 - o Career Planning o Resume Writing o Job Search Skills o Interviewing Skills
- Counseled over 175 undergraduate and graduate student-clients with aid of psychometric and computerized career guidance instruments o Strong-Campbell Interest Inventory
 - o Myers-Briggs Type Indicator o SCOIS
- Developed and led special career development presentations for 60 Upward Bound (TRIO Programs) students
- Researched educational and career development of undergraduate African-American students for needs assessment (resulting paper earned the 1989 Ernest E. Just Graduate Research Award)
- Led *Making the Transition from College Student to Employee* session for first Minority Student Symposium
- Organized publicity for and assisted in planning and coordinating first Minority Student Symposium
- Assisted in planning and coordinating annual Career Fair

English Department Developmental Reading Lab Sumter Area Technical College (now "Central Carolina Technical College") Sumter, SC	Instructor Learning Manager	1980 1982
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- Taught classes in speech, English grammar & composition, industrial psychology, studying skills and test-taking skills (*College Skills 103*)
- Planned lessons, developed tests, and organized papers, student records and other materials for my classes
- Counseled and tutored developmental reading students in developmental reading lab
- Supervised work-study student in developmental reading lab library

COURSES TAUGHT

RETL 495	<i>Retailing Internship</i>	Supervised work experience within the retail industry that links classroom learning and student interest with the acquisition of knowledge in an applied work setting
RETL 295	<i>Retailing Practicum</i>	Supervised work experience in an area of the retail industry, selected by the student and approved by the instructor.
RETL 201	<i>Exploration of Retail Management and Fashion Merchandising Industries</i>	Exploration of retail management and fashion merchandising curriculum and careers.
RETL 242	<i>HRSM Professional Communications</i>	Theory, processes and applications of business communications.
RETL 324 (Temporary Number: RETL 491)	<i>Topics in Fashion History</i>	Exploration of the historical impact which the fashion industry has made on people, trends and events throughout time.
SCHC 381-J	<i>Fashion History</i>	Women and fashion have had a love-hate relationship throughout modern times. Although the first fashion designers were men, women truly began to take their places among designers in the 1920s when Coco Chanel made her mark on the fashion industry. Since that time, female fashion designers have influenced generations of women and designers worldwide and have made many of their designs household names,

as well as closet staples. Nevertheless, one cannot discount the mark that fashions designed by men have also made on the female shopper. *SCHC 381-J: Fashion History - Women and the Fashion Industry* will study the history and contributions of fashion designers who helped shaped this industry, the fashion designs loved by women and created by both female and male designers, the importance of their designs, the women who made their contribution to the fashion industry by modeling the designs, and the social, economic and psychological effects that all have had on women in the 19th, 20th and 21st centuries.

SCHC 380-O

*Student Activism in the
1960s & 70s*

The United States in the 1960s and '70s was a nation undergoing change: a change in demands, a change in ideas and a change in morals. Spawned by the great transformation that the U.S. was experiencing during this volatile period of the 20th century were political and social movements in which college and even younger students participated heavily. No longer content to just languish in their Ivory Towers, American students of the '60s and '70s took to the streets as catalysts, leaders and facilitators who participated mightily in three key sociopolitical movements of this era: the Civil Rights Movement, the Anti-Vietnam War Movement (aka the American Peace Movement) and the Women's Rights

Movement (aka the Women's Liberation Movement or the Feminist Movement). While other sociopolitical movements in which students participated were also occurring at this time (e.g., the Environmental Movement, the Free Love Movement, the Hippie Movement, the Black Power Movement, the Black Nationalist Movement, etc.), these other movements will be mentioned only marginally. Only the Civil Rights Movement, the Anti-Vietnam War Movement and the Women's Rights Movement will be compared and contrasted for this course.

The purpose of this course is to delve into the intricacies of these three sociopolitical movements, all separate yet inextricably intertwined, and to make modern American history come alive once again. This task will be accomplished not only by reading the texts, but also by watching documentaries of period events, listening to and studying the lyrics of some of the music that was popular during the era and listening to the personal accounts of guest speakers who actually lived the history. In addition, local student activism in Columbia, Orangeburg, Rock Hill,

and Sumter, SC, during this era will be investigated. The history of each movement will be examined along with the reasons why each occurred, how students became so heavily involved in them, and what kind of impact they each made upon the participants, the observers and the United States. In fact, we will attempt to discover the answers to several questions, including the following:

- How and why did each sociopolitical movement begin?
- What attracted students to these movements?
- What roles did students play in these movements?
- How did these sociopolitical movements affect American society?
- What lasting impact did the student activists make on these movements and on American society?
- What lessons did American society learn from these sociopolitical movements?
- What lessons did the student activists learn from their participation in these sociopolitical movements?
- What lessons did American society learn from these students?
- Were these sociopolitical movements only an American phenomenon or were they also occurring simultaneously in other countries around the world?
- How did the decisions, works and sacrifices made by these students affect today's students?
- What correlations can be made between the concerns of today's American students and the student activists of the '60s and '70s?
- Could any of these sociopolitical movements and the simultaneously occurring student unrest occur today?
- Does student activism occur on a similar level and in a similar manner today?

SCHC 380-T

Modern Revolutions

Where *Student Activism in the 1960s and 70s* left off, *Modern Revolutions* continues. The Civil Rights Movement, the Anti-Vietnam War Movement and the Women's Liberation Movement were not the only sociopolitical revolutions that changed history. However, rather than study military coups which comprised the revolutions that come to the memories of most people, this course explores some different, yet representative, sociopolitical revolutions that made a huge impact on modern American society:

- Rob Williams and the Black Power Movement (which became the ideology of the Black Panther Democratic Party)
- The Hippie Movement and the Drug Culture
- The Sexual Revolution (aka the Free Love Movement)
- Harvey Milk and the Gay Pride Movement
- The Green Revolution (which began as the Ecology/Environmental Movement)
- The Information Technology Revolution

From the early 1960s to the present time, these revolutions helped shape modern American society either in obvious or subtle ways. Do you know a child who has participated in a free breakfast or free lunch program at school? Do you know someone who is openly gay and professionally successful? Do you recycle or live in a "green" home? Do you own an iPod or a Blackberry? If you can answer "yes" to any of these questions, then you and others you know have benefited from at least some of these revolutions.

The purpose of this course is to study the people, events, causes and effects of these sociopolitical revolutions and, once again, to attempt to make history come alive. We will read the texts, watch documentaries of period events, and listen to the personal accounts of guest speakers who participated in history. The following questions will be investigated:

- How and why did each revolution begin?
- How did these revolutions affect American society? What lessons did American society learn from these revolutions?
- How have we personally been affected by these revolutions?

SCHC 380-V	<i>Women, Social Roles and Religion</i>	Women in so-called "Third World" societies are often relegated to second-class status, subjected to harsh treatment or mistreatment in their communities and homes, and disregarded as chattel, especially due to strict social mores based on some religious traditions. However, women in western societies also have their challenges often influenced by traditional social strictures based on theology. <i>Women, Social Roles and Religion</i> examines the religious teachings and practices, ancient and modern, that have contributed to the common perceptions--and misperceptions--of the roles of women in our world.
COL 103	<i>College Skills</i>	This course includes such topics as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success. It focuses on listening skills, note-taking strategies, time management, textbook mastery, memory techniques and test taking strategies, and research skills.
SCHC 499	<i>Senior Thesis/Project</i>	Refresher for South Carolina Honors College seniors on the basic rules of English grammar and composition plus a review of the policies and procedures regarding the required capstone experience: the Senior Thesis or Project

SPC 205	<i>Public Speaking</i>	This course is an introduction to principles of public speaking with application of speaking skills. This course is designed to give the student confidence and poise in various speaking situations through an awareness of the processes involved in public speaking and interpersonal communication by providing him or her with opportunities to express himself in informal speeches, group discussion and conversations and to practice giving various types of speeches.
ENG 101	<i>English Composition I</i>	This is a college transfer course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the techniques of research are also presented.
PSY 103	<i>Industrial Psychology</i>	This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in the work world.

SERVICE RESPONSIBILITIES

UNIV 101

*The Student in the
University*

Begun as an educational experiment in 1972 by Professor John N. Gardner, University 101, the First Year Experience, is a three-hour seminar course which provides both an introduction to the nature of university education and a general orientation to the functions and resources of our University.

University Level (chronological order)

Service	Level	Dates
<i>Effectively Communicating with Students and Colleagues Globally</i> , Center for Teaching Excellence, Univ. of South Carolina, Columbia	Presenter	Sep. 2020
<i>Taking It To the Streets: Experiential Learning in Online Courses</i> , Center for Teaching Excellence, Univ. of South Carolina, Columbia	Co-Presenter	Jan. 2020
Discover USC (Discovery Day), Univ. of South Carolina, Columbia	Reviewer, Judge (Presentations & Posters)	2010 - 2019
Women's Leadership Institute, Univ. of South Carolina, Columbia	Participant	2009 - 2019
PACWI (Provost's Advisory Committee on Women's Issues) --Diversity in Leadership Sub-Committee --Diversity in Leadership Sub-Committee --Mentoring & Professional Development Sub-Committee	Co-Chair Co-Chair Member 2012-2016	2016-2018 2012-2018
UAN (University Advisors Network) Poster Presentation – "College of HRSM Student Retention Initiatives," <i>First Annual USC Advisors Conference</i> , Univ. of South Carolina, Columbia	Presenter	Feb 2014
"Shaping a Society: The Power Wielded by Southern Student Activists in Two Major American Sociopolitical Movements," <i>Student Activism</i> , <i>Southern Style</i> : <i>Organizing and Protest in the 1960s and 70s Conference</i> , Univ. of South Carolina, Columbia	Presenter	2010
2009 NASSM (North American Society for Sport Management) Conference, College of Hospitality, Retail and Sport Management, Univ. of South Carolina, Columbia	Presider	2009
Discovery Day, Univ. of South Carolina, Columbia	Lead Moderator, Judge (Presentations)	2009
USC Traffic Appellate Court, Univ. of South Carolina, Columbia	Member	1995-1999

Carolina Scholars Selection Committee, Univ. of South Carolina, Columbia	Reader, Interviewer	1995-1998
University Awards Day Selection Committee Univ. of South Carolina, Columbia	Member	1997
1st Annual USC Black Student Orientation, Univ. of South Carolina, Columbia	Presenter, Planning Committee Member	1996
University of South Carolina Women's Studies Conference Breakout Session, Columbia	Moderator	1996 & 1995
Univ. of South Carolina-Columbia May Session Task Force	Member	1995
Univ. of South Carolina Grievance Board of Review, Columbia	Chair	1995 & 1994
Fellowships and Summer Programs Advisory Committee, Univ. of South Carolina, Columbia	Member	1993-1994
Students Educating and Empowering for Diversity (SEED), Univ. of South Carolina, Columbia	Trainer, Core Member	1990-1993
SC Legislative Internship Selection Committee, Univ. of South Carolina, Columbia	Member	1990-1992
Univ. of South Carolina Career Center Minority Task Force, Columbia	Secretary	1988-1992

College Level (chronological order)

<i>HRSM Diversity & Inclusion Committee (newly formed)</i>	Member	2020-Present
<i>HRSM Internship Task Force</i> College of Hospitality, Retail and Sport Management Univ. of South Carolina, Columbia	Member	2019-Present
<i>Beyond the Veil: Misconceptions of Islamic Dress</i> , South Carolina Honors College Student (Kelsey Waninger) Senior Thesis and Thesis Defense	Director	2012-2013
Admission and Retention Committee College of Hospitality, Retail and Sport Management Univ. of South Carolina, Columbia	Chair	2009-2011

<i>The Threads of Travel: A Fashion Industry Marketing Plan</i> , South Carolina Honors College Student (Maria Culbertson) Senior Thesis and Thesis Defense	Second Reader	2010
Women's History Month Assembly, Voorhees College, Denmark, SC	Keynote Speaker	1999
South Carolina Honors College Executive Committee, Univ. of South Carolina, Columbia	<i>Ex Officio</i> Member	1989-1999
South Carolina Honors College Admissions Committee, Univ. of South Carolina, Columbia	Member	1989-1999

Departmental Level (chronological order)

Retailing Internship-Practicum Information Sessions Department of Retailing College of Hospitality, Retail and Sport Management Univ. of South Carolina, Columbia	Presenter	2019 – Present
Retailing New Admitted Student Welcome Department of Retailing College of Hospitality, Retail and Sport Management Univ. of South Carolina, Columbia	Presenter	2019
Retailing Student Listserv Department of Retailing College of Hospitality, Retail and Sport Management Univ. of South Carolina, Columbia	Moderator	2009-2012
<i>Resume Writing</i> for RETL 301: Pre-Internship Seminar, Dept. of Retailing, Univ. of South Carolina, Columbia	Presenter	2009 & 2008
<i>Issues Faced by Women in the Black Church</i> Various Classes, Women's Studies Program Univ. of South Carolina, Columbia	Guest Lecturer	1997-1999

Professional/Community Level (chronological order)

<i>Effectively Communicating with Students and Colleagues Globally</i> , Center for Teaching Excellence, Univ. of South	Presenter	Sep. 2020
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Columbia Citizens Advisory Committee Columbia, SC	Member	2002-2004
Site Recruiting and Publicity Committees Bridge Builders for the Future, Columbia, SC	Moderator, Chair	1989-1992
Project Graduation, Sumter, SC	Committee Chair	1986-1988
Leadership Sumter, SC	Participant and Graduate	1986
Sumter YWCA Safe House Public Affairs Committee, SC	Chair	1982

Secondary Level (chronological order)

Cardinal Newman Executive Committee, Cardinal Newman School, Columbia, SC	Member	2001-2006
Cardinal Newman Mock Interview Committee, Cardinal Newman School, Columbia, SC	Founder, Chair	2002-2006
Cardinal Newman School Campus Ministry Team, Columbia, SC	Member	2002-2006
SACS Accreditation Committee, Cardinal Newman School, Columbia, SC	Co-Chair	2003-2004
Cardinal Newman 101 Task Force, Cardinal Newman School, Columbia, SC	Chair	2001
Sandhills Academy Student Council, Columbia, SC	Advisor	2000-2001

NON-REFEREED PRESENTATIONS

Harrison, RR. (2020, September). *Effectively Communicating with Students and Colleagues Globally*, Center for Teaching Excellence Presentation, University of South Carolina, Columbia.

Edwards, K. & Harrison, RR. (2020, January). *Taking It To the Streets: Experiential Learning in Online Courses*, Center for Teaching Excellence Workshop, University of South Carolina, Columbia.

Harrison, R. R. (2014, February). *College of HRSM Student Retention Initiatives*, First Annual USC Advisors Conference, University of South Carolina, Columbia.

Harrison, R. R. (2011, October). *One Woman's Journey*, South Carolina Women in Higher Education Women of Color Conference, Columbia College, Columbia, SC.

Harrison, R. R. (2010, March). *Shaping a Society: The Power Wielded By Southern Student Activists In Two Major American Sociopolitical Movements*. Student Activism, Southern Style: Organizing and Protest in the 1960s and 70s Conference, University of South Carolina, Columbia.

Harrison, R. R. (2009, Spring, 2008, Spring). *Resume Writing*, RETL 301: Pre-Internship Seminar, University of South Carolina, Columbia, SC.

Harrison, R. R. (2001-2007). *Diversity & Multiculturalism*, Youth Leadership Council (Greater Columbia Community Relations Council), Columbia, SC.

Harrison, R. R. (2004-2006). *Issues in Diversity*, Cardinal Newman School, Columbia, SC.

Harrison, R. R. (2001-2006). *Strong Interest Inventory & Career Planning*, Cardinal Newman School, Columbia, SC.

Harrison, R. R. (1999, October). *Issues Affecting African American Student Decisions to Enter an Honors Program or Honors College at a Predominantly White Institution*, The National Higher Education Conference on Students of Color, Minneapolis, MN.

Harrison, R. R. (1997-1999). *Issues Faced by Women in the Black Church*, Women's Studies Classes, University of South Carolina, Columbia, SC.

Harrison, R. R. (1997, March). *Issues in Diversity*, 1st Annual STEP High School Leadership Conference, University of South Carolina, Columbia, SC.

Harrison, R. R. (1997, March). *The Role of Women in the Black Church*, Women's Studies Conference, University of South Carolina, Columbia, SC.

Harrison, R. R. (1996, July). *Achieving Success in College*, 1st Annual USC Black Student Orientation, University of South Carolina, Columbia, SC.

Harrison, R. R. (1994, October). *Resume Writing*, Business Management Class, Benedict College, Columbia, SC.

Harrison, R. R. (1989, February). *Making the Transition from Student to Employee*, Minority Student Symposium, University of South Carolina, Columbia, SC.

Harrison, R. R. (1987-1989). *Career Objective*, University Career Center, University of South Carolina, Columbia, SC.

Harrison, R. R. (1987-1989). *Resume Writing*, University Career Center, University of South Carolina, Columbia, SC.

Harrison, R. R. (1987-1989). *Job Search Skills*, University Career Center, University of South Carolina, Columbia, SC.

Harrison, R. R. (1987-1989). *Interviewing Skills*, University Career Center, University of South Carolina, Columbia, SC.

Harrison, R. R. (1987-1989). *Strong Interest Inventory & Career Planning*, University Career Center, University of South Carolina, Columbia, SC.

Harrison, R. R. (1987-1989). *Myers-Briggs Type Indicator & Career Planning*, University Career Center, University of South Carolina, Columbia, SC.

Harrison, R. R. (1986-1987). *Job Search Skills*, Manpower Program, Older Individuals Program, Wateree Community Actions, Inc., Sumter, SC

Harrison, R. R. (1986-1987). *Interviewing Skills*, Manpower Program, Older Individuals Program, Wateree Community Actions, Inc., Sumter, SC

Harrison, R. R. (1982-1983). *Weatherizing Your Home*, Emergency Assistance Program, Wateree Community Actions, Inc., Sumter, SC

Harrison, R. R. (1982-1983). *Healthful Eating and Shopping*, Emergency Assistance Program, Wateree Community Actions, Inc., Sumter, SC

HONORS and AWARDS

- | | |
|-----------|---|
| 2014 | Nominated for Ada B. Thomas Advisor of the Year Award |
| 2012 | United Way of the Midlands Financial Stability Council Certificate of Recognition and Appreciation |
| 2007 | Greater Columbia Community Relations Council Board of Directors Certificate of Recognition and Appreciation |
| 2002 | Cardinal Newman School Faculty of the Month Award |
| 2001 | Sandhills Academy Advisor's Award |
| 1994 | "Diamond Honoree" by Columbia Area YWCA |
| 1992 | <i>American Women of Today</i> |
| 1989 | Ernest E. Just Graduate Research Award |
| 1986 | Leadership Sumter graduate |
| 1980 | <i>Who's Who Among American College Students</i> |
| 1980 | <i>National Dean's List</i> |
| 1980 | Highest GPA in English Award |
| 1980 | "Dramafest '80" 1 st Place Award for <i>Caesar's Ghost</i> |
| 1980 | Syed Amanuddin Poetry Award |
| 1979-1980 | Inducted into <i>Alpha Kappa Mu</i> Honor Society |
| 1979-1980 | Wrote and directed Morris College Class Night play, <i>Too Late</i> , upon faculty request |

CONTINUING EDUCATION

University of South Carolina, Columbia:

Center for Teaching Excellence (CTE)	
<i>Diversity Across the Curriculum</i>	October 2020
<i>Inclusive Excellence at UofSC</i>	April 2020
<i>Engaging a Diverse Group of Students</i>	March 2020
<i>10 Tips for Effectively Teaching International Students</i>	March 2020
<i>Diversity, Equity and Inclusion</i>	February 2020
<i>Getting Started Teaching Online</i>	Sept 2019
<i>USC Internship Forum</i>	June 2019
<i>Beginner Outlook</i>	May 2019
<i>Handshake Experiences Webinar</i>	April 2019
<i>Level Two Advisor Certification</i>	February 2019
<i>HRSM Experience Expo</i>	February 2019
<i>Level Two Advisor Certification</i>	June 2018
<i>NACADA – Building Advisor Competency: Core Skills Component</i>	June 2018
<i>NACADA – Building Advisor Competency: Relational Skills Component</i>	May 2018
<i>Academic Common Market & Undergraduate Studies Workshop</i>	May 2018
<i>Wix Training</i>	February & April 2018
<i>Level One Advisor Certification</i>	June 2017
<i>Green Zone Ally</i>	June 2017
<i>Carolina Intercultural Training</i>	May 2017
<i>Advisor's Orientation to Study Abroad</i>	April 2017
<i>Degree Works Guidance</i>	January 2017
<i>Illegal Discrimination & Title IX Compliance</i>	October 2016
<i>Unmuted (Sexual Harassment & Assault)</i>	September 2016
<i>EAB/Pathfinder</i>	June 2016
<i>Degree Works Exceptions</i>	June 2015
<i>Second Annual USC Advisors Conference</i>	Feb 2015
<i>Mobile Security for Android</i>	Feb 2015
<i>First Annual USC Advisors Conference</i>	Feb 2014
<i>SARS-GRID Training</i>	Jan 2014
<i>PowerPoint Basics</i>	Feb 2013

<i>Appreciative Advising</i> (led by Dr. Jenny Bloom)	Dec 2012
<i>Banner</i>	Nov 2012
<i>Degree Works</i>	Oct 2012
<i>Violence in the Workplace</i>	Sep 2012
<i>Surviving in Today's Changing Work Environment</i>	Jul 2011
<i>Teaching Critical Thinking and Beyond</i>	Apr 2011
Career Champion Training	Apr 2011
<i>GRANT: What Makes a Good Budget?</i>	Apr 2011
<i>GRANT: Basic Proposal Writing: Effective Communicating</i>	Feb 2011
<i>The Nitty Gritty of Grant Budget Development</i>	Feb 2011
<i>Accepting Change Workshop</i>	Feb 2011
<i>Getting Good Evaluations Seminar</i> Center for Teaching Excellence	Apr 2010
<i>Microsoft Outlook Workshop</i>	Mar 2010
<i>Information Technology Security Awareness Seminar</i>	Feb 2010
<i>Classroom Management Strategies</i>	Jan 2010
<i>Blackboard Refresher, Safe Assignment, Grade Center Workshop</i>	Jan 2010
<i>Online Teaching Workshop</i>	Aug 2009
<i>Flashlight for Online Surveys Workshop</i>	Aug 2009
<i>DARSWeb Workshop</i>	Jun 2009
<i>Negotiation Strategies</i>	Apr 2009
<i>Women's Leadership Institute</i>	
<i>Blackboard Basics II Workshop</i>	Apr 2009
<i>LISTSERV Moderation Training</i>	Feb 2009
<i>Stress Survival Skills Workshop</i>	Dec 2008
<i>Active Shooter & Behavior Intervention Seminar</i>	Sep 2008
<i>Blackboard Basics I Workshop</i>	Aug 2008
<i>Diversity in Private Schools Workshops, Columbia, SC</i>	Jan 2006, Jan 2005

Midlands Technical College, Columbia, SC:

<i>SC Minority Women in Higher Education Conference</i>	Oct 2010, Oct 2009
<i>Event and Meeting Planning Certification Program</i>	Fall 2005:
<i>Event Planning I – The Basics: Duties, Career Paths & the Consultation</i>	Sep 2005
<i>Event Planning II – Planning a Wedding</i>	Oct 2005
<i>Event Planning III – Starting Your Business & Themed Events</i>	Nov 2005

Limestone College, Gaffney, SC*Communications 401: Visual Communications Course*

Fall 2004

University of South Carolina, Columbia:

	1989 – 1999
Various Computer Software Workshops	1998-1999
<i>Grant and Funding Sources on the Internet Workshop</i>	1993 - 1997
<i>Women's Studies Conference</i>	1995
<i>Equal Employment Opportunity Workshop</i>	1995
<i>Sexual Harassment Workshop</i>	1993
<i>Stress, Success & Self-Esteem Workshop</i>	1993
<i>Cross-Cultural Relationships: Appreciating & Celebrating Diversity</i>	1992
<i>Women in Higher Education Teleconference</i>	1991
<i>Cultural Diversity & Sensitivity Seminar</i>	1990
<i>Perfecting Your Presentations Seminar</i>	1990
<i>Maximizing Benefits of a Culturally Diverse Environment</i>	1990
<i>The Teaching Experience Workshop (University 101 Training)</i>	1989
<i>Projecting Professionalism Workshop</i>	1989
<i>Beyond the Dream: A Celebration of Black History Teleconference</i>	1989

South Carolina Commission on Higher Education:

<i>Minority Access & Equity in Higher Education Conference</i>	1993, 1995, 1997, 1998
<i>SC Women in Higher Education Administration Conference</i>	1994

Fred Pryor Seminars, Columbia, South Carolina:

<i>How to Supervise People</i>	1994
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**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>[Signature]</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved 46 of <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: 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, 50 yrs
 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>None</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



Agenda Briefing Addendum

Prepared by:	Ashiya A. Myers	Title:	Assistant to the County Administrator
Department:	Administration	Division:	
Contributor:	Elizabeth McLean	Title:	Acting County Attorney
Contributor:	Stacey Hamm	Title:	Director, Finance Department
Contributor:	Randy Pruitt	Title:	Director, Support Services
Date Prepared:	February 18, 2021	Meeting Date:	March 02, 2021
Approved for Consideration:	County Administrator		Leonardo Brown, MBA, CPM
Committee:	Rules & Appointments		
Agenda Item:	"Consider moving the Horizon meeting to Tuesday and have delivery of finished agendas to Council members by Thursday close of business." [Malinowski, McBride, Terracio, Myers, Newton]		

COUNCIL INQUIRY #1:

The committee requested staff provide language to amend the applicable rules.

Reply:

See the attached red-lined version of the applicable Council rules.

COUNCIL INQUIRY#2:

The committee requested staff feedback relative to logistical changes based upon a Thursday agenda delivery schedule.

Reply:

The County Attorney’s Office has expressed concerns regarding its ability to meet the proposed deadline due to staffing. As there are a limited number of attorneys presently available, there may be occasions during which the office is unable to timely complete its reviews.

Per Central Services, delivery is dependent upon timely provision of printed agendas.

ADDITIONAL COMMENTS FOR CONSIDERATION:

Staff has proposed language for the applicable Council rules. Please note, the briefing document referenced “seven working days” as the proposed Administrative due date for backup documentation. After further review, staff noted the due date should be relative to the meeting date and not relative to the agenda compilation date. Therefore, the Administrative due date should be **ten working days** prior to committee consideration.

ATTACHMENTS:

1. Red-lined 2019 Council Rules
2. Sample back-up documentation due date calendar based upon Thursday delivery

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.

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.

1.7 Agenda

- a) Compilation-The agenda for regular meeting of Council shall be compiled by the Clerk of Council on the ~~Wednesday~~-~~Tuesday~~ 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~~-~~Wednesday~~ 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 signed by three members of Council, 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.
 - 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.
- 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.

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.

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 weekst~~en working days 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~~Thursday prior to the committee meeting.

4.5 Meetings

Committees shall meet regularly in a room 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 approved by the Clerk of Council prior to the Committee meeting.

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:



Council Meeting



Documents Due



Committee Meeting



Agenda Delivery

9/6/2021 - 11/28/2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
September 6	7	8	9	10	11	12
County Holiday 	Agenda briefings due to Admin by COB for the Sept 21 meeting 	Agenda documents due to Clerk's Office by COB for the Sept 14 meeting 				
13	14	15	16	17	18	19
	Agenda briefings due to Admin by COB for the Sept 28 committee meetings. 	Agenda documents due to Clerk's Office by COB for the Sept 21 meeting 				
20	21	22	23	24	25	26
	Agenda briefings due to Admin by COB for the Oct 05 meeting 	Agenda documents due to Clerk's Office by COB for the Sept 28 meetings 				
27	28	29	30	October 1	2	3
		Agenda documents due to Clerk's Office by COB for the Oct 05 meeting 				
4	5	6	7	8	9	10
	Agenda briefings due to Admin by COB for the Oct 19 meeting 					
11	12	13	14	15	16	17
County Holiday 		Agenda documents due to Clerk's Office by COB for the Oct 19 meeting 				
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	Agenda documents due to Admin by COB for the Nov 09 meeting 					
November 1	2	3	4	5	6	7
	Agenda documents due to Admin by COB for the Nov 16 meeting 	Agenda documents due to Clerk's Office by COB for the Nov 09 meeting 	Agenda documents due to Admin by COB for the Nov 18 meeting 			
8	9	10	11	12	13	14
		Agenda documents due to Clerk's Office by COB for the Nov 16 meeting and Nov 18 committees 				
15	16	17	18	19	20	21
			Agenda documents due to Admin for Dec 07 meeting 			
22	23	24	25	26	27	28
			Thanksgiving Holiday			

Proposed Council Rule Related to “Title Only” Items

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.

Absent a finding by the Chair of exigent circumstances, no ordinance having only a title and no supporting body (i.e. by “Title Only”) shall be placed on a council agenda. The Chair shall report the exigent circumstance to the full body at the call of the item. Notwithstanding the within, ordinances related to economic development projects may be placed on an agenda with a title only, provided that the Chair of the Economic Development Committee recommends such action and a report is presented to the full council, in executive session if necessary and appropriate, providing background information sufficient for the Council to make an informed decision.

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.

Board/Committee/Commission	Name	Term Expiration	Eligible for Reappointment	Reapplied
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	Lindsey Ott	4/4/2021	Y	
Airport Commission	Timothy Mousseau (Neighborhood)	4/4/2021	Y	
Board of Assessment and Appeals	John F. Kososki	5/3/2019	N	
Board of Zoning Appeals	Cody Pressley	4/3/2021	Y	
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	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	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	

Board/Committee/Commission	Name	Term Expiration	Eligible for Reappointment	Reapplied
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	Yves Naar	7/29/2020	N	
East Richland Public Service Commission	Catherine Cook	11/3/2020	Y	Y
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	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	Dr. Sandra Manning	3/6/2014	Y	
Internal Audit	Sarah Corbett (CPA)	2/20/2019	Y	
LRADAC	DuJuan Council (Resigned 3/20)	12/31/2020	N	
LRADAC	Theresa Chandler (Resigned 12/20)	12/31/2021	N	
Music Festival	Delores Mosesel	2/16/2020	Y	

Board/Committee/Commission	Name	Term Expiration	Eligible for Reappointment	Reapplied
Music Festival	Derek Riley	5/5/2020	Y	
Planning Commission	Bryan Grady	3/7/2002	Y	
Planning Commission	Heather Cairns	4/18/2021	N	
Planning Commission	Stephen L. Gilchrist	4/18/2021	N	
Procurement Review Panel	Lindsey Dale Boozer (Construction)	No Term Limit	Appt. 9/6/94	
Procurement Review Panel	VACANT (Consumer Industy)			
Richland Library	Cheryl English		N	
Richland Memorial Hospital Board	Sandra Sims	12/31/2020	N	
Richland Memorial Hospital Board	VACANT (Resignation 12/20)		N	
River Alliance	Jonathan Harvey	6/6/2020	Y	
Riverbanks Park Commission	Maynard F. Phiul Bartlett	2/10/2021	N	
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	Tiajuanna Evans (Attendance)	10/17/2021	N	

Board/Committee/Commission	Name	Municipality	District	Application Received	Interviewed
Airport Commission	Patrick O'Keefe	Unincorporated	6	12/3/2019	11/17/2020
Airport Commission	Andrew R. Tolleson	Columbia	4	10/1/2020	11/17/2020
Airport Commission	Sloan Griffin	Blythewood	2	10/2/2020	
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 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
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	
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	
Community Relations Council	Michelle Drayton	Columbia	11	6/12/2020	
Community Relations Council	Lynn A. Jackson	Unincorporated	9	6/16/2020	
Community Relations Council	Shandelle D. Simmons	Unincorporated	7	8/1/2020	
Community Relations Council	Lady June Cole	??	??	9/21/2020	
Community Relations Council	Derrick Fickling	Unincorporated	9	10/1/2020	

Board/Committee/Commission	Name	Municipality	District	Application Received	Interviewed
Community Relations Council	Andrena L. Johnson	Columbia	4	10/1/2020	
Community Relations Council	Keshia McNeal	Unincorporated	7	10/2/2020	
Community Relations Council	Reena R. Harrison	Unincorporated	11	10/4/2020	
Community Relations Council	Valerie Barrineau Sumner	Columbia	4	10/5/2020	
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	10/15/2020	
Hospitality Tax Committee	Terry Davis	Columbia	4	10/1/2020	
Internal Audit Committee	Pamela J. Petro-Ott	Columbia	6	10/2/2020	
LRADAC	Maryann Wright	Unincorporated	9	1/19/2021	
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	
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 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	
River Alliance	Javar A. Juarez	Unincorporated	2	11/4/2020	
Transportation Penny Advisory Committee	Pamela J. Petro-Ott	Columbia	6	10/2/2020	

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 of 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.

COUNCIL RULES OF RICHLAND COUNTY COUNCIL RULES

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- 2.1 Call to Order
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- ~~2.8~~ 2.9 Signatures

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5.13	5.12		<u>Privileged Motions</u>
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	5.19		<u>Delays</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 [M03]: Malinowski requested clarification on the highlighted language.

1.5 Dates/Times

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

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

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

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

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

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

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

1.6 Quorum

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

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

1.7 Agenda

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

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

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

[PROPOSED NEW RULE]

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

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

1) Roll Call

4) 2) Invocation.

2) — 3) Pledge of Allegiance.

3) 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.

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

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

4.84.9 Budget Work Sessions

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

4.94.10 Motions Forwarded to a Committee

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

RULE V: LEGISLATIVE ACTION

5.1 Emergency Ordinances

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

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

5.2 Other Ordinances-Required Readings

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

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

5.3 Levying Tax/Incurring Debt/Amending Budget

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

5.4 Public Hearings

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

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

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

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

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

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

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

5.5 Second Reading

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

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

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

5.6 Third Reading

Full debate and amendments shall be allowed on third reading.

5.7 Debate

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

5.8 Motions During Debate

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

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

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

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

5.9 Substitute Motions

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

5.10 Amendments

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

5.11 Closing Debate

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

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

5.125.11 Withdrawing Motions

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

5.12 Privileged Motions

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

5.13 Nondebatable Motions

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

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

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

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

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

5.14 Suspending Motions

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

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

5.15 Motion to Recess

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

5.16 Motion to Strike

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

5.17 Rejected Motions

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

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

5.195.16 Delays

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

5.205.17 Defeated Actions

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

5.215.18 Voting

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

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

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

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

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

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

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

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

Votes shall be recorded in the minutes.

[PROPOSED NEW RULE]

5.19 Voting for Board and Committee Appointments

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

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

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

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

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

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

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

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

5.225.20 Dividing Question

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

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

5.235.21 Reconsideration

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

5.245.22 Public Inspection

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

5.255.23 Resolutions

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

5.265.24 Proclamations

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

RULE VI: RULE CHANGES

6.1 Suspension/Amendments

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

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

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

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

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

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

~~7.1 Administrator and Clerk of Council~~

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