



# **RICHLAND COUNTY COUNCIL RULES AND APPOINTMENTS**

Jim Manning	Bill Malinowski, Chair	Julie-Ann Dixon
District 8	District 1	District 9

**MARCH 24, 2015  
4:00 PM**

**4th Floor Conference Room**

## **CALL TO ORDER**

### **Approval Of Minutes**

1. March 17, 2015 [PAGES 4-6]

### **Adoption Of Agenda**

### **Discussion**

## **2. BOARD TERMS: [PAGES 7-12]**

- a. Richland County Boards, Commissions, and Committees:
  1. Boards, Commissions, and Committees governed by Richland County Council

2. Boards, Commissions, and Committees with specific criteria
3. Boards, Commissions, and Committees that involve other governing bodies
- b. Richland County Boards, Commissions and Committees that have been dissolved:
  1. Youth Commission
  2. Appearance Commission
  3. Economic Development Committee
  4. Disabilities and Special Needs Board
  5. Midlands Commission on Homelessness
  6. Complete Street Commission
  7. Building Board of Adjustment and Appeals
  8. Performing Arts Center Board
  9. Transportation Study Commission
- c. **MOTION:** Move that the terms of Board members to the Lexington Richland Alcohol & Drug Commission (LRADAC) be changed from “two, three year terms” to “three, three year terms” so that Richland County appointees have the same opportunities for extended service on this board as Lexington County appointees are currently allowed. **[PEARCE] [ACTION]**

### 3. **CITIZENS INPUT: [PAGES 13-16]**

- a. Current Richland County Form
- b. Richland School District Two Form

### 4. **VOTING:**

- a. **MOTION:** I move that County Council amend its rules to require roll call voting on every vote taken **[ROSE]**
- b. Roll Call Voting Options

### 5. **COUNCIL RULES:**

- a. After discussion between the Rules Committee Chair and Clerk to Council it has been determined that the rules of Richland County Council are efficient and outline the duties and responsibilities of each council member. Therefore, it is recommended that the committee review the current policies/procedures for any additional input/changes.
  1. Create a different format for the council rules **[ACTION]**

2. Allow members to electronically participate in standing committee meetings [**ACTION**]
  3. Allow members to electronically participate during executive session [**ACTION**]
- b. **MOTION:** Re-activate the Richland County Youth Commission. The youth commission has been inactive since 1998 and there are currently no existing or active members. This commission identifies youth-related problems or potential problems; implement programs to increase the awareness of the general population and elect officials of the needs and problems facing youth and their families; and they seek and administer federal, state and private funding for commission operations and for projects proposed by the commission pursuant to the powers enumerated herein [**ROSE**]
- c. **MOTION:** Richland County Government also reviews the election of the Chair's rule which states that the chair should be elected yearly with two-thirds of its members. In conjunction with Councilman Jackson and Manning previous motions to have meaningful representation that the citizens have the opportunity to elect the chair like the citizens in Horry County. This will remove the responsibility of council members. If the Legislative Delegation would support the election of the chair by the citizens. Our current process is apparently flawed and personal; therefore, the people of Richland County deserve to have an adequate transparent representation [**DICKERSON**]
- d. **MOTION:** In the event that a Standing Committee of Council (Administration & Finance, Development & Services, Economic Development, Rules & Appointments) should fail to have a quorum of its members present either at the beginning of the meeting or after the meeting has begun, any item or items that are reported on Committee Agenda deemed "time sensitive" by a committee member or County staff will be referred to the Chair of the Committee, the Chair of Council and the County Administrator. A determination will be then made by this group as to whether the "time sensitive" designation is valid. This determination may require consultation with a Department Head, Procurement, Legal, et al. If a determination of time sensitivity is made in the affirmative, the Chair of Council may add the item to the next regularly scheduled Council meeting for review, debate and action [**PEARCE AND MANNING**]
- e. **MOTION:** Review the terms of days missed per annum to continue to serve on the Planning Commission. Reason: With a nine member Commission and the importance of the body, as applications are time sensitive, there should not be any reason the Planning Commission cannot meet a quorum [**JACKSON AND MALINOWSKI**]

## **Adjournment**



# Richland County Council Request of Action

**Subject**

March 17, 2015 [**PAGES 4-6**]

**Purpose**

# RICHLAND COUNTY COUNCIL

## SOUTH CAROLINA



### Committee Members Present

Bill Malinowski, Chair  
Jim Manning

### Others Present:

Greg Pearce  
Kelvin E. Washington, Sr.  
Monique McDaniels  
Michelle Onley

## RULES AND APPOINTMENTS COMMITTEE

March 3, 2015  
4:00 PM  
4<sup>th</sup> Floor Conference Room

*In accordance with the Freedom of Information Act, a copy of the agenda was sent to radio and TV stations, newspapers, persons requesting notification, and was posted on the bulletin board located in the lobby of the County Administration Building*

### CALL TO ORDER

Mr. Malinowski called the meeting to order at approximately 4:03 PM

### APPROVAL OF MINUTES

**March 3, 2015** – Mr. Manning moved, seconded by Mr. Malinowski, to approve the minutes as submitted. The vote in favor was unanimous.

### ADOPTION OF THE AGENDA

Mr. Manning moved, seconded by Mr. Malinowski, to adopt the agenda as published. The vote in favor was unanimous.

### INTERVIEWS

**Accommodations Tax Committee – 2** – Mr. Randy A. Hurtt was interviewed. The Committee recommended re-appointing Mr. Sam Agee and appointing Mr. Randy A. Hurtt. The vote in favor was unanimous.

**Board of Zoning Appeals – 1** – Mr. Christopher Sullivan was interviewed. The committee recommended re-appointing Mr. Christopher Sullivan. The vote in favor was unanimous.

**Employee Grievance Committee – 3** – Mr. Timothy R. Lippett, Ms. Teresa W. Grissom, Ms. Beverly Williams Leeper and Mr. Suzie Hayne were interviewed.

The committee recommended re-advertising the vacancies and to direct the Clerk's Office to ensure the application available to potential applicants for this committee did not include the residency requirement. The vote in favor was unanimous.

### ITEMS FOR ACTION

#### a. **Board of Zoning Appeals – 2**

Item# 1

# RICHLAND COUNTY COUNCIL

## SOUTH CAROLINA

**Rules and Appointments Committee**  
**Tuesday, March 3, 2015**  
**Page Two**

- b. Richland County Airport Commission - 1**
- c. Hospitality Tax Committee - 1**

Mr. Manning moved, seconded by Ms. Dixon, to advertise for the above-referenced vacancies. The vote in favor was unanimous.

### **ADJOURNMENT**

The meeting adjourned at approximately 4:59 PM.

The Minutes were transcribed by Michelle M. Onley, Deputy Clerk of Council



Item# 1

# Richland County Council Request of Action

## **Subject**

### **BOARD TERMS: [PAGES 7-12]**

- a. Richland County Boards, Commissions, and Committees:
  1. Boards, Commissions, and Committees governed by Richland County Council
  2. Boards, Commissions, and Committees with specific criteria
  3. Boards, Commissions, and Committees that involve other governing bodies
- b. Richland County Boards, Commissions and Committees that have been dissolved:
  1. Youth Commission
  2. Appearance Commission
  3. Economic Development Committee
  4. Disabilities and Special Needs Board
  5. Midlands Commission on Homelessness
  6. Complete Street Commission
  7. Building Board of Adjustment and Appeals
  8. Performing Arts Center Board
  9. Transportation Study Commission
- c. **MOTION:** Move that the terms of Board members to the Lexington Richland Alcohol & Drug Commission (LRADAC) be changed from "two, three year terms" to "three, three year terms" so that Richland County appointees have the same opportunities for extended service on this board as Lexington County appointees are currently allowed. **[PEARCE] [ACTION]**

## **Purpose**

# Richland County Board Terms

## Current Ordinance:

- Sec. 2-327. Terms of service.
  - The members of such boards , commissions and committees shall not serve more than two (2) consecutive terms; provided, however, that upon service of two (2) consecutive terms a member may be eligible for reappointment after one day of non- service. Provided, however, that an individual serving in an executive position on a county board, commission , or committee shall be allowed to complete the term for that position when the individual's term on the board, commission expires prior to the expiration of the executive appointment. Further provided, regional boards , commissions and committees are exempt from the two (2) consecutive term limits requirement whenever the other jurisdiction(s) appointing said members do not limit the number of terms held by their appointee(s).
  - Notwithstanding any other provision of this Article, any member serving on a board, commission or committee may continue to serve until such time as an advertisement has appeared in the local newspaper and a successor has been duly appointed; provided, however, the term of an elected member (who is serving on a board, commission or committee) ends when such member is no longer serving in the capacity of an elected member.  
(Ord. No. 015-11HR, § I, 3-1-11)

## Boards, Commission and Committees governed by Richland County Council:

### **Township Auditorium:**

- **Members:** Seven (7) members residing in the county
- **Terms:** Five (5) years

### **Planning Commission:**

- **Members:** Commission shall consist of not less than five (5) or more than nine (9) members
- **Term:** Four (4) years

### **Board of Zoning Appeals:**

- **Members:** Seven (7) members
- **Term:** Three (3) year terms.

### **Library Board of Trustee:**

- **Members:** Ten (10) members
- **Term:** Four (4) year terms

### **Music Festival Commission:**

- **Members:** Six (6) members
- **Terms:** Four (4) year terms



## **Boards, Commission and Committees that involve other governing bodies:**

### **Board of Assessment Appeals:**

- **Members:** Seven (7) members to be appointed as follows: One by the city council of the City of Columbia, who shall reside within the corporate limits of Columbia; three (3) by a majority of the county council; one by the board of trustees of School District No. 1 of the county, who shall be a resident of School District No. 1; one by the board of trustees of School District No. 2 of the county, who shall be a resident of School District No. 2; and one by the board of trustees of School District No. 6 of the county, who shall be a resident of the county, residing in School District No. 6. One of the members appointed by the county council shall be a person actively engaged in the real estate business.
- **Term:** Three (3) years or until their successors are appointed.

### **Richland-Lexington Riverbanks Parks Commission:**

- **Members:** Two (2) members
- **Term:** Six (6) years

### **Central Midlands Council of Government:**

- **Members:** Six (6) elected officials and five (5) citizens appointed by Council.
- **Term:** Three (3) year term.

### **Historic Columbia Foundation:**

- **Members:** Two (2) members
- **Term:** Four (4) year term

### **Lexington/Richland Alcohol & Drug Abuse Council:**

- **Members:** Six (6) members and the Lexington County Council appoints six members.
- **Term:** Three (3) year term.

### **Community Relations Council:**

- **Members:** 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.
- **Term:** Three (3) year term.

### **Convention Center Commission:**

- **Members:** Fourteen (14) members to be appointed as follows: three (3) members shall be appointed by the Richland County Council; three (3) members shall be appointed by the Columbia City Council and five (5) members shall be appointed by the nine members so appointed, from a slate to be prepared by the Greater Columbia Chamber of Commerce and the Columbia metropolitan Convention and Visitor's Bureau.
- **Term:** Three (3) years in which event initial terms shall be staggered.

### **East Richland Public Service District:**

- **Members:** Five (5) members appointed by the governor upon the recommendation of the county council
- **Terms:** Five (5) year terms.

## **Boards, Commission and Committees with specific criteria:**

### **Airport Commission:**

- **Members:** Nine (9) commissioners to be appointed by the county council; provided, however, that at least two (2) of the appointees shall reside in either the Rosewood, Shandon, or Hollywood-Rose Hill-Wales Garden area.
- **Terms:** The term of office of each commissioner shall be for a period of four (4) years or until his successor is appointed and qualified. The initial appointment shall be made in staggered terms. The four (4) commission candidates receiving the most votes shall initially be appointed for four (4) years and the three candidates receiving the next higher votes shall initially be appointed for two (2) years.

### **Richland Memorial Hospital:**

- **Members:** Fourteen (14) members and the chief and vice chief of staff shall serve ex officio.
- **Terms:** Four (4) years, or until his or her successor is appointed. Provided, however, the terms of all current board members shall expire on December 31st of the last year of their current term. Thereafter, each term of office shall begin on January 1st of the first year, and expire on December 31st of the fourth year.

### **Conservation Commission:**

- **Members:** Eleven (11) members. Each member of Richland County Council shall appoint one person to represent their respective Council district,
- **Term:** Commissioner 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.

### **Hospitality Tax Advisory Committee:**

- **Members:** Five (5) members who shall be appointed by majority vote of the Council. All members must be interested citizens residing in the County, and at least two members must be representative of the restaurant industry.
- **Term:** Two (2) years or until his or her successor is appointed.

### **Building Codes Board of Appeals:**

- **Members:** Seven (7) members. Such board shall consist of one (1) architect, one (1) engineer, one (1) contractor, one (1) alternate member from each of the building, electrical, gas and plumbing industries, and three (3) alternate members from the fire protection industry.
- **Terms:** Three (3) year terms.

### **Building Codes Board of Appeals**

- **Members:** Seven (7) members; one (1) architect, one (1) engineer, one (1) contractor, one (1) alternate member from each of the building , electrical, gas and plumbing industries, and three (3) alternate members from the fire protection industry. All members shall be residents of the county. All members shall be appointed by the council and serve without compensation. Based on the nature of the pending appeal(s), the Building Official shall select four (4) of the alternate members to serve on the board for any scheduled meeting and shall take into consideration the expertise offered by said member in making such selections.
- **Term:** All appointments shall be for three (3) year terms. Vacancies shall be filled for an unexpired term in the manner in which original appointments are required to be made.

### **Accommodation Tax Committee:**

- **Members:** Seven (7) members, the majority of which must be from the hospitality industry, two members must be from the lodging industry and one member must represent the cultural organizations.
- **Term:** Two (2) year terms

**Business Service Center Appeals Board:**

- **Members:** Five (5) members who shall be appointed by majority vote of the Council. The five-member board shall be comprised of three Certified Public Accountants, one member of the S.C. Bar Association, and one other business person. Not more than one member of the Appeals Board may be an employee of the County.
- **Term:** Four (4) years. However, in making the initial appointments, two members shall be appointed for an initial term of four years, two members for an initial term of three years, and one member shall be appointed for an initial term of two years. Thereafter, their successors shall be appointed for terms of four years, or for the balance of any unexpired term. Members may be reappointed for a consecutive, second term, for four years. After this second term, a member may be reappointed for a third term, but only after two years has elapsed from the last day of the last term served. The County Council may terminate for just cause any Board members' terms of office.

**Internal Audit Committee:**

- **Members:** Five (5) members of Council (the Council Chair, the A&F Committee Chair, the D&S Committee Chair, the Economic Development Committee Chair, and the Rules and Appointment Committee Chair), two citizens appointed by a majority vote of the Council at large, and an employee appointed by the County Administrator.
- **Term:** One (1) year in length, with up to three term renewals permitted.

**Employee Grievance Committee:**

- **Members:** Seven (7) members (County employees)
- **Term:** Three (3) term.

**Procurement Review Panel:**

- **Members:** Five (5) members
- **Term:** No term limit noted
- Applicants must be from the service industry

**Transportation Penny Advisory Committee:**

- **Members:** Fifteen (15) Richland County citizens representing Arcadia Lakes, Blythewood, Columbia, Eastover, Forest Acres, Irmo, and unincorporated areas of Richland County.
- **Term:** Terms of service range from three (3) to five (5) year terms.

## **Richland County Boards, Commissions and Committees that have been dissolved**

### **Appearance Commission:**

- **Members:** Eleven (11) members who are individually appointed by the representing councilperson to represent each council district. Additionally, two members shall be appointed at-large by majority vote of the full council, for a maximum number of 13 commission members. At least one member of the commission must be a landscape architect and one member must be a horticulturist; and the other members being interested citizens residing in Richland County. Appropriate representatives from the South Carolina Department of Transportation, City of Columbia, and the county will serve as ex-officio members.
- **Term:** Two (2) years or until his or her successor is appointed.

### **Transportation Study Commission:**

- **Members:** Thirty-nine (39) members who shall be appointed as follows: 11 members, 1 from each member of County Council; 7 members, 1 from each member of Columbia City Council; 4 members, of which 1 shall be appointed by Lexington County Council, 1 shall be appointed by West Columbia City Council, 1 shall be appointed by Cayce City Council, and 1 shall be appointed by the Springdale Town Council; and 17 members, as recommended by the Richland County Rules and Appointments and approved by a majority vote of Richland County Council. No elected officials shall be appointed to this Commission.
- **Term:** Two (2) year term

### **Economic Development Committee:**

- **Members:** Twelve (12) members, of which three (3) shall be appointed by the council
- **Term:** Three (3) years

### **Youth Commission:**

- **Members:** Thirteen (13) members, all of whom shall be residents of the county; at least one (1) member to be appointed from the clergy; at least one (1) member to be a representative of the South Carolina Department of Youth Services, upon recommendation of the commissioner; at least one (1) member from the Richland County Sheriff's Department, upon recommendation by the Richland County Sheriff; at least one (1) member who is a resident of Richland County School District One; at least one (1) member who is a resident of Richland County School District Two; two (2) members attending high school (grades 9-12) in Richland County; and the remaining six (6) members at large.
- **Term:** The term of office of each commissioner shall be for a period of four (4) years, or until his successor is appointed and qualified; however, the initial appointment shall be made in staggered terms. The six candidates receiving the most votes shall be appointed for four (4) years, and the five (5) remaining candidates shall be appointed for two (2) years.

### **Complete Streets Commission:**

- **Term:** Initially, three (3) members shall be appointed for a one year term; three (3) members for a two year term; and three (3) members for a three year term. Thereafter, all appointments shall be for a three year term. The initial appointments shall be as follows:

### **Building Board of Adjustment and Appeal:**

- **Members:** Seven (7) members appointed; one member must come from each of the following industries: Architecture, Engineering, Contracting, Building, Electrical, Plumbing, and Gas.
- **Term:** Three (3) year terms

### **Performing Arts Center Board:**

- **Members:** Eleven (11) members. The City of Columbia and the Richland County Council each appoints three members. The President of the University, or his designee, shall serve as Chairman and the University shall appoint an additional five members.
- **Term:** Four (4) year term

# Richland County Council Request of Action

## **Subject**

**CITIZENS INPUT: [PAGES 13-16]**

- a. Current Richland County Form
- b. Richland School District Two Form

## **Purpose**

**Code of Conduct**

Richland County Council believes that the public interest is best served when meetings are conducted in an atmosphere of mutual respect and civility. Every person, including public officials and private citizens, who participates in a Richland County Council meeting is requested to adopt the following pledge of conduct:

**I pledge that I may disagree but will be respectful of all. I will direct all comments to the pending issues. I will refrain from personal attacks.**

**DATE:**

**CITIZEN'S INPUT  
FOR ITEMS ON THE AGENDA NOT REQUIRING  
A PUBLIC HEARING  
PLEASE PRINT**

NAME AND ADDRESS	AGENDA ITEM
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

**RICHLAND SCHOOL DISTRICT TWO  
PUBLIC PARTICIPATION  
REQUEST TO SPEAK**

(Each speaker will be limited to 3 minutes)

Anyone wishing to address the Board of Trustees at the **regular** Board meeting is asked to complete the form below and submit it prior to the scheduled opening of the meeting at which you wish to speak. The Board sets aside maximum of 30 minutes (15 minutes at the beginning and 15 minutes prior to the end of the public portion of each meeting) to allow members of the public to address the Board. The Board requests that speakers abide by the guidelines on the reverse of this page, and that they speak in only one session of public participation.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Residential Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am representing: \_\_\_\_\_ Myself  
\_\_\_\_\_ A Group/Organization (please name) \_\_\_\_\_

I wish to comment on (select one):

\_\_\_\_\_ **Board Meeting Agenda Item** \_\_\_\_\_  
(I understand that if I am not directly addressing this item, I may be ruled out of order and must relinquish the floor.)

\_\_\_\_\_ **A specific incident or concern NOT on the Board Meeting Agenda.** The specific concern to be addressed is:

\_\_\_\_\_  
I have discussed my problem or concern with (please give their names):  
\_\_\_\_\_ School principal \_\_\_\_\_  
\_\_\_\_\_ District office Administrator \_\_\_\_\_  
\_\_\_\_\_ District Superintendent \_\_\_\_\_

\_\_\_\_\_ **A point of view I wish to share with the Board (NOT on the Board Meeting Agenda).**  
Topic to be addressed:

\_\_\_\_\_

Item# 3  
(PLEASE SEE REVERSE)

## **Guidelines for Addressing the Board**

Members of the public may address the Board on any subject within Board authority. The Board does not, however, participate in debates on issues and usually defers any action on items discussed until subsequent meetings.

When questions are referred to staff for research and recommendations, an appropriate response is given as soon as possible.

Persons appearing before the Board are reminded, as a point of information, that members of the Board are without authority to act independently in official matters; thus questions may be directed to the Board, but answers must be deferred pending consideration by the Board.

Speakers are requested to refrain from using inappropriate language and from engaging in any form of personal abuse.



# Richland County Council Request of Action

**Subject**

**VOTING:**

- a. **MOTION:** I move that County Council amend its rules to require roll call voting on every vote taken **[ROSE]**
- b. Roll Call Voting Options

**Purpose**

# Richland County Council Request of Action

## **Subject**

### **COUNCIL RULES:**

a. After discussion between the Rules Committee Chair and Clerk to Council it has been determined that the rules of Richland County Council are efficient and outline the duties and responsibilities of each council member. Therefore, it is recommended that the committee review the current policies/procedures for any additional input/changes.

1. Create a different format for the council rules [**ACTION**]
2. Allow members to electronically participate in standing committee meetings [**ACTION**]
3. Allow members to electronically participate during executive session [**ACTION**]

b. **MOTION:** Re-activate the Richland County Youth Commission. The youth commission has been inactive since 1998 and there are currently no existing or active members. This commission identifies youth-related problems or potential problems; implement programs to increase the awareness of the general population and elect officials of the needs and problems facing youth and their families; and they seek and administer federal, state and private funding for commission operations and for projects proposed by the commission pursuant to the powers enumerated herein [**ROSE**]

c. **MOTION:** Richland County Government also reviews the election of the Chair's rule which states that the chair should be elected yearly with two-thirds of its members. In conjunction with Councilman Jackson and Manning previous motions to have meaningful representation that the citizens have the opportunity to elect the chair like the citizens in Horry County. This will remove the responsibility of council members. If the Legislative Delegation would support the election of the chair by the citizens. Our current process is apparently flawed and personal; therefore, the people of Richland County deserve to have an adequate transparent representation [**DICKERSON**]

d. **MOTION:** In the event that a Standing Committee of Council (Administration & Finance, Development & Services, Economic Development, Rules & Appointments) should fail to have a quorum of its members present either at the beginning of the meeting or after the meeting has begun, any item or items that are reported on Committee Agenda deemed "time sensitive" by a committee member or County staff will be referred to the Chair of the Committee, the Chair of Council and the County Administrator. A determination will be then made by this group as to whether the "time sensitive" designation is valid. This determination may require consultation with a Department Head, Procurement, Legal, et al. If a determination of time sensitivity is made in the affirmative, the Chair of Council may add the item to the next regularly scheduled Council meeting for review, debate and action [**PEARCE AND MANNING**]

e. **MOTION:** Review the terms of days missed per annum to continue to serve on the Planning Commission. Reason: With a nine member Commission and the importance of the body, as applications are time sensitive, there should not be any reason the Planning Commission cannot meet a quorum [**JACKSON AND MALINOWSKI**]

## **Purpose**