

**RICHLAND COUNTY**  
**RULES & APPOINTMENTS**  
**COMMITTEE AGENDA**



**Tuesday, NOVEMBER 16, 2021**

**4:00 PM**

**COUNCIL CHAMBERS**

**The Honorable Bill Malinowski, Chair**

**County Council District 1**

**The Honorable Gretchen Barron**

**County Council District 7**

**The Honorable Jesica Mackey**

**County Council District 9**

# RICHLAND COUNTY COUNCIL 2021



Bill Malinowski  
District 1  
2018-2022



Derrek Pugh  
District 2  
2020-2024



Yvonne McBride  
District 3  
2020-2024



Paul Livingston  
District 4  
2018-2022



Allison Terracio  
District 5  
2018-2022



Joe Walker III  
District 6  
2018-2022



Gretchen Barron  
District 7  
2020-2024



Overture Walker  
District 8  
2020-2024



Jessica Mackey  
District 9  
2020-2024



Cheryl English  
District 10  
2020-2024



Chakisse Newton  
District 11  
2018-2022





Richland County Rules & Appointments Committee

November 16, 2021 - 4:00 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29204

1. **CALL TO ORDER** The Honorable Bill Malinowski
  
2. **APPROVAL OF MINUTES** The Honorable Bill Malinowski
  - a. November 9, 2021 [PAGES 6-10]
  
3. **ADOPTION OF AGENDA** The Honorable Bill Malinowski
  
4. **ITEMS FOR ACTION**
  - a. Boards, Committees and Commissions Recruitment [PAGES 11-23]
    1. Direct the Rules Committee to determine which Richland County Boards, Committees and Commissions should have as a qualification that the person applying must reside in the unincorporated area of Richland County only. There are some of these positions where other municipalities appoint individuals and if a person applying for one of those positions resides in that municipality then they should make application through them [MALINOWSKI – October 6, 2020]
  
    2. Based on the fact the Planning Commission makes decisions that affect unincorporated Richland County only, members assigned must reside in unincorporated Richland County [MALINOWSKI - September 21, 2021]
  
  - b. Board, Commission and Committee Descriptions [PAGES 24-47] The Honorable Bill Malinowski
  
5. **ADJOURNMENT**



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



Richland County Council  
Rules and Appointments Committee  
November 9, 2021 – 4:00 PM  
Zoom Meeting

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

OTHERS PRESENT: Paul Livingston, Derrek Pugh, Overture Walker, Cheryl English, Michelle Onley, Tamar Black, Angela Weathersby, Kyle Holsclaw, Justin Landy, Steven Gaither, Ashiya Myers, Brittney H. Terry, Shane Kitchen, Dwight Hanna, Jennifer Wladischkin, Patrick Wright, Leonardo Brown and Dale Welch

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

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

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

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

4. **ITEMS FOR ACTION**

- a. All County Council contracts and agreements adopted by a majority vote of full Council will require a majority vote of full Council to amend and/or change [NOTE: This motion should be taken up as soon as possible, and not be addressed with the overall Council Rules update.] [LIVINGSTON – July 13, 2021] – Mr. Malinowski noted he did not see any changes in the briefing document from the previous meeting.

Ms. Barron responded there some minor changes in the verbiage as it related to plurality.

Mr. Malinowski noted his concern is the language states, “A motion to temporarily suspend any rule requiring a majority vote shall require unanimous consent of those present”, which means one “no” vote would prevent an item from being added on an agenda.

Ms. Mackey stated, her collection from the previous meeting, we discussed the change, but we held

**Rules and Appointments Committee  
November 9, 2021**

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it in committee to receive additional information from the maker of the motion. Her interpretation of the motion was looking at contracts and/or agreements, so when a contract is approved by a majority of Council, we cannot go back and change said contract without a majority vote.

Mr. Malinowski stated Robert's Rules allows Council to do that with a plurality vote. Any individual that has a problem can make a substitute motion and state the vote would need to have a majority vote to pass.

Mr. Livingston stated he felt it was unfair for a body to make a decision with the majority of Council and then undo the decision with a minority of Council. For example, Council could hire an Administrator, which requires a majority vote, but we could come out of Executive Session and fire that person with a minority vote. He believes the rules should not allow that.

Mr. Malinowski stated, for clarification, you could only fire that person with four (4) votes if the motion made says, "The majority of the votes cast."

Mr. Livingston stated it was not fair to the people who want to keep an individual. Why would we allow an employee to be dismissed with four (4) votes? Why is fair to accept the opinion of the minority? Why is it fair to the person who was hired?

Ms. Barron stated, as a new Councilmember, when you do not know the rules, you are at a disadvantage. If the new Councilmember does not know they need to do a substitute motion, you are at a disadvantage to the Councilmembers who do. She stated they need to keep the rules clear about what can and cannot happen. She noted this would prevent someone from undoing what the majority has already put forth.

Mr. Malinowski responded he understood the motion. He inquired if the committee wanted to simply send the motion to Council.

Mr. Livingston responded in the affirmative.

Ms. Mackey moved, seconded by Ms. Barron, to forward the motion to Council for approval.

In Favor: Barron and Mackey

Opposed: Malinowski

The vote was in favor.

**b. Boards, Committees and Commissions Recruitment**

- 1. Direct the Rules Committee to determine which Richland County Boards, Committees and Commissions should have as a qualification that the person applying must reside in the unincorporated area of Richland County only. There are some of these positions where other municipalities appoint individual and if a person applying for one of those positions resides in that municipality then they should make application though them [Malinowski – October 6, 2020] – Mr. Malinowski stated based on the fact any actions taken by the following Boards, Commissions and Committees affects only unincorporated Richland County, only residents of unincorporated Richland County should be appointed.**

**Rules and Appointments Committee  
November 9, 2021**

- Board of Zoning and Appeals
- Building Codes Board of Appeal
- Planning Commission
- Hospitality Tax
- Accommodations Tax
- Internal Audit Committee
- Procurement Review Panel

Mr. Malinowski stated the municipalities also collect accommodations and hospitality taxes and have committees that dictate where and how those funds are dispersed. He noted the County also has a committee, but we share with the municipalities. He does not think it is right for someone from a municipality that does not share their funds to serve on a County committee.

Ms. Mackey stated she still has an issue with the Planning Commission. She noted an argument could be made to have both incorporated and unincorporated residents on the Planning Commission. She noted it is their job to make sure they do not select only people who live in municipalities. She noted her district has both City of Columbia and County residents divided by a street, and these residents care about what is being developed and are very involved.

Ms. English stated, at her job, the Disabilities Board has a certain percentage of members with disabilities. She recommended to put similar caveats on certain boards, instead of all or none.

Ms. Mackey noted the ordinance related to the Planning Commission fits that recommendation. It does not have a number, but does give consideration.

Ms. Barron noted she lives in Blythewood, but she has no say in Blythewood because she lives in an unincorporated area. She stated the County has seven (7) municipalities and even though those municipalities have their own committees, they are still a part of a bigger piece.

Mr. Malinowski noted, while some residents share a border with the City of Columbia, when it comes to issues like re-zoning, the City of Columbia would only hear input from City residents. He noted they exclude the County because they do not live in the City, while City residents reside in Richland County, they do not reside in unincorporated Richland County where the action will affect the people.

Ms. Mackey stated Mr. Malinowski is correct the City does not think about the County residents, but she believes the County, as the leader, should. She noted we are working on the Land Development Code Rewrite, and we should think about how the County is growing, and look on both sides of the street. She inquired if the seven (7) boards, commissions or committees would be incorporated into the motion.

Mr. Malinowski responded the motion was to determine which boards, commissions and committees should have a qualification that a person must reside in unincorporated Richland County.

Ms. Barron noted they could determine less or more, and figure out where it applies.

Mr. Malinowski stated the committee needs to determine if any of the committees belong on the list, which ultimately will affect the language in the ordinance.

**Rules and Appointments Committee  
November 9, 2021**



Ms. Mackey stated she does not believe the Planning Commission should be included on the list.

Mr. Livingston stated, while people live in the City, they pay County taxes, and they should have representation for their taxes. He noted approximately 25% of the General Fund revenue come from people who reside in the City. He noted people who do not reside in the City do not pay City taxes, which is a distinction we need to keep in mind when considering this motion.

Ms. Barron stated, once the list is created, it needs to go to Council, but we are discussing the list as if it was final.

Mr. Livingston stated the current rules does not prevent Council from selecting only citizens from the unincorporated areas. Currently, we have the authority to do so and not change anything.

Ms. Mackey inquired about the committees in the ordinance that are not actively advertising for, and should they be included for consideration.

Ms. Onley responded those committees have been inactive since her tenure with the County. The ordinance may need to be amended to reflect these committee are inactive.

Mr. Malinowski inquired if Ms. Mackey would send a list of these inactive committees to the Clerk's Office. He stated Council will need to determine if the inactive committees stay in the ordinance.

Ms. Barron noted they may need to reinstate some of the inactive committees, (i.e Youth Commission). She stated she would like to discuss this in committee before forwarding it to Council for action.

Mr. Malinowski noted the ordinance needs to be reviewed and updated to remove outdated information.

Ms. Mackey stated, for clarification, the ordinance would need to be brought forward with new language.

Ms. Onley responded in the affirmative.

Ms. Mackey inquired requested an update on the attendance recordkeeping for the committees.

Ms. Onley responded she was awaiting approval of the descriptions before she sent each entity their updated description and request for attendance records.

Mr. Malinowski stated the Clerk's Office needs to query the board representatives for their attendance records for the last 12 months, so the committee can be proactive.

Ms. Barron inquired if everyone knew of the attendance requirement.

Mr. Onley states she would work on this before the meeting in December.

Ms. Mackey inquired if they would; be doing interviews at the next meeting.

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Ms. Onley responded they will begin interviewing again in December.

2. Based on the fact the Planning Commission makes decisions that affect unincorporated Richland County only, members assigned must reside in unincorporated Richland County [Malinowski – September 21, 2021]

5. **ADJOURNMENT** – The meeting adjourned at approximately 4:37 PM.

**Rules and Appointments Committee  
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# Richland County Council Request for Action

**Subject:**

1. Direct the Rules Committee to determine which Richland County Boards, Committees and Commissions should have as a qualification that the person applying must reside in the unincorporated area of Richland County only. There are some of these positions where other municipalities appoint individuals and if a person applying for one of those positions resides in that municipality then they should make application through them [MALINOWSKI – October 6, 2020]
2. Based on the fact the Planning Commission makes decisions that affect unincorporated Richland County only, members assigned must reside in unincorporated Richland County [MALINOWSKI - September 21, 2021]

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

COUNTY BOARDS, COMMISSIONS AND COMMITTEES  
WITH INCORPORATED/MUNICIPALITY COUNTERPARTS

Accommodations Tax	Blythewood, Columbia and Irmo
Animal Care	Columbia
Board of Assessment Appeals	Columbia
Board of Zoning Appeals	Blythewood, Columbia, Forest Acres and Irmo
Building Codes Board of Appeals	Columbia
CMRTA/COMET	Columbia, Eastover, Forest Acres and Irmo
Community Relations	Columbia
Historic Columbia	Columbia
Hospitality Tax	Columbia
Metropolitan Convention Center	Columbia
Music Festival	Columbia
Planning Commission	Arcadia Lakes, Blythewood, Columbia, Forest Acres and Irmo
River Alliance	Columbia
Riverbanks Zoo	Columbia
Transportation Penny Advisory Committee (TPAC)	Arcadia Lakes, Blythewood, Columbia, Eastover, Forest Acres and Irmo

## ARTICLE VI. ELECTED AND SPECIAL OFFICERS

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**Cross reference(s)**--Administrative offices and officers, § 2-75 et seq.

## ARTICLE VII. BOARDS, COMMISSIONS AND COMMITTEES

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**Cross reference(s)**--County employee grievance committee, § 2-478; airport commission, § 3-21 et seq.; building codes board of appeals, § 6-75 et seq.; election commission, § 9-13 et seq.; board of health, § 14-11 et seq.; county public library board of trustees, § 15-1 et seq.; historic preservation commission, § 20-11; board of assessment control, § 23-33 et seq.; board of assessment appeals, § 23-48 et seq.

**State law reference(s)**--Authority to establish boards, commissions, etc., S.C. Code 1976, § 4-9-30(6); planning commissions, S.C. Code 1976, § 6-29-310 et seq.; Riverbanks Parks Commissions, S.C. Code 1976, § 51-13-10; county hospitals, S.C. Code 1976, § 44-7-610 et seq.

### **Sec. 2-326. In general.**

All provisions of this article shall apply to the boards, commissions, and committees enumerated in this article, as well as to all other boards, committees and commissions appointed and/or created by Richland County Council. Except as otherwise provided by law or by the council, such boards and commissions shall elect a chairman and a vice- chairman and shall prescribe their own rules of procedure. Such boards and commissions may establish such bylaws, rules and regulations, not inconsistent with ordinances of the council or applicable state law, as they deem appropriate and necessary for the conduct of their affairs. Copies thereof shall be filed with the clerk.

(Ord. No. 015-11HR, § I, 3-1-11)

### **Sec. 2-327. Terms of service.**

(a) 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).

(b) 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)

### **Sec. 2-328. Removal from service.**

In the event that any appointee to a board, committee, or commission misses five out of twelve meetings of the board, committee, or commission to which he has been appointed, he shall automatically lose his membership, and his seat shall be declared vacant. The chairman of the board, committee or commission shall notify the chairman of county council, in writing, upon any of its members accumulating five absences out of twelve meetings. The county council may, in its discretion, waive enforcement of this provision in the case of illness, death of a family member, court appearance, or other similar circumstances, beyond the control of the appointee. In addition, the members of such boards and commissions may be removed for cause by majority vote of the council. The provisions of this section shall be applicable to the boards, committees, and commission enumerated in this article, as well as to any other board, committee or commission appointed by the Richland County Council.

(Ord. No. 015-11HR, § I, 3-1-11)

### **Sec. 2-329. Concurrent service on multiple boards, etc., prohibited.**

Notwithstanding any other provision of this chapter, no one shall be permitted to serve on more than one board, committee, or commission at any one time; provided, however, that in the event a person was serving, on February 2, 1977, on more than one board, committee, or commission, he shall be allowed to continue to serve until the expiration of his term on one or more boards, committees, or commissions brings him into compliance with this section. After that time, he shall not be allowed to serve on more than one board, committee, or commission at the same time.

(Code 1976, § 2-7002; Ord. No. 015-11HR, § I, 3-1-11)

### **Sec. 2-330. Quarterly attendance records.**

The chairperson of each board, commission or committee shall provide the county council with an attendance record. Such attendance record shall be provided quarterly, with the first quarter beginning in January of each year.

(Ord. No. 1569-86, § 2, 12-30-86; Ord. No. 015-11HR, § I, 3-1-11)

### **Sec. 2-331. Determination of credit for attendance at meeting(s).**

In order to receive credit for attendance at a meeting, a member must be present during at least 50 percent of said meeting.  
(Ord. No. 1569-86, § 3, 12-30-86; Ord. No. 015-11HR, § I, 3-1-11)

**Sec. 2-332. Boards, commissions and committees created.**

The following boards, commissions and committees are hereby established and recognized:

(a) *The Board of Trustees of the Columbia Township Auditorium.*

- (1) The board shall consist of seven (7) members residing in the county, appointed by the council for a term of five (5) years.
- (2) The board shall perform all duties provided by law.

(b) *The Richland County Planning Commission.*

(1) The commission shall consist of not less than five (5) or more than nine (9) members, appointed by the council for a term of four (4) years. Any person who is appointed to the commission after September 1, 2006 must reside in Richland County. In appointing members to the commission, council shall give due consideration as to whether applicants live in an incorporated or unincorporated area of the County.

- (2) The commission shall perform all duties provided by law.

(c) *The Richland-Lexington Riverbanks Parks Commission.*

- (1) Two (2) members of the commission shall be appointed by the council, for a term of six (6) years.
- (2) The commission shall perform all duties provided by law.

(d) *The Board of Trustees of the Richland Memorial Hospital.*

(1) The board shall consist of 14 members and the chief and vice chief of staff shall serve ex officio. Each member of the board shall be appointed by the county council for a term of four 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.

- (2) The board shall perform all duties provided by law.

(e) *The Economic Development Commission.* The commission shall consist of twelve (12) members, of which three (3) shall be appointed by the council for a term of three (3) years. Other appointive bodies include Lexington County, Fairfield County, Chamber of Commerce and city council with each nomination to be confirmed by all appointive bodies. Meetings at call.

(f) *East Richland Public Service District.* The public service district shall consist of five (5) members appointed by the governor upon the recommendation of the county council for five (5) year terms. Members shall be electors or residents of the district, and at least one member shall be a resident of each incorporated municipality within the districts. Meetings at call.

(g) *Richland County Youth Commission.*

(1) *Creation.* There is hereby created the Richland County Youth Commission, which shall be appointed by majority vote of the county council and shall function in an advisory capacity. The commission shall be comprised of concerned citizens from diverse backgrounds who are committed to improving the quality of life for young people in Richland County. This advisory commission shall be an advocate for the youth of this county.

(2) *Membership.* The youth commission shall consist of 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.

(3) *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; 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.

(4) *Structure.* The commission shall develop and adopt its own bylaws, subject to final approval by the county council. The commission shall elect annually a chairman, vice-chairman, secretary, and treasurer.

(5) *Meetings.* The commission shall meet at such times and places as provided in its bylaws but shall hold at least one (1) meeting each month. All meetings shall be conducted pursuant to, and in compliance with, the South Carolina Freedom Act.

(6) *Duties and responsibilities.*

- a. Identify youth-related problems or potential problems. In this regard, the commission shall:
  1. Become well informed on the problems facing youth in the community;
  2. Coordinate with other local groups/agencies who serve youth, such as private, nonprofit agencies or government groups;

3. Hold public forums, conduct community surveys, contact local law enforcement personnel, and meeting with community leaders;
  4. Actively seek youth involvement and input.
- b. Implement a program to increase the awareness of the general population and elect officials of the needs and problems facing youth and their families. In this regard, the commission shall:
1. Support the efforts of other organizations in publicizing youth Issues and problems; and
  2. Become advocates for improvement of services and programs for youth.
  3. Research successful model youth programs and make recommendations to county council for consideration and implementation in the county.
  4. Seek and administer federal, state and private funding for commission operations and for projects proposed by the commission pursuant to the powers enumerated herein.

(h) *Richland County Conservation Commission.*

(1) *Creation.* There is hereby created a commission to be known as the Richland County Conservation Commission, which shall have the structure, organization, composition, purposes, powers, duties, and functions established hereinbelow.

(2) *Structure, organization, and composition of commission.*

a. The Richland County Conservation Commission shall consist of 11 members. Each member of Richland County Council shall appoint one person to represent their respective Council district, and 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.

b. Officers of the Commission shall consist of a Chairman, Vice Chairman, Secretary-Treasurer, and such other officers as may be elected by a majority vote of the Commission. The officers of the Commission shall be elected by the Commission each year for terms of office that shall commence on January 1 of the following year. Officers shall serve terms of one (1) year and shall continue in office until their successors are elected and qualify.

c. The members of the Commission, including officers, shall serve without pay but may be reimbursed for travel and other incidental expenses incurred in connection with the Commission's responsibilities; however, such reimbursement shall be subject to compliance with ordinances, policies and procedures established by the Richland County Council governing the reimbursement of expenses for county boards, agencies and commissions.

(3) *Parliamentary procedure; minutes.* The Commission shall adopt by-laws and rules of procedure, which are not inconsistent with Roberts Rules of Order, the laws of the State of South Carolina, and the Richland County Code of Ordinances. The Commission shall maintain records and minutes of its proceedings and meetings.

(4) *Meetings; attendance.* The Commission shall meet at least quarterly. The chairman or a majority of the members of the Commission may call a special meeting of the Commission at any time. A member of the Commission who shall be absent for 50% or more of the meetings of the Commission during any 24-month period shall be deemed to have forfeited their membership and shall be removed without further action by the Commission or the County Council.

(5) *Ex-officio members.* The Commission may, by majority vote of the members, elect ex-officio members of the commission for terms of one (1) year. Ex-officio members of the commission may participate in discussions of policy or other matters of importance to the Commission but shall not be permitted to vote on any other matter coming before the commission. Ex-officio members of the Commission shall not be counted in determining the existence of a quorum at any meeting of the commission.

(6) *Purposes and objectives.* The purposes and objectives of the Richland County Conservation Commission shall be as follows:

- a. To promote the conservation of natural resources;
- b. To promote the development and preservation of historical resources;
- c. To promote passive, outdoor, nature-based recreation;
- d. To promote tourism, emphasizing the natural, cultural, and historical resources of Richland County;
- e. To promote efforts to improve the appearance of Richland County;
- f. To educate the public as to the benefits of conservation;
- g. To foster civic pride in the beauty and nobler assets of the county;
- h. To, in all ways possible, assure a functionally efficient and visually attractive county in the future;
- i. To support policies that protect the general appearance of all buildings, structures, landscaping and open areas of the county; and
- j. To undertake such studies, plans, activities, and projects as may, from time to time, be assigned to the Commission by the County Council.

(7) *Plan for protection; list of significant resources.*

a. The Commission shall prepare and submit annually to the County Council a plan for the protection of significant resources in the county. Such plan shall include a list of significant natural, cultural, or historical resources in the county, which are recommended to the County Council for acquisition, lease, or development. A financing strategy shall accompany each recommendation, with emphasis being placed upon minimizing the utilization of public monies and maximizing the utilization of other sources, such as grants, public donations, etc.

b. The plan may provide various recommendations and approaches for the protection of natural, cultural, or historical properties or resources, including:

1. Purchase of resources for public ownership or other protective ownership;
2. Purchase of resources for resale;
3. Acquisition of conservation easements to protect resources;
4. The development of, access to, or restoration of properties or resources;
5. Acceptance by donation or bargain sale of properties or resources;
6. The negotiation of leases or conservation easements;
7. The maintenance, preservation, protection, identification or development of natural, cultural or historical properties or resources;
8. Other plans, methods, or approaches for the identification, acquisition, purchase, lease, preservation, protection or development of natural, cultural or historical properties or resources.

c. Provided, however, that the power of eminent domain shall not be exercised by the Council nor the commission for the acquisition of any property recommended for protection by the commission. Any purchase, lease, acceptance, acquisition, protection, development, or maintenance of land, as referenced in subsection b.(1-8) above, shall only be received from a willing property owner who voluntarily consents to such participation.

d. The Richland County Council may adopt the list of significant resources submitted by the commission, in whole or in part, and may add to or delete additional properties and significant resources to the list of significant resources submitted by the commission. The list shall be reviewed and, if necessary, amended not less than annually by the commission. No assets or revenues allocated or appropriated to the Richland County Conservation Commission Fund shall be used to acquire, purchase, lease, protect, preserve, identify, or develop property not included on the list of significant resources approved by the County Council. Provided, however, property owners may notify the commission, in writing, that they do not want the commission to consider their property for preservation and/or protection. The commission shall maintain a file of such written notifications, and those properties shall not be considered for inclusion on the list of significant resources that is submitted to the County Council.

e. The plan for the protection or preservation of significant resources in the county may include plans and recommendations for the protection of the following resources:

1. Open space and significant scenic views;
2. Prime agricultural land;
3. Recreation land for hunting, fishing, water access, and trails;
4. Wildlife habitat;
5. Sensitive ecological land;
6. Historic buildings, sites, or landscapes;
7. Other properties or resources determined by the County Council to be significant for natural, cultural, or historical preservation.

f. In the process of developing the plan, the commission shall have the authority to coordinate activities of volunteers, organizations, business and corporate entities and government agencies for the identification, conservation, preservation and development of natural, cultural and historical resources in the county; encourage such planning activities and development as may be necessary or advisable to promote, identify, acquire, lease, conserve, maintain and develop natural, cultural and historical resources in the county; and, in conjunction with cultural and other agencies, entities or individuals, identify, acquire, lease, maintain, preserve and develop natural, cultural and historical resources in the county.

(8) *Conservation easements.*

a. Any landowner desiring to obtain an endorsement by the Richland County Council for the granting of a conservation easement to a qualified organization, exclusively for conservation purposes, shall submit an application to the Commission, along with the appropriate user fee as described in subparagraph d. below.

b. Upon review of the application, the Commission shall prepare a report for Council concerning the features and characteristics of the subject property and the conservation easement. The report to Council shall:

1. Identify the conservation values of the parcel that justify the interest by Richland County. Conservation values are characteristics of property, which because of their ecological, historic, scenic, or open space value, are essential to the continued integrity of Richland County; and



2. Indicate that the conservation easement protects in perpetuity all aspects of the parcel with conservation value; and
  3. Indicate that any developments proposed by the owner on non- conservation aspects of the parcel would not disturb the conservation values of the parcel; and
  4. Indicate that the Donee organization to hold the easement has sufficient credibility and resources to adequately monitor and enforce the easement and has been approved by the Commission.
- c. Upon receipt of this report, County Council shall make a finding that such easement furthers a “significant public benefit”. No conservation easement shall be accepted or endorsed unless the easement fulfills a “significant public benefit”, defined as:
1. Recreation or education of the public (this requires that the public have free access to the land); or
  2. Protection of an important watercourse or natural habitat of fish, wildlife, or plants; or
  3. Preservation of historically important land or structures; or
  4. Preservation of open space for the scenic enjoyment of the public or pursuant to a clearly delineated governmental conservation policy; provided that such preservation will yield a significant public benefit, such as:
    - (i) Furthering a county or municipal green space plan, of which the donor’s conservation easement will be an integral part; or
    - (ii) The easement will protect open space, the view of which can be and is enjoyed by the public from vantage points on adjacent or nearby property (e.g. from a road or adjoining public land), and that the protection of this viewshed will yield a significant public benefit.
- d. In order to offset the costs incurred by the Commission and Council in evaluating the application for endorsement and in making the actual endorsement, each applicant shall pay a required user fee to the County. Such user fee shall be an amount equal to 2% of the appraised value of the property being donated for conservation purposes, as reflected in the records of the Richland County Tax Assessor, or five hundred (\$500.00) dollars, whichever is greater.

(9) *Richland County Conservation Commission Fund.*

a. The Richland County Conservation Commission Fund is hereby established as a separate and segregated fund for the purpose of funding projects and activities of the Richland County Conservation Commission approved by the Richland County Council. Such fund shall consist of all funds appropriated by the Richland County Council, all gifts of land, cash or other assets made to the county for the purposes and objectives stated herein, and all other grants or other public or private revenues or gifts, with interest thereon, for such purposes.

b. The Richland County Council may make annual appropriations to the fund, and all funds appropriated shall be used solely and exclusively for the purposes stated herein. Unexpended or unused assets and funds shall be maintained in the Richland County Conservation Commission Fund and used solely for the identification, acquisition, lease, protection, maintenance and development of natural, cultural and historical property and resources identified on the list of significant resources developed by the Richland County Conservation Commission. Fund balances not expended during any fiscal year shall be carried forward for the identification, acquisition, lease, protection, preservation or development of resources listed on the commission’s list of significant resources.

c. All property or interests in property to be used by or for the Richland County Conservation Commission Fund shall be transferred to the county by the persons or entities owning title thereto, and all real property used, acquired or leased for commission purposes shall be owned, purchased, leased, held, conveyed, or disposed of in the name of the county by the Richland County Council. All such property or interests in property shall be listed on a fixed asset ledger, which shall be maintained. Such ledger shall show the value of property or interests in property acquired, leased, held, owned, preserved, protected, maintained, or developed, in whole or in part, from funds allocated from the Richland County Conservation Commission Fund.

(i) *Reserved.*

(j) *Richland County Hospitality Tax Advisory Committee.*

(1) *Creation.* There is hereby created a Richland County Hospitality Tax Advisory Committee.

(2) *Membership.* The Richland County Hospitality Tax Advisory Committee shall consist of 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.

(3) *Responsibilities.* The Richland County Hospitality Tax Advisory 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.

(4) *Terms of Members; Election of Chairperson; Meetings.*

(a) The Committee members shall serve a term of two years or until his or her successor is appointed.

(b) The Committee shall elect a chairperson.

(c) The Committee shall meet at such times and places as determined by the Chairperson, but shall hold at least one meeting each calendar year. The County Administrator shall assign staff to assist the Committee in making its recommendations to County Council. All meetings of the Committee shall be conducted in compliance with the South Carolina Freedom of Information Act.

(k) *Richland County Transportation Study Commission.*

(1) *Creation.* There is hereby created a Richland County Transportation Study Commission.

(2) *Membership.* The Richland County Transportation Study Commission shall consist of 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.

(3) *Terms of Members; Sub-Committees; Election of Chairperson; Meetings.*

(a) A Commission member shall serve a term of two (2) years or until his or her successor is appointed.

(b) The Commission shall consist of four (4) sub-committees, and an at large membership, as follows:

1. An Executive sub-committee, which shall be composed of seven (7) members; and
2. A Greenways and Bike Paths sub-committee, which shall be composed of seven (7) members; and
3. A Roads sub-committee, which shall be composed of ten (10) members; and
4. A Transit sub-committee, which shall be composed of fourteen (14) members.

5. In addition, sixteen (16) members shall be appointed as at-large members; provided that fifteen (15) of the at-large members shall also be appointed to one of the sub-committees referenced above.

(c) The Commission's chairperson, co-chairperson, and those members to serve on the Executive sub-committee of the Commission, shall be appointed by a majority vote of Richland County Council.

(d) Each sub-committee shall elect a chairperson by a majority vote of its respective membership.

(e) The Commission shall meet at such times and places as determined by the Chairperson, but shall hold at least one meeting each calendar month. All meetings of the Commission shall be conducted in compliance with the South Carolina Freedom of Information Act.

(4) *Responsibilities.* The Richland County Transportation Study Commission shall study the long-range transportation needs of Richland County, including the current bus system and other modes of public transit. The Commission shall also assess the highway and road improvements that are needed to alleviate congestion that will allow people and goods to move through the County efficiently. This study shall include incentives for development throughout the County that is conducive to public transit, and shall include projects to alleviate congestion, including, but not limited to, Lower Richland Connector and Clemson Road. In addition, the Commission shall develop a plan to make Richland County more pedestrian and bicycle friendly. The Transportation Study Commission shall submit an interim report to Richland County Council in May 2007 and in November 2007. A final report shall be submitted to Richland County Council in May 2008. Copies of these reports shall be submitted to all local governments within the service area. Any consulting services that may be needed to assist the Commission with their responsibilities shall be managed by the Richland County Procurement Department (for example, RFPs). The Executive Committee of the Commission shall review the applications and make a recommendation to Richland County Council before a contract is awarded.

(l) *Richland County Business Service Center Appeals Board.*

(1) *Creation.* There is hereby created a Richland County Business Service Center Appeals Board.

(2) *Membership.* The Business Service Center Appeals Board shall consist of five members who shall be appointed by majority vote of the Council. The five-member board shall be comprised of no more than three and no less than two Certified Public Accountants, no more than two and no less than one member of the S.C. Bar Association, and no more than two and no less than one other business person, defined as a person who either owns their own business or has an executive role in a business. All members must be interested citizens residing in Richland County.

(3) *Responsibilities.* The Richland County Business Service Center Appeals Board shall serve as the appeals function expounded in the Richland County Code of Ordinances, Chapter 16, Article I. The Board will hear appeals resulting from any person aggrieved by a final assessment, charge backs from an audit, or a denial of a business license by the License Official. In that capacity and as a finder of fact, the Appeals Board shall have the following responsibilities:

- a. Adopting procedures relating to the execution of the Appeal's Board function;
- b. Receiving written appeals from businesses;
- c. Holding meetings to receive testimony by the business, the Business Service Center official, and any other official approved by the Appeals Board;
- d. Reviewing and analyzing the information presented in the testimonies provided;
- e. Making a factual conclusion as to the issue in question based upon the review and analysis; and
- f. Writing a formal determination regarding the decision made as to the issue in question.

(4) *Terms of Members; Election of Chairperson; Meetings.*

a. The term of office of the chairperson and each member of the Appeals Board shall be 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.

b. The Committee shall elect a chairperson.

c. The Committee shall meet whenever an appeal is made, at such times and places as determined by the Chairperson.

(m) *Appointment of members of county athletic commission.*

(1) The county council, pursuant to the provisions of Act No. 48 of 1991, hereby assumes the appointive powers over the county athletic commission. There shall be five (5) members of the commission who shall be appointed as follows:

a. One member who resides in County Council District 1, 2, or 7;

b. One member who resides in County Council District 8 or 9;

c. One member who resides in County Council District 3 or 4;

d. One member who resides in County Council District 5 or 6;

e. One member who resides in County Council District 10 or 11.

(2) The members of the commission shall be appointed for four year terms and until their successors are appointed qualify.

(n) *Duties of local emergency planning committee.* The duties of the Richland County Local Emergency Planning Committee are hereby expanded to include the following:

(1) Ensure the full implementation of the Superfund Amendments and Re- authorization Act of 1986 (SARA), Title III be accomplished as quickly as possible.

(2) Make recommendations for hazardous materials code uniformity within Richland County and all municipalities within Richland County.

(3) Review environmental impact statements submitted by business handling environmentally sensitive materials.

(4) Develop facility inspection frequency recommendations based on inventory and release history.

(5) Make recommendations to insure the cooperation of all public safety and inspection agencies before, during, and after hazardous materials inspections.

(6) Make recommendations on planning and zoning ordinances for industries that produce, store, or transport hazardous materials. Develop recommendations for safe distances between residential areas and hazardous industries.

(7) Explore the possibility of adjacent jurisdictions adopting interlocal agreements, with mutual review of projects with regional impact.

(8) Develop recommendations for financial responsibility requirements for industries that manufacture, store, or transport hazardous materials.

(9) Develop a system of regulating local transportation of hazardous materials within the provisions of state and federal law.

(10) Develop a system to assist the facility planning process and require such a document be on file with the local emergency planning committee.

(11) Develop an outline for the permitting process of environmentally sensitive business.

(12) Conduct a study of crimes against the environment.

(13) Develop a cost recovery program to assist state and local government to recover cost expended in hazardous materials incidents.

(14) Explore shortfalls and gaps in hazardous waste regulations.

(o) *Disabilities and special needs board.*

(1) *Board.* There is hereby created the Richland/Lexington County Disabilities and Special Needs Board with powers, duties, responsibilities, and functions set forth herein.

(2) *Purpose.* It is the purpose of the Richland/ Lexington County Disabilities and Special Needs Board to develop, provide, coordinate, improve and operate community based programs serving persons with disabilities and special needs or other related disabilities with a view toward developing their respective mental, physical and social capacities to their fullest potential.

(3) *Membership.* The board shall be composed of fifteen (15) members, at least five (5) of whom shall be resident electors. The board shall be appointed by the governor of the State of South Carolina upon recommendation of the majority of the county legislative delegation. Persons with a demonstrated interest and background in disabilities and special needs and/or human services shall be recommended for appointment.

(4) *Terms.* The terms of the members shall be for four (4) years until their successors are appointed and qualify, except that of the first appointed: One (1) shall be appointed for one (1) year; two (2) for two (2) years; two (2) for three (3) years; and two (2) for four (4) years. Vacancies shall be filled for any unexpired terms in the same manner as original appointments. Any member may be removed by the appointing authority for neglect of duty, misconduct or malfeasance in office or for missing three (3) consecutive meetings after being given a written statement of reasons and an opportunity to be heard.

(5) *Meetings and requirements.* The board shall open all regular meetings to the general public. No fewer than four (4) meetings per year shall be held. Special meetings may be called, with reasonable notice given to other members.

(6) *Bylaws.* The board will establish its own bylaws. On an annual basis, it will elect a chairperson, a vice-chairperson, a secretary and a treasurer.

(7) *Insurance.* The board will maintain at all times, workers compensation insurance on its employees and a policy of liability insurance in the amount of one million dollars (\$1,000,000.00) covering all employees and board members. The premiums for this coverage shall be the responsibility of the board. Richland County shall be listed as an insured under the policy of liability insurance. The board shall furnish a copy of the current insurance policies to county council and will keep current copies of the policies on file at all times.

(8) *Duties.* The board shall:

a. Be the administrative, planning, coordinating, evaluative, and review body of services to persons in the county who are mentally retarded or have other related disabilities; the board shall be funded in part or in whole by appropriations for the South Carolina Department of Disabilities and Special Needs.

b. Submit an annual plan and projected budget to the South Carolina Department of Disabilities and Special Needs for approval and consideration of funding.

c. Review and evaluate, on at least an annual basis, county mental retardation and related disability services provided pursuant to this ordinance and report its finding and recommendations to the South Carolina Department of Disabilities and Special Needs and county council.

d. Promote and accept local financial support for Richland County programs from funding sources such as businesses, individuals, industrial and private foundation, voluntary agencies, governmental and other lawful sources and promote public support from municipal and county sources.

e. Employ personnel and expend its budget for the direct delivery of services or contract with those services vendors necessary to carry out county mental retardation or related disability service programs, which shall meet those specifications prescribed by the South Carolina Department of Disabilities and Special Needs.

f. Plan, arrange, and implement working agreements and contract with other human service agencies, both public and private, and with educational and judicial agencies.

g. Provide the South Carolina Department of Disabilities and Special Needs and the county council with such records, reports, and access to its sponsored services as the South Carolina Department of Disabilities and Special Needs and the county council may require and submit its sponsored services and facilities to licensing requirements of the South Carolina Department of Disabilities and Special Needs of the licensing requirements of other state or local agencies having such legal authority.

h. Buy, sell, mortgage, pledge, encumber, lease, rent, and contract with respect to real and personal property, from funds payable out of any revenues of the county disabilities and special needs board, and shall not obligate the full faith, credit, and taxing power of the county.

i. Provide a public forum to which individuals or groups may present any concerns or appeal a dispute or disagreement with a provided agency or service.

(p) *Duties of the Midlands Commission on homelessness.*

(1) The Midlands Commission shall be appointed from the civic and business community and shall be composed of seven (7) persons, each of whose leadership has demonstrated an interest in the needs of the homeless population of central South Carolina. Three (3) of the members of the Commission shall be appointed by the Mayor and City Council of the City of Columbia and four (4) of the members of the Commission shall be appointed by the County Council of the County of Richland, State of South Carolina. One of the four members of the Commission appointed by the County of Richland shall be the designee of the Consortium For The Homeless serving central South Carolina. The members shall serve for terms of three (3) years and until their successors are appointed and qualified, except that the first appointments shall be as follows: three (3) for three (3) years; two (2) for two (2) years; and two (2) for one (1) year. No Commission member shall be eligible for appointment following service as a Commissioner for one (1) year following the expiration of any full term of service as a Commissioner.

(2) Immediately upon the appointment of the Commission, it shall organize by electing one of its number as Chair, a second as Vice Chair, and a third as Secretary. The officers of the Commission shall hold office for terms of one (1) year and until their successors shall be chosen and qualified. It shall be the duty of the Commission to see that a record of the appointees to the Commission shall be filed in the office of the Clerk of County Council for Richland County, and the office of the Clerk of the City Council of Columbia, so as to indicate the persons holding office as members of the Commission and the duration of their respective terms. No member of the Commission shall receive any compensation for his or her services as a member of the Commission. Membership on the Commission shall not be construed to be an office of honor or profit.

(3) *Duties.*

- a. To act as an advocate for the needs of the homeless population in central South Carolina;
- b. To identify resources necessary to address the needs of the homeless population of central South Carolina;
- c. To encourage coordination in the planning for and delivery of services to the homeless population in central South Carolina.
- d. To the greatest extent possible, work in conjunction with the Consortium for the homeless and other entities serving the needs of the homeless.

e. To conduct its affairs in a fiscal year beginning July 1 and ending June 30. As shortly after close of its fiscal year as may be practicable, an audit of its affairs shall be made. Copies of such audit, incorporated into an annual report of the Commission, shall be filed with the Clerk for the County Council of Richland County, State of South Carolina, and the Clerk for the City Council of Columbia, State of South Carolina.

(4) Reasonable administrative assistance to the Commission shall be provided for by the City of Columbia in conjunction and cooperation with the County of Richland.

(5) Any action required of the Commission may be taken at any meeting of the Commission, regular or special, and at any such meeting a majority of the members of the Commission shall constitute a quorum for the purpose of transacting the business of the Commission.

(q) *Internal Audit Committee.*

(1) *Creation.* There is hereby established an Internal Audit Committee which shall have the structure, organization, composition, purposes, powers, duties, and functions established below.

(2) *Membership; terms.* The Internal Audit Committee shall be comprised of five 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. The citizens' and the employee's terms shall be one year in length, with up to three term renewals permitted. The Council members' terms shall be for as long as they serve in the capacity of Council Chair or Committee Chair.

(3) *Duties and responsibilities.*

a. The Internal Audit Committee shall develop with the Internal Auditor, for recommendation to the full Council for approval by majority vote, an audit schedule (which shall include areas to be reviewed, their priority and the timelines for completion), audit progress, audit follow-up, and special needs; and shall work to assure maximum coordination between the work of the Internal Auditor and the needs of the chief executive officer, the legislative body, and any other contractually hired auditors, as necessary or appropriate.

b. The Internal Audit Committee shall review, for recommendation to Council for approval by majority vote, all areas of County operations for which County funds are levied, collected, expended, or otherwise used. This includes departments or offices reporting to the County Administrator, departments or offices headed by elected or appointed officials, millage agencies, legislatively appointed Commissions receiving County funding, nonprofit organizations receiving grant monies from County funds, and any other organization receiving any type of funding for any purpose from the County.

c. The Internal Audit Committee shall oversee the responsibilities of the Internal Auditor, as stated in the negotiated contract with the Internal Auditor.

d. The Internal Audit Committee shall present to the full Council a written report regarding each audit conducted by the Internal Auditor following the Internal Auditor's report to the Internal Audit Committee for each audit. Additionally, in conjunction with the budget process, the Internal Audit Committee shall annually present to the full Council a written summary report regarding the audits, progress, findings, and any other appropriate information relating to the internal audits conducted during the past fiscal year following the Internal Auditor's summary report to the Internal Audit Committee.

e. The Internal Audit Committee shall annually review the Internal Auditor and anyone else working in such a capacity for adherence to government auditing standards in conducting its work to ensure quality service and independence as defined by those standards. (These are the federal Government Accounting Office's "Yellow Book" standards). A subsequent report of the Committee's findings shall be presented to Council for their information.

(r) *Bond Review Committee.*

(1) *Creation.* There is hereby established a Richland County Bond Review Committee which shall have the structure, organization, composition, purposes, powers, duties, and functions established below.

(2) *Membership; terms.* The Bond Review Committee shall be comprised of five members, as follows: two shall be county employees designated by the County Administrator, two shall be Council members designated by the County Council Chair, and one shall be a bond counsel representative. A member shall serve a term of two (2) years or until his or her successor is appointed. In addition, the County Auditor and the County Treasurer shall serve on the Committee ex officio, with all the same rights, duties, and responsibilities as a Committee member.

(3) *Duties and responsibilities.*

a. The Bond Review Committee shall review and make recommendations to the County Council regarding the issuance of Debt Obligations and the management of outstanding debt in accordance with the County Debt Policy.

b. The Bond Review Committee shall consider all issues related to outstanding and proposed Debt Obligations; including, but not

limited to, all matters affecting or relating to the creditworthiness, security and repayment of the proposed Debt Obligations, such as procurement of services for debt sales and administration, structure, repayment terms and covenants of the proposed Debt Obligation.

c. The Bond Review Committee shall periodically review county debt policies and make recommendations where appropriate.

d. The Bond Review Committee shall review all capital projects proposed to be financed with debt for compliance with the Debt Policy, and will make recommendations to the County Administrator as to the appropriate structure of such debt. In formulating its recommendations, the Committee shall consider:

1. Legality and availability of revenue for the repayment of such debt;
2. Impact of such debt on the county's debt capacity;
3. Ongoing operational impact analysis to consider additional requirement after project completion on the county's operating budget;
4. Impact analysis of debt service requirements to the total county debt obligation over life of debt;
5. Review post-project analysis to evaluate actual benefit received in comparison to estimates;
6. Review compliance on all outstanding bond covenants and requirements of the bond resolutions; and
7. Other relevant factors.

e. The Bond Review Committee shall present findings and recommendations to Council during project discussions.

(s) *Richland County Complete Streets Commission.*

(1) *Creation.* There is hereby created a Richland County Complete Streets Commission, hereinafter known as the Commission, or RCCSC.

(2) *Membership.* The Commission shall consist of nine (9) members, with one representative from each of the following general interest groups: one (1) representative from the South Carolina Department of Health and Environmental Control (DHEC); one (1) representative from the American Association of Retired People (AARP) regional office; one (1) representative from neighborhood advocacy interests; one (1) representative from the Central Carolina Realtors Association; one (1) representative from the Homebuilders Association of Greater Columbia; one (1) representative from cycling advocacy interests; one (1) representative from the Richland County municipalities; and one (1) representative from Americans with Disabilities Act (ADA) advocacy interests. In addition, the South Carolina Department of Transportation (SCDOT) District One Office Administrator or his/her designee shall serve on the Commission.

All members shall serve without compensation, and shall be appointed by the Richland County Council.

(3) *Terms of Members; Election of Chairperson; Meetings.*

a. 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:

1. Three year terms for the ADA advocacy representative; Central Carolina Realtors Association representative; and the DHEC representative; and
2. Two year terms for the AARP representative; the municipal representative; and the cycling advocacy representative; and
3. One year term for the residential neighborhood advocacy representative; the District One SCDOT representative; and the Homebuilders Association of Greater Columbia representative.

4. After the initial appointments, each new appointment shall be for a three year term.
5. Appointments to a vacancy shall be for remainder of the representative's current term.

b. The Commission shall annually elect a chairperson and a vice-chairperson by a majority vote of its respective membership.

c. The Planning and Development Services Department shall provide administrative support to the Commission.

d. The Commission shall meet monthly during the second week of the month and shall not begin before 5:00 PM. The Chairman may call a special meeting at any time with a minimum seven (7) days notice to the members.

e. All meetings of the Commission shall be conducted in compliance with the South Carolina Freedom of Information Act.

(4) *Duties.* The Commission shall review and comment regarding proposals to implement the Richland County Complete Streets Program Goals and Objectives, adopted July 6, 2010, and as may be periodically amended thereafter. Said proposals may include, but are not limited to, regulations and/or procedures to:

- a. Improve cycling and pedestrian facilities and safety; and
- b. Complete a comprehensive sidewalk improvement program for County Council consideration by June 2012; and
- c. Create CMRTA Park-n-Ride facilities; and
- d. Preparation of a countywide ADA Transition Plan for County Council consideration by June 2014; and
- e. Develop measures in an attempt to reduce pedestrian and cycling accidents; and

f. Other duties as may be assigned by the County Council.

(5) *Procedures.* The Richland County Complete Streets Commission shall adopt Rules of Procedure by which meetings and activities of the Commission will be conducted no later than ninety (90) days after its first scheduled meeting. Such Rules shall not conflict with Robert's Rules of Order, the general and permanent statutes of the State of South Carolina, and Richland County ordinances.

(Code 1976, § 2-7001; Ord. No. 1533-86, § 1, 10-7-86; Ord. No. 1591-87, § 2, 3-3-87; Ord. No. 2060-90, §§ I--III, 12-18-90; Ord. No. 2141-91 HR, § 1, 10-15-91; Ord. No. 2153-91, § I, 11-5-91; Ord. No. 2159-91, § 1, 12-3-91; Ord. No. 2189-92, §§ I, II, 3-3-92; Ord. No. 2209-92, §§ II--VI, VII, 5-5-92; Ord. No. 2379, § I, 12-7-93; Ord. No. 086-94, §§ I--III, 12-6-94; Ord. No. 075-97HR, 9-10-98; Ord. No. 045-98HR, § I-- V, 11-17-98; Ord. No. 032-01HR, § II, 5-1-01; Ord. No. 035-01HR, § I, 5-1-01; Ord. No. 017-02HR, § I, 6-4-02; Ord. No. 053-03HR, § I, 9-16-03; Ord. No. 082-04HR, § I, 11-16-04; Ord. No. 001-05, § I, 1-4-05; Ord. No. 018-05HR, § I, 4-5-05; Ord. No. 014- 06HR, § I, 2-21-06; Ord. No. 077-06HR, § I, 7-18-06; Ord. No. 091-06HR, § 4, 10-3-06; Ord. No. 022-07HR, § I, 3-20-07; Ord. No. 050-07HR, § I, 5-15-07; Ord. No. 079-07HR, § I, 10-2-07; Ord. No. 029-08HR, § I, 6-3-08; Ord. No. 015-11HR, § I, 3-1-11; Ord. No. 017-11HR, § I, 3-15-11; Ord. No. 068-11HR, § I, 12-13-11; Ord. No. 034-13HR, §§ I, II, 7-2-13; Ord. No. 018-16HR, § I, 5-17-16)

**Secs. 2-333--2-339. Reserved.**

## CENTRAL MIDLANDS COUNCIL OF GOVERNMENTS

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

Richland County has **TWELVE** (12) representatives: **SIX** (6) elected officials and **SIX** (6) citizens appointed by Council. Richland County Council appoints the representatives who serve terms of **THREE** (3) years. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

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

For additional information, please contact:

Jessica Foster

(803) 744-5139

[jfoster@centralmidlands.org](mailto:jfoster@centralmidlands.org)

Elected Officials: Paul Livingston, Yvonne McBride, Chakisse Newton, Derrek Pugh, Jessica Mackey and Cheryl English

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## COMMUNITY RELATIONS COUNCIL

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

Richland County appoints one-third (10) of the **THIRTY** (30) members. The City of Columbia and the Columbia Chamber of Commerce appoint the remaining two-thirds (20) of the members. The members serve terms of **THREE** (3) years. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**



Applicants will be responsible for assisting with fundraising efforts.

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

For additional information, please contact:

Joyce Seabrook, Executive Assistant

(803) 733-1134

[ExecAsst@comrelations.org](mailto:ExecAsst@comrelations.org)

Council Liaison: Gretchen Barron

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### LEXINGTON/RICHLAND ALCOHOL AND DRUG ABUSE COUNCIL

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

Richland County Council appoints **SIX** (6) members, and Lexington County Council appoints **SIX** (6) members for **THREE** (3), **THREE** (3) year terms. A person who has served **THREE** (3) consecutive terms on the board is ineligible for re-appointment for an additional term unless a period of at least **TWO** (2) years has elapsed since the expiration of the person's last term. Each board member shall serve until his/her successor is elected and qualified. All terms begin January 1<sup>st</sup> and end on December 31<sup>st</sup>.

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

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

Preferred Qualities:

- Motivation to serve LRADAC and sincere interest in the services provided by the organization.
- Commitment to the mission of the organization, which is to create and support pathways for prevention and recovery from substance misuse for individuals, families and communities.

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

For additional information, please contact:  
 Kelly McHugh, Executive Assistant  
[kmchugh@lrada.org](mailto:kmchugh@lrada.org)  
 (803) 726-9405

Council Liaisons: Allison Terracio and Yvonne McBride

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### **BOARD OF ASSESSMENT APPEALS**

Purpose(s)/Service(s): The Board was established pursuant to Section 4-9-170 of the Code of Laws of South Carolina, 1976 and Section 3 of Act 283 of 1975, and Sections 23-48/23-52 of the County Code **to provide an independent and neutral body to review property tax disputes between the Assessor and the Taxpayer. The Board is charged with making a fair and impartial decision that takes into account the facts as presented by the Assessor and the Taxpayer along with applicable South Carolina law.**

The Board consists of **SEVEN (7)** members. **THREE\*\* (3)** appointments are made by County Council, and **ONE (1)** each by Columbia City Council, Richland School District One Board of Trustees, Richland School District Two Board of Trustees, and Lexington/Richland School District Five Board of Trustees. **\*\*ONE (1) of the members appointed by County Council shall be a person actively engaged in the real estate business.** The members serve **THREE (3)** year terms. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

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

Preferred Experience:

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

For additional information, please contact:

Katie Marr, Interim Assessor

[Marr.katie@richlandcountysc.gov](mailto:Marr.katie@richlandcountysc.gov)

(803) 576-2667

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### BOARD OF ZONING AND APPEALS

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

Council appoints **SEVEN (7)** members for **THREE (3)** year terms. Members shall not serve more than **TWO (2)** consecutive terms; however, upon service of **TWO (2)** consecutive terms a member may be eligible for reappointment after **ONE (1)** day of non-service.

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

Preferred Qualities:

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

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

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## **BUILDING CODES BOARD OF APPEAL**

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

The Board consists of **SEVEN (7)** members appointed by Council. **ONE (1)** member must come from each of the following industries: Architecture, Engineering, Contracting, Building, Electrical, Plumbing and Gas. In addition, **TWO (2)** alternate members must come from the Fire Industry. The Board shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction, and are not employees of the jurisdiction. The members serve **THREE (3)** year terms. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

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

### Required Experience:

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

**\*\*All professionals must be registered in the State of South Carolina.**

For additional information, please contact:

Andrea Hannah-Dennis

[Hannah-dennis.andrea@richlandcountysc.gov](mailto:Hannah-dennis.andrea@richlandcountysc.gov)

(803) 576-2197

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### **BUSINESS SERVICE CENTER APPEALS BOARD**

Purpose(s)/Service(s): The Richland County Business Service Center Appeals Board shall serve as the appeals function expounded in the Richland County Code of Ordinances, Chapter 16, Article I. The Board will hear appeals resulting from any person aggrieved by a final assessment, charge backs from an audit, or a denial of a business license by the License Official. In that capacity and as a finder of fact, the Appeals Board shall have the following responsibilities:

- Adopting procedures relating to the execution of the Appeal Board's function;
- Receiving written appeals from businesses;
- Holding meetings to receive testimony by the business, the Business Service Center official, and any other official approved by the Appeals Board;
- Reviewing and analyzing the information presented in the testimonies provided;
- Making a factual conclusion as to the issue in question based on the review and analysis; and
- Writing a formal determination regarding the decision made as to the issue in question.

The Board consists of **FIVE** (5) members. The Board traditionally is comprised of no more than **THREE** (3) and no less than **TWO** (2) Certified Public Accounts, no more than **TWO** (2) and no less than **ONE** (1) member of the SC Bar Association, and no more than **TWO** (2) and no less than **ONE** (1) business person. The members serve **FOUR** (4) year terms. A member may be reappointed for a consecutive, second term. After this second term, a member may be reappointed for a third term, but only after **TWO** (2) years has elapsed from the last day of the last term served.

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

For additional information, please contact:

Zachary Cavanaugh

[Cavanaugh.zachary@richlandcountysc.gov](mailto:Cavanaugh.zachary@richlandcountysc.gov)

(803) 576-2295

## LIBRARY BOARD OF TRUSTEES

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

The Board consists of **TEN** (10) members appointed by Council for **FOUR** (4) year terms. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

Meetings are held the 2<sup>nd</sup> Monday of each month, with no meetings scheduled in July and August. Meetings begin at 5:30 p.m., in the 3<sup>rd</sup> Floor Board Room located at 1431 Assembly Street, and last approximately 1½ hours.

### Preferred Qualities:

- 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. Ask questions if you have them.
  - Miss no more than **FOUR** (4) board meetings annually.
  - Use the Library's resources regularly and visit at least **TWO** (2) branches each year.
- Build County Council's awareness of the library
  - Stay connected throughout the year to your County 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 County Council member's needs, questions or interests with the Executive Director.
- 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 (ALA, ULC) events or conferences that are relevant to public libraries.
- 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.
- 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.
- Although not a requirement, it is beneficial if members represent various districts in the County
- Also, experience in the following areas is helpful: finance, governance, education, foundations, physical plant, CEO perspective, marketing, IT, advocacy and diversity.

For Additional Information, please contact:

Wanda Taylor, Executive Assistant  
[wtaylor@RichlandLibrary.com](mailto:wtaylor@RichlandLibrary.com)  
 (803) 929-3422

Council Liaisons: Chakisse Newton and Allison Terracio

### **RICHLAND MEMORIAL HOSPITAL BOARD OF TRUSTEES**

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

The Board consists of **FOURTEEN** (14) members appointed by County Council for **FOUR** (4) year terms, renewable for a 2<sup>nd</sup> term of **FOUR** (4) years, and after an interval of at least **ONE** (1) year, for a 3<sup>rd</sup> and last term of **FOUR** (4) years, provided; however, an initial appointment for the unexpired portion of any term shall not count as an appointment for a full term. Additionally, the Chief and Vice Chief of PRISMA Health Medical and Dental Staff serve ex-officio as full voting members of the Board during their term of office.

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

For additional information, please contact:

Melissa Siar  
[Melissa.siar@palmettohealth.org](mailto:Melissa.siar@palmettohealth.org)  
 (803) 434-7026

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

### **RIVER ALLIANCE BOARD**

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

Richland County has **THREE** (3) members; **TWO** (2) members are County Council members, and **ONE** (1) is a citizen appointed to a **THREE** (3) year term. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

Board Requirements:

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

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

For additional information, please contact:

Mike Dawson

[mikedawson@riveralliance.org](mailto:mikedawson@riveralliance.org)

(803) 765-2200

Council Liaisons: Paul Livingston and Allison Terracio



## THE TOWNSHIP AUDITORIUM

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

The Board of Directors shall consist of **SEVEN** (7) members, residing in the County. Members are appointed by County Council for a **THREE** (3) year term. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

**The Board meetings are held the 2<sup>nd</sup> Wednesday of each month at 9:00 a.m.**

For additional information, please contact:

Aundrai Holloman, Executive Director

[hollomana@richlandcountysc.gov](mailto:hollomana@richlandcountysc.gov)

(803) 576-2353

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

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## HISTORIC COLUMBIA FOUNDATION

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

During the existence of the agreement, County Council will designate **TWO** (2) representatives, with **FOUR** (4) year terms, to serve on the Foundation Board of Trustees, in compliance with Foundation by-laws. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

Meetings are held the 4<sup>th</sup> Monday of each month from 1:00 – 2:00 p.m. Members are required to attend board orientation (1½ hours), a board retreat (5 -6 hours), and the annual meeting (2 hours).

Board members are requested to:

- Commit to participate in the ongoing cultivation of community support and to actively participate in fundraising;
- Make a financial contribution and maintain an individual membership while serving on the Board;
- Attend 3 – 5 Historic Columbia events each year;
- Attend at least one County Council meeting each year; and
- Participate in at least **ONE** (1) volunteer activity per year.

For additional information, please contact:  
Robin Waites, Executive Director  
[rwaites@historiccolumbia.org](mailto:rwaites@historiccolumbia.org)  
(803) 252-7742 x 14

Council Liaisons: Gretchen Barron and Overture Walker

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### **MIDLAND WORKFORCE DEVELOPMENT BOARD**

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

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

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

For additional information, please contact:  
Chris White  
[cwhite@midlandsworkforce.org](mailto:cwhite@midlandsworkforce.org)  
(803) 744-1670

**AIRPORT COMMISSION  
(HAMILTON-OWENS)**

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

The Commission consists of **NINE** (9) members appointed for **FOUR** (4) year terms. **TWO** (2) of the appointees must reside within one mile of the airport [Rosewood, Shandon, or Hollywood-Rose Wales Garden neighborhoods]. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

The Commission meets bi-monthly on the 2<sup>nd</sup> Monday of the month at 12:00 Noon in the large conference room at the Airport Terminal Building and last approximately 1½ hours.

Preferred Qualities:

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

For additional information, please contact:

Chris Eversmann

[Eversmann.chris@richlandcountysc.gov](mailto:Eversmann.chris@richlandcountysc.gov)

(803) 767-1789

Council Liaisons: Allison Terracio and Cheryl English

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**CONSERVATION COMMISSION**

Purpose(s)/Service(s): The Richland County Conservation Commission was created to promote the conservation of natural resources; to promote the development and preservation of historical resources; to promote passive, outdoor, nature-based recreation; to promote tourism, emphasizing the natural, cultural, and historical resources of Richland County; **to promote efforts to improve the appearance of Richland County; to educate the public as to the benefits of conservation; to foster civic pride in the beauty and nobler assets of the County; to, in all ways possible, assure a functionally efficient and visually attractive County in the future; to support policies that protect the general appearance of all buildings, structures, landscaping and open areas of the County; and to undertake such studies, plans, activities, and projects as may, from time to time, be assigned to the Commission by Council.**

The Commission shall consist of **ELEVEN** (11) members, **ONE** (1) member appointed by each Council member to present his/her respective Council District. The term of the member of the Commission shall be conterminous with the term of the appointing Council member. However, if a vacancy shall occur on Council, the member of the Commission appointed by the vacating Council member shall complete his/her term.

Meetings are held on the 3<sup>rd</sup> Monday of each month. The meetings are held at 3:30pm in the County Administration Building located at 2020 Hampton Street and last approximately 1 ½ hours.

For additional information, please contact:

Quinton Epps

[Epps.quinton@richlandcountysc.gov](mailto:Epps.quinton@richlandcountysc.gov)

Council Liaison: Overture Walker

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### EAST RICHLAND PUBLIC SERVICE COMMISSION

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

The Commission consists of **FIVE** (5) members appointed by the Governor upon recommendation of County Council. The terms are for **FIVE** (5) 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. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

**Commissioners are encouraged to review documents and explore creative ideas for the improvement of sanitary sewer service to the District's customers. Commissioners will invest on average 3 – 5 hours per month in service to the District.**

The Commission meetings are held on the 4<sup>th</sup> Friday of each month at 10:30 AM and last approximately 1½ hours.

Preferred Experience:

- A baccalaureate or higher degree
- **Background of substantial duration and expertise in at least one of the following: education, insurance, pension benefits, water and wastewater issues, finance, accounting, engineering, law, manufacturing, small business and real estate.**

For additional information, please contact:

Larry Brazell  
[lbrazell@ercpsd.net](mailto:lbrazell@ercpsd.net)  
(803) 788-1570 x 4

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**MIDLANDS REGIONAL CONVENTION CENTER AUTHORITY**  
*(CURRENTLY SUSPENDED)*

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

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

The Authority consists of **NINE** (9) directors. Each member shall appoint **TWO** (2) directors, with the City entitled to appoint an additional **THREE** (3) directors because of the City's additional financial exposure with respect to the bonds. The terms are for **THREE** (3) years. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

The Board meets the 4<sup>th</sup> Tuesday of every month at the Convention Center at 9:00 AM and last approximately 1½ hours.

**The member's average annual commitment is 18 hours. Each director shall be required to attend in person at least 75% of the regular meetings.**

Preferred Experience: At least **ONE** (1) director by each Governmental entity shall be employed in the Lodging Industry. Specifically, **ONE** (1) one of the Richland County seats is required to be an Hotelier. The other seat can be from other areas of work but should have understanding of tourism and hospitality.

**For additional information, please contact:**  
**Linda Cannup, Executive Assistant**  
[lcannup@experiencecolumbiasc.com](mailto:lcannup@experiencecolumbiasc.com)  
**(803) 545-0008**

Council Liaisons: Paul Livingston, Gretchen Barron and Jesica Mackey

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### MUSIC FESTIVAL COMMISSION

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

The Commission consists of **SIX** (6) members who serve **FOUR** (4) year terms. Richland County Council, Columbia Music Festival Association and the City of Columbia each appoint **TWO** (2) members. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

Meetings are scheduled on the 2<sup>nd</sup> Monday of each month at 914 Pulaski Street or a local restaurant at 6:00 PM and last approximately 1½ hours.

Preferred Qualities:

- Interest in participating in the activities of the Association with special emphasis on building and maintaining relationships with their respective Council;
- Ability to advocate to secure and maintain adequate governmental financial support to enable the Association to function as a leading arts and community resource;
- **Interest in the mission of the CMFA and a desire to help advance the organization as an important engine driving the arts; and**
- **Recognize the importance of the arts’ economic impact on the City and County.**

For additional information, please contact:

John Whitehead, Executive Director  
(803) 771-6303

[Cmfasc5678@gmail.com](mailto:Cmfasc5678@gmail.com)

### PLANNING COMMISSION

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

The Commission shall consist of not less than **FIVE** (5) or more than **NINE** (9) members for a term of **FOUR** (4) years. **Any person who is appointed to the commission after September 1, 2006 must reside in Richland County. In appointing members to the commission, Council shall give due consideration as to whether applicants live in an unincorporated or unincorporated area**

of the County. Members shall not serve more than **TWO (2)** consecutive terms; however, upon service of **TWO (2)** consecutive terms a member may be eligible for reappointment after **ONE (1)** day of non-service.

Meetings are held the 1<sup>st</sup> Monday of the month in Council Chambers located at 2020 Hampton Street at 3:00 PM and last approximately 2 – 2½ hours.

Preferred Qualities:

- Ability to listen;
- Knowledge/understanding of issues facing the community;
- Open-minded;
- Ability to communicate;
- Analytical;
- Understanding of Planning, Land Use and Land Development;
- Ability to be consistent with policies/plans adopted by Council

For additional information, please contact:

Geo Price

[Price.geo@richlandcountysc.gov](mailto:Price.geo@richlandcountysc.gov)

(803) 576-2174

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### RIVERBANKS PARK COMMISSION

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

The Commission consists of **SEVEN (7)** members appointed for **SIX (6)** year terms. **TWO (2)** members are appointed by Richland County Council, **TWO (2)** by Lexington County Council, **TWO (2)** by the City of Columbia, and **ONE (1)** jointly by the **THREE (3)** entities.

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

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

For additional information, please contact:

Tommy Stringfellow

[tstringfellow@riverbanks.org](mailto:tstringfellow@riverbanks.org)

(803) 779-8717

Kathy McCoy Eaton

[keaton@riverbanks.org](mailto:keaton@riverbanks.org)

(803) 602-0854

Council Liaisons: Allison Terracio, Jessica Mackey and Derrek Pugh

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### ACCOMMODATIONS TAX ADVISORY COMMITTEE

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

The Committee consists of **SEVEN** (7) members appointed for **TWO** (2) year terms. The majority of the members are from the Hospitality Industry. At least **TWO** (2) members must be from the Lodging Industry and **ONE** (1) member must represent cultural organizations.

**Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

The Committee meets twice during normal working hours in March/April at 2020 Hampton Street. The date(s) to be determined, based on membership availability. The first meeting may last up to **SIX** (6) hours. The second may last up to **TWO** (2) hours. The members are expected to review applications over a 4- week period, which can take approximately **FIFTEEN** (15) hours. The total time commitment may be up to **TWENTY-THREE** (23) hours.

For additional information, please contact:

Steven Gaither

[Gaither.steven@richlandcountysc.gov](mailto:Gaither.steven@richlandcountysc.gov)

(803) 576-1514

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

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

The Committee is comprised of the County Administrator or designee, City Manager or designee, and **TWO** (2) members of City Council and **TWO** (2) members of County Council or **TWO** (2) citizen appointees by City Council and **TWO** (2) citizen appointees by County Council to represent the respective Councils.

The Committee will meet once a year in March. The date, time and location are scheduled 30 days in advance. **\*\*The Committee has not met since April 2018, and no future dates have been set to meet.**



Preferred Qualifications: None.

For additional information, please contact:

Sandra Haynes

[Haynes.sandra@richlandcountysc.gov](mailto:Haynes.sandra@richlandcountysc.gov)

(803) 576-2462

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### EMPLOYEE GRIEVANCE COMMITTEE

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

The Committee consists of **SEVEN** (7) members appointed for **THREE** (3) year terms. The members must be Richland County employees, with at least **FOUR** (4) of the members working for Department Heads who report directly to the County Administrator. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

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

Preferred Experience: None.

For additional information, please contact:

Joe Hallbick, Chair

[Hallbick.joe@richlandcountysc.gov](mailto:Hallbick.joe@richlandcountysc.gov)

(803) 576-1503

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### HOSPITALITY TAX COMMITTEE

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

The Committee shall consist of **FIVE** (5) members appointed for **TWO** (2) year terms, or until a successor is appointed. All members must be citizens residing in the County. At least **TWO** (2) members must represent the Restaurant Industry. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

The Committee meets twice during normal working hours in March/April at 2020 Hampton Street. The date(s) to be determined, based on membership availability. The first meeting may last up to **SIX** (6) hours. The second may up to **TWO** (2) hours. The members are expected to review applications over a 4- week period, which can take approximately **TWENTY-FIVE** (25) hours. The total time commitment may be up to **THIRTY-THREE** (33) hours.

Preferred Attributes: Members of the committee must be interested citizens residing in the County.

For additional information, please contact:

Tyler Kirk

[Kirk.tyler@richlandcountysc.gov](mailto:Kirk.tyler@richlandcountysc.gov)

(803) 576-5459

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### INTERNAL AUDIT COMMITTEE

Purpose(s)/Service(s):

- The Internal Audit Committee shall develop, with the Internal Auditor, for recommendation to full Council for approval by a majority vote, an audit schedule (which shall include areas to be reviewed, their priority and the timelines for completion), audit progress, audit follow-up, and special needs; and shall work to assure maximum coordination between the work of the Internal Auditor and the needs of the chief executive officer, the legislative body, and any other contractually hired auditors, as necessary or appropriate;
- The Internal Audit Committee shall review, for recommendation to Council for approval by a majority vote, all areas of County operations which County funds are levied, collected, expended, or otherwise used. This includes departments and offices reporting to the County Administrator, departments or offices headed by elected or appointed officials, millage agencies, legislatively appointed Commissions receiving County funding, nonprofit organizations receiving grant monies from County funds, and any other organization receiving any type of funding for any purpose from the County;
- The Internal Audit Committee shall oversee the responsibilities of the Internal Auditor, as stated in the negotiated contract with the Internal Auditor;
- The Internal Audit Committee shall present to the full Council a written report regarding each audit conducted by the Internal Auditor following the Internal Auditor's report to the Internal Audit Committee for each audit. Additionally, in conjunction with the budget process, the Internal Audit Committee shall annually present to Council a written summary report regarding the audits, progress, findings, and any other appropriate information relating to the internal audit conducted during the past fiscal year following the Internal Auditor's summary report to the Internal Audit Committee; and
- The Internal Audit Committee shall annually review the Internal Auditor and anyone else working in such a capacity for adherence to government auditing standards in conducting its work to ensure quality service and independence as defined by those standards. (These are the federal Government Accounting Office's "Yellow Book" standards.) A subsequent report of the Committee's findings shall be presented to Council for their information.

The Internal Audit Committee shall be comprised of **FIVE** (5) members of Council (Council Chair, A&F Committee Chair, D&S Committee Chair, Economic Development Committee Chair and the Rules and Appointments Committee Chair), **TWO** (2) citizens appointed by Council, and an employee appointed by the County Administrator. The citizens' and the employee's terms shall be **ONE** (1) year in length, with up to **THREE** (3) term renewals permitted. The Council members' terms shall be for as long as they serve in the capacity of Council Chair or Committee Chair.

Preferred Qualifications:

Appointee 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.

Appointee 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.

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**NULLA BONA COMMITTEE**

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

The Committee consists of **FIVE** (5) members, **ONE** (1) of which is the Chair of County Council or his/her designee. The other **FOUR** (4) members are appointed for a **ONE** (1) year term and represent the County Attorney's Office, Treasurer's Office, Auditor's Office and Assessor's Office.

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**PROCUREMENT REVIEW PANEL**

Purpose(s)/Service(s): **The Procurement Review Panel shall be charged with the responsibility of providing an administrative review of formal protests of decisions arising from the solicitation and award of contracts, the disbarment 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 this code and regulations.**

The panel shall be composed of **FIVE (5)** members with no term limits.  
Preferred Experience: **ONE (1)** member who serves in a Public Procurement arena; **ONE (1)** member who represents the Service Industry; **ONE (1)** member who is from the Construction Industry; **ONE (1)** member who is from the Professional Services Industry; and **ONE (1)** member who is from the Consumer Industry.

The Panel meets on an as needed basis.

For additional information, please contact:  
James Stewart  
[Stewart.james@richlandcountysc.gov](mailto:Stewart.james@richlandcountysc.gov)  
(803) 576-2072

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### **TRANSPORTATION PENNY ADVISORY COMMITTEE (TPAC)**

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

The committee is composed of **FIFTEEN (15)** Richland County citizens representing Arcadia Lakes, Blythewood, Columbia, Eastover, Forest Acres, Irmo and unincorporated areas of Richland County. Richland County appoints **SEVEN (7)** members from unincorporated Richland County with staggered term dates – **THREE (3)** 3-year terms, **THREE (3)** 4-year terms and **ONE (1)** 5-year term. **The City of Columbia appoints THREE (3) members with staggered term dates – ONE (1) 3-year term, ONE (1) 4-year term, and ONE (1) 5-year term; Arcadia Lakes appoints ONE (1) member for a THREE (3) year term; Blythewood, Eastover and Forest Acres each appoints ONE (1) member for a FOUR (4) year term; and Irmo appoints ONE (1) member for a FIVE (5) year term.**

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

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

- Provide a recommendation on any modification to the penny funded transportation project list not consistent with the generic description of the project(s), (such as the addition of new projects not currently on the projects list, etc.). Any modification to the project list consistent with the generic description of the project(s) shall not require a recommendation of the TPAC; for example, minor revisions to a project on the projects list not impacting the overall scope of the project.
- Recommend any reordering of the project list priorities, if applicable.
- Provide quarterly reports to their respective jurisdiction
- Make recommendations for a financial review of the Transportation, as needed. (There will be an annual financial audit.)
- Make recommendations to the Board of Directors of Central Midlands Transit (“The COMET”), and any other governing body with regards to the Transportation Penny.
- Perform all other additional duties as assigned by Richland County Council. The TPAC regards its role as representing the interests of Richland County citizens who use and/or finance various modes of transportation the County provides. These citizens reasonably expect that transportation improvements financed by the one cent sales tax and related bonds will be effective, efficient, and equitable. The TPAC, therefore, acts as an agent of and voice for these public expectations and brings diverse perspectives to the TPAC’s interactions with County Council, the Transportation Director, and “The COMET”. Within its limitations as a volunteer advisory committee, the TPAC carries out its role by selectively reviewing information regarding transportation improvements, reviewing and commenting on plans, seeking clarifications, raising questions, and making suggestions. It serves as a link between the public interest and County officials responsible for conceiving, organizing, managing, implementing, auditing, and evaluating penny-financed transportation improvements.

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

Ex-Officio Council Representatives: Paul Livingston and Overture Walker

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### CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY (RTA) BOARD

Purpose(s)/Service(s): **The primary purpose of the Board of Directors is to promote transportation opportunities for all citizens within Richland County and a limited service area in Lexington County.**

Richland County has **THREE (3)** representative to the Board: **TWO (2)** elected officials and **ONE (1)** citizen. Each representative will serve a **THREE (3)** year term. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after one day of non-service.**

Board meetings are held the 4<sup>th</sup> Wednesday of each month at 3613 Lucius Road at 12:00 PM and last approximately 2 hours.

Preferred Experience:

- Knowledge of transportation; finance services/management; governance, audit and/or operational risk assessment and management; grant and/or contract administration; communications/public relations; and legal.
- Be able to devote, on average, 5 – 10 hours per month to attend Board meetings, standing committee meetings, and to review agenda materials;
- Bring a broad range of knowledge and depth of experience from their chosen business or profession, as well as an understanding of the principles and values of the COMET and the communities it serves;
- Possess a fundamental understanding of their role and responsibility to the Board. The members' primary responsibility is to act all times in the best interests of the COMET, the Board, staff and serviced communities;
- Possess integrity, be willing to articulate his or her views frankly, be able to work productively with others, and have the ability and willingness to commit the time and effort required;
- Represent the interest of their appointing body while endeavoring to achieve regional consensus;
- Fiduciary responsibility to vote for the best interests of the region and not those of their appointing body;
- Able to work cooperatively in a multi-jurisdictional setting;
- Able to attend Board and standing committee meetings consistently;
- Responsible for informing their respective jurisdictions of key issues, facilitating communication between those entities and the COMET, and helping build consensus;
- Participate in the COMET Leadership Academy; and
- Provide value and expertise on improving transportation and mobility within the region.
- A core knowledge of the transportation sector, and the concepts, principles and values of the COMET;
- Ability to act without a real or perceived conflict of interest that could reasonably be perceived to conflict with the individual's responsibility to act in the best interests of the Board;
- Stature in the individual's chosen business or profession, or community involvement;
- Willingness to ask probing questions and challenge management within the appropriate governance context;
- Ability to operate "as a team" at the Board level and "speak with one voice" once a full discussion has been undertaken and a decision has been made by the Board;
- Ability to review and examine budgets to ensure projected expenses and income are realistically comprehensive and assess the implications of financial and audit reports;
- Ability to bring a perspective of external business, social and regional issues to the deliberations of the Board;
- Ability to use tact, discretion and sound independent judgment;
- Ability to communicate effectively, both orally and in writing;

- High ethical standards;
- Willingness to adhere to protocols and policies regarding staff and personnel operations and communications;
- A commitment to continuous learning to maintain a knowledge of potential changes and trends facing the future of the COMET and transportation industry, best practices and policies (via webinars, local, regional and national conferences);
- An understanding of governance and the fiduciary duties and responsibilities of both a Board of Directors as well as of individual members (in particular – a comfort level with the principles of the by-laws under which the Board operates); and
- Ability to provide leadership, strategic direction and oversight.

**Board Member Mission and Commitment:**

- Willingness to make a real contribution to the COMET and the communities it serves;
- Commitment to the COMET strategic objectives, vision, mission and values;
- Willingness to participate in COMET related activities including utilizing the transportation services provided by the COMET, such as occasionally riding the bus;
- Willingness to act in the best interests of the COMET and the communities it serves independently of any particular interest arising as a result of any previous, existing or future relationship with the COMET staff, Board of Directors, or suppliers; and
- Willingness to stay informed, available, and engaged as well as to attend meetings and represent the Board or its interests in the public.

For additional information, please contact:

LeRoy DesChamps

[LDeschamps@thecometsc.gov](mailto:LDeschamps@thecometsc.gov)

Council Representatives: Allison Terracio and Overture Walker