

ORDINANCE NO. 140.2009

**AMENDED ORDINANCE BY KERSHAW COUNTY COUNCIL
DETERMINING RULES AND ORDER OF BUSINESS**

FILED FOR RECORD
2009 JUN 19 AM 9:24
JOYCE WOODFORD
CLERK OF COURT
KERSHAW COUNTY, S.C.

ARTICLE I. PURPOSE AND AUTHORITY

Section 1.1 Purpose

The purpose for this ordinance is for Kershaw County Council to adopt and determine its own rules and order of business pursuant to Section 4-9-110 of the South Carolina Code of Laws.

ARTICLE II. AGENDA

Section 2.1 Preparation of Agenda

The county administrator and clerk to county council shall prepare a proposed agenda which shall be compiled by 5:00 p.m. on Tuesday preceding the next regular scheduled county council meeting.

For special meetings the proposed agenda shall be compiled at least twenty-four (24) hours prior to the meeting.

The agenda shall be reviewed by the Chairperson and Vice chairperson prior to dissemination or mailing.

Section 2.2 Members of County Council adding matters to agenda

County council members may place proposed matters on the agenda by providing the agenda item to the county administrator and clerk of county council by 5:00 p.m. on the Tuesday preceding the county council meeting together with supporting documentation.

For special meetings the proposed matter with supporting documentation shall be provided at least twenty-four (24) hours prior to the meeting.

Section 2.3 Matters to be placed on the agenda

Matters to be placed on the agenda shall include matters to be considered by county council for enactment, approval, or execution, for consideration, or for information pursuant to county council's authority and to serve the public need, or for action pursuant to county council's statutory authority or jurisdiction.

Section 2.4 Order of business

- a. The form of the agenda

The form of the agenda shall be as follows:

Call to Order
Invocation
Pledge of Allegiance
Public Comments
Adoption of Agenda
Public Hearings
Public Presentations
Approval of Minutes
Proclamations
Resolutions
Committee Reports
Ordinances for Consideration
Agreements/Contracts/Bids
Appointments
Council Briefings
Administrator's Briefing
Legal Briefing
Executive Session
Future Agenda Items
Adjournment

- b. Adoption of agenda

The agenda shall be adopted by council. Deletions at adoption can be made by majority vote. Additions to the agenda at adoption require a vote of two-thirds and items can be added at adoption only in case of emergency or deadline considerations.

ARTICLE III. SELECTION OF COUNTY COUNCIL OFFICERS

Section 3.1 Officers to be selected by County Council.

Pursuant to Section 4-9-110, county council shall designate the following officers:

Section 3.2 Chairperson

Chairperson: The chairperson is elected at large as a separate office and presides at all meetings of county council, preserves order and decorum at all

meetings, and states every question, where applicable, coming before county council. The chairperson shall preside at all regular and special meetings of the county council, shall, when required, execute, on behalf of county council, all ordinances, resolutions, directives, deeds, bonds, contracts, and other official instruments or documents.

Section 3.3 Vice-chairperson

Vice-chairperson: At the initial meeting in January following each general election, the county council shall select one (1) of its members to serve as Vice-chairperson for a two-year term; in the event that the chairperson shall be temporarily absent or unable to serve, the vice-chairperson shall serve as chairperson in his stead. The vice-chairperson shall, when required, along with the chairperson, execute, on behalf of county council, all ordinances, resolutions, directives, deeds, bonds, contracts, and other official instruments or documents.

ARTICLE IV. COMMITTEES

Section 4.1 Standing Committees

There shall be two standing committees of Kershaw County Council which are the finance committee and the recreation committee.

Finance Committee: The finance committee shall consist of three (3) members of Kershaw County Council.

Recreation Committee: The recreation committee shall consist of three (3) members of Kershaw County Council.

The standing committees shall each adopt rules and procedures and establish times and places for meetings.

Section 4.2 Ad Hoc Committees

County council may create such ad hoc committees with specified duties as county council may determine.

Section 4.3 Appointment to Committees

Appointments to standing committees shall be made for two year terms no later than the second meeting in January following each general election. Any vacancy upon a committee will be filled for the unexpired term.

The chairperson may make recommendations for consideration by county council as to committee appointments. Appointments to committees shall be made by vote of Kershaw County Council.

**ARTICLE V. APPOINTMENTS BY KERSHAW COUNTY COUNCIL
TO BOARDS, COMMISSIONS, AND COMMITTEES**

Section 5.1 Appointments by County Council to Boards, Commissions, and Committees

Appointments by county council to boards, commissions, or committees provided by state law, provided by Kershaw County Code or provided by action of County Council, shall be made by county council for the term specified.

Section 5.2 Notification of appointments

The county administrator and the Clerk of Kershaw County Council shall notify the county council in the agenda of pending appointments or vacancies caused by resignation or expiration of terms.

Notification of appointments to be made shall be placed in the agenda under Future Agenda Items at least one regularly scheduled meeting prior to placement of the appointment on the agenda under Appointments.

Section 5.3 Identification of candidates

Persons desiring to be appointed shall submit their application as designated by the county administrator which shall be contained in the agenda package together with any other persons proposed by any member of Kershaw County Council or any recommendation from the boards, commissions, or committee for which appointments are to be made. Members of Kershaw County Council need not submit an application to be eligible for appointment where otherwise eligible.

Section 5.4 Eligibility for appointment

No person shall be eligible for appointment to a board, commission, or committee unless his/her name is proposed by application, by request of a county council member, or proposed by the board commission or committee and the person's application is placed in the agenda package for consideration of county council prior to appointment.

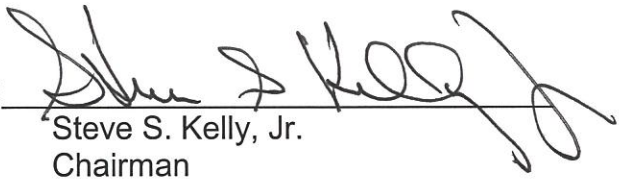
Section 5.5 Prior Appointments

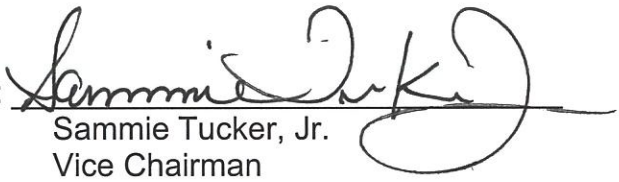
Appointments made by Kershaw County Council for committees and officers provided for in this ordinance during 2009 and prior to the effective date hereunder are ratified and confirmed.

Section 5.6 Effective Date

This ordinance is effective upon third reading.

KERSHAW COUNTY COUNCIL

By: 
Steve S. Kelly, Jr.
Its: Chairman

By: 
Sammie Tucker, Jr.
Its: Vice Chairman

ATTEST:


Clerk to County Council

First Reading: 04/28/2009
Second Reading: 05/12/2009
Third Reading: 05/26/2009