

ORDINANCE NO. 135. 2009

ORDINANCE BY KERSHAW COUNTY COUNCIL DETERMINING  
RULES AND ORDER OF BUSINESS

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.

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2009 FEB 26 AM 10:17  
KERSHAW COUNTY, S.C.

## **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 Presentations  
Resolutions  
Committee Reports  
Ordinances for Consideration  
Council Briefings  
Administrator's Briefing  
Legal Briefing  
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 questions, 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.

**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.

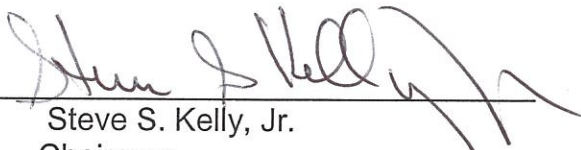
**Section 5.5 Prior Appointments**

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

ATTEST:

  
Clerk to County Council

First Reading: 1-13-09  
Second Reading: 1-27-09  
Third Reading: 2-10-09