



RICHLAND COUNTY COUNCIL RULES AND APPOINTMENTS

Seth Rose	Bill Malinowski, Chair	Julie-Ann Dixon
District 5	District 1	District 9

**NOVEMBER 5, 2013
4:30 PM**

4th Floor Conference/Training Room

CALL TO ORDER

Approval Of Minutes

1. October 1, 2013 [PAGES 5-6]

Adoption Of Agenda

Interviews

2. Accommodations Tax Committee-2; [one position for hospitality, and one for lodging]; no applications have been recieved]

Building Codes Board of Appeals-1; there is one vacancy on this board for the position of

3. architect; and one application was received for the position: **[PAGES 8-14]**
Ashley Scott, Architect

4. Central Midlands Council of Governments-2; there are two appointments to be made to this board; an application was received from the following: **[PAGES 15-17]**
Anthony "Tony" Mizzell*
*Eligible for reappointment

5. Community Relations Council-1; there is one vacancy on this board; and one application was received from the following individual: **[PAGES 18-20]**
Dwayne Smiling

6. Hospitality Tax Committee-2; there are two vacancies on this committee, and currently no applications have been received.

7. Planning Commission-2; there are currently two appointments to be made to this commission; applications were received from the following: **[PAGES 22-33]**
Marilyn Joyner
Robert A. Lapin
Greg L. Lehman
Edward "Eddie" Yandle

Items For Action

8. Board of Assessment Appeals-1; there will be one vacancy on this board
LaShonda Outing, December 14, 2013*
*Eligible for reappointment

9. Employee Grievance Committee-4; there are currently three vacancies, and one upcoming vacancy on this committee
Deborah Jordan, November 16, 2013*
Josephine McRant, May 17, 2014 (Resigned)
Staci Pritchard, November 3, 2012 (Resigned)
William T. Young, May 5, 2012

Building Codes Board of Appeals-1; there will be one vacancy on this board

10. David A. Cook (Plumbing), December 14, 2013

11. Lexington/Richland Alcohol and Drug Abuse Council-2; there will be two terms expiring on this board

Rev. Gregory B. Cunningham, December 31, 2013 *
L. L. Buddy Wilson, December 31, 2013*

* Eligible for reappointment

12. Planning Commission-1; there is one vacancy on the commission

Howard Van Dine, III, March 15, 2015 (termination)

13. Richland Memorial Hospital Board-3; there will be three positions on this board

Bill Bradshaw, December 31, 2013
Calvin H. Elam, December 31, 2013
Dr. Jerry Odom, December 31, 2013

Discussion

14. Request that the SCAC post the Rules, Regulations, and Bylaws on the SCAC website and that each County and/or County Chair should have the opportunity to make a recommendation to the board regarding their representative when vacancies become available and that the representative should be term limited **[DICKERSON] [PAGES 40-56]**

Adjournment



Richland County Council Request of Action

Subject

October 1, 2013 [PAGES 5-6]

Purpose

Minutes of



RICHLAND COUNTY COUNCIL RULES AND APPOINTMENTS COMMITTEE OCTOBER 1, 2013 4:30 PM

MEMBERS PRESENT:

Member Chair, Bill Malinowski
Member Seth Rose

Member Julie-Ann Dixon, was absent from the meeting.

ALSO PRESENT- Damon Jeter, Paul Livingston, Michelle Onley, Monique Walters

CALL TO ORDER

The meeting was called to order at approximately 4:31 p.m.

APPROVAL OF MINUTES

The minutes for September 17, 2013 were approved with the amendment of the date on page 5.

ADOPTION OF AGENDA

The agenda was adopted as submitted.

ITEMS FOR ACTION

Central Midlands Council of Governments-2; there are two upcoming vacancies on this council: W. L. "Chip" Harriford, III, October 19, 2013*; Anthony "Tony" Mizzell, October 19, 2013* - the Committee asked that the positions be advertised.

Community Relations Council-1; there is one vacancy on this council: Bethany Human, June 30, 2014* (Resigned) – the Committee asked that the position be advertised.

Hospitality Tax Committee-2: there is one vacancy and one upcoming vacancy on this committee: Dorothy A. Sumpter, October 4, 2013*; Robert Tunell, April 26, 2015 (Resigned) – the Committee asked that both positions be advertised.

Planning Commission-2; there will be two vacancies on this commission: Kathleen McDaniels, November 17, 2013*; Olin Westbrook, November 17, 2013* - the Committee asked that these positions be advertised.

DISCUSSION

Internal Audit Committee-Term Extension- this item was held in Committee; and staff was directed to bring guidelines structuring the Internal Audit Committee to the next Rules Committee meeting for review.

Request that the SCAC post the Rules, Regulations, and Bylaws on the SCAC website and that each County and/or County Chair should have the opportunity to make a recommendation to the board regarding their representative when vacancies become available and that the representative should be term limited [DICKERSON] – this item was held in Committee waiting for staff to forward information from the SCAC.

Amended agenda pages will be given a page/letter designation and only those pages will be Xeroxed for distribution. Example: If page 105 has a change for some reason the amended page will be assigned page 105a. This will eliminate the necessity of Xeroxing hundreds of additional pages of new agendas as well as eliminate the need for council members to change all of their notations on pages already reviewed. [MALINOWSKI] – the Committee recommended taking IT's suggestion of freezing the agenda and adding new items to the back of the agenda.

ADJOURNMENT

The meeting adjourned at approximately 4:38 pm.

Minutes transcribed by Monique Walters

Richland County Council Request of Action

Subject

Accommodations Tax Committee-2; [one position for hospitality, and one for lodging]; no applications have been recieved]

Purpose

Richland County Council Request of Action

Subject

Building Codes Board of Appeals-1; there is one vacancy on this board for the position of architect; and one application was received for the position: **[PAGES 8-14]**

Ashley Scott, Architect

Purpose



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Name: ASHLEY SCOTT
Home Address: 3601 COLEMAN STREET, 29205
Telephone: (home) 803.429.4635 (work) 803.834.4048
Office Address: 221 PICKENS STREET, 29205
Educational Background: see attached
Professional Background: see attached

Male [] Female [x] Age: 18-25 [] 26-50 [x] Over 50 []

Name of Committee in which interested: BOARD OF APPEALS (BUILDING CODE)

Reason for interest: I'M AN ARCHITECT, INTERESTED IN COLLABORATING WITH OTHER RELATED PROFESSIONALS TO FAIRLY PROVIDE HEALTHY

Your characteristics/qualifications, which would be an asset to Committee/Board/ Commission: ENTHUSIASTIC, KNOWLEDGEABLE OF TOPIC, BUSINESS OWNER, SAFE BUILT ENVIRON MEANS

Presently serve on any County Board/Commission/Committee? NO

Any other information you wish to give? see attached

Recommended by Council Member(s):

Hours willing to commit each month: as needed

CONFLICT OF INTEREST POLICY

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the board for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all boards shall be required to abstain from voting or influencing through discussion or debate or any other way, decisions of the board affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge it is true and complete.

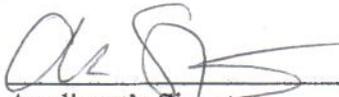
Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Board or Commission, as the County Council, by majority vote of the council, shall elect.

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the board?

Yes X No _____

If so, describe: I OWN AN ARCHITECTURE FIRM WHICH SUBMITS PLANS & PROJECTS FOR REVIEW BY RICHLAND COUNTY


Applicant's Signature

 8.6.13
Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each committee on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: _____	Received by: _____
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved	<input type="checkbox"/> Denied <input type="checkbox"/> On file

ASHELEY C. SCOTT, AIA, LEED AP BD + C

3601 Coleman Street, Columbia, South Carolina 29205 | 803.429.4635 | ascott@1x1design.com

WORK EXPERIENCE

President June 2011-Present	1x1 Design	Columbia, SC
Architect/Project Manager February 2006-May 2011	Studio 2LR Architecture + Interiors	Columbia, SC
Intern Architect June 2005-February 2006	Thompson, Ventulett, Stainback & Associates	Atlanta, GA
Graduate Research Assistant January 2005-May 2005	Georgia Institute of Technology	Atlanta, GA Professor Sabir Kahn
Graduate Student Assistant August 2004-December 2004	Georgia Institute of Technology Theory and Criticism I: Architectural Theory through 1930, Professor Mark Cottle	Atlanta, GA
Intern Architect June 2002-July 2003	The Boudreaux Group	Columbia, SC
Student Intern December 2001, Summer 2001, Summer 2000, December 1999, Summer 1999 (courier)	The Boudreaux Group	Columbia, SC

EDUCATION

Master of Architecture May 2005	Georgia Institute of Technology GPA 4.00/4.00	Atlanta, GA
Elective Coursework: Reinvestigating Details, 'Public' Space: Questions, Configurations and Adventures, Marketing A/E/C Services, 3D Modeling, History and Theory of the Modern City, Contemporary Architecture/Urbanism in Europe, European Modernism, Special Problems in Architectural Design: Independent Study on the Architectural Threshold		
Study Abroad Program: Modern Architecture and the Modern City Summer 2004	Barcelona, Berlin, The Netherlands, Paris	
Bachelor of Arts in Design May 2002	Clemson University GPA 3.79/4.00	Clemson, SC
Elective Coursework: Architectural Graphics, Advanced Color Theory/Form Z, Architectural Detailing, Contemporary Architectural Influences in Europe, International Field Studies, Public Speaking		
Study Abroad Program Summer 2001	Universitat Politecnica de Catalunya	Barcelona, Spain
Heathwood Hall Episcopal School May 1998		Columbia, SC

PROFESSIONAL LICENSURE

Registered Architect in South Carolina, 2008-present
Registered Architect in North Carolina, 2009-present
Registered Architect in Tennessee, 2013-present
Registered Architect in Alabama, 2013-present
Registered Architect in Kentucky, 2013-present
NCARB (National Council of Architectural Registration Boards) Certified Architect, 2008-present
LEED (Leadership in Energy and Environmental Design) Accredited Professional, 2009-present

Item# 3

Attachment number 1 \nPage 3

HONORS AND ACTIVITIES

The State Newspaper "20 Under 40" 2011 Honoree
Clemson Advancement Foundation, Board of Trustees Member (term 2011-2014); Secretary 2013
AIA Columbia Board Member 2003, President-Elect 2010, President 2011, Past President 2012, 2013
Columbia Development Corporation Board Member, 2009-2015
Columbia Museum of Art, Contemporaries Board Member, 2010-present (term 2010-2012)
Columbia Museum of Art, Contemporaries President Elect, 2011-2012
Columbia Museum of Art, President 2012-2014
Historic Columbia Foundation, Preservation Committee Member, 2010-2011
Columbia Museum of Art, Board of Directors Marketing Sub-Committee Member, 2009-2011
South Carolina Philharmonic Gala Planning Committee, 2011-2012
AIA South Carolina State Conference Planning Committee, 2010
Architectural Registration Exam Candidate Mentor, 2010-present
Leadership Columbia, Class of 2009
Presenter at Inaugural "Pecha Kucha Night", Columbia, 2009
Red Cross National Exhibit Opening Gala Committee, 2008-2009
Heathwood Hall Class of 1998 Reunion Committee, 2008
AIA Columbia Student Mentor Volunteer, 2007, 2009
AIA Columbia Member, 2002-2003 (board member), 2006-present
Columbia Tip Club Member, 2007
CANstruction Atlanta Volunteer, 2005
AIA GA Mentor Program, 2005-2006
John Judson Roland Fellow (Georgia Institute of Technology), 2003-2005
Top Bachelor of Arts in Design Graduate, Clemson University, 2002
Magna Cum Laude Graduate, Clemson University, 2002
Clemson University Calhoun Honors College Member, 1998-2002
President's List or Dean's List, every semester Clemson University
Philip H. Prince Alumni Scholarship (Clemson University), 1998-2002
LIFE Scholarship (Clemson University), 1998-2002
Mickel Grant (Clemson University), 2001
Member of Delta Delta Delta (Clemson University), 1998-2002
Student Upper Court Judge (Clemson University), 1999-2002
Golden Key National Honor Society (Clemson University), 2000-2002
Gamma Beta Phi National Honor Fraternity (Clemson University), 2001-2002
Tau Sigma Delta, Secretary (Clemson University), 2001-2002
Children Cancer Center Volunteer, 1998-2002
Habitat for Humanity Volunteer, 1998
Star Scholarship (Clemson University), 1998
Student Body President, Heathwood Hall Episcopal School, 1997-1998
Bishop's Cup Award for Leadership, 1998
Juvenile Diabetes Walk for the Cure Volunteer, 1993-2002
St. Paul's Lutheran Church Member, present

Asheley C. Scott, AIA, LEED AP BD + C

President

Clemson University, Bachelor of Arts in Design, 2002
Georgia Institute of Technology, Master of Architecture, 2005

Registered Architect:

South Carolina, 2008-Present | North Carolina, 2012- Present | Tennessee, 2013- Present |
Kentucky, 2013- Present | Alabama, 2013- Present

NCARB Certified Architect, 2008-Present

LEED BD+C Accredited Professional, 2009-Present

The State Newspaper "20 Under 40" 2011 Honoree

AIA Greater Columbia, President-Elect 2010, President 2011, Past-President 2012, 2013

Columbia Development Corporation Board Member, 2009-present

Columbia Museum of Art, Contemporaries Board Member, 2010-2012, President 2012-2014

Clemson Architectural Foundation Board of Trustees, 2011-present, Secretary 2013- 2014



Born and raised in Columbia, South Carolina, Ms. Scott is a graduate of Heathwood Hall Episcopal School and attended Clemson University for her undergraduate studies, where she graduated with a Bachelor of Arts in Design in May 2002. While at Clemson, Ms. Scott was involved in numerous campus activities and studied abroad during the inaugural year of the Barcelona study abroad program through the School of Architecture. After graduation, she took a full-time position with The Boudreaux Group in Columbia, where she had spent the previous summers serving as a summer intern.

Ms. Scott chose to attend The Georgia Institute of Technology to pursue her Masters of Architecture, graduating with that degree in May 2005. She participated in the school's "Modern Architecture and the Modern City" program in Europe during the summer of 2004.

After receiving her Masters Degree, she took a position with Thompson, Ventulett, Stainback, and Associates (now tvsdesign) as an intern architect.

Ms. Scott chose to return to Columbia in February of 2006 and took a position with Studio 2LR | Architecture + Interiors, which she held prior to starting 1x1 Design.

Ms. Scott became a registered architect in the state of South Carolina in December 2008 and a LEED Accredited Professional in June 2009.

Throughout her career, Ms. Scott has worked on a variety of projects, ranging from small retail renovations with a budget of \$70,000 to large mixed-use international developments with budgets of over \$200 million. She has a passion for communicating with clients and working together to bring an intangible idea to paper and eventually to reality.

Outside of the office, Ms. Scott is very involved in the community, something which was initiated by her selection to the Leadership Columbia Class of 2009. She served as the President for the Greater Columbia section of the American Institute of Architects (AIA) in 2011, and is currently President for the Contemporaries of the Columbia Museum of Art, and on the Board of Directors for the Columbia Development Corporation. She began serving on the Board of Trustees for the Clemson Architectural Foundation in 2011 and will continue to serve on the Board as Secretary for 2013- 2014.

In 2011, Ms. Scott was recognized as a "Top 20 Under 40" young professional for her professional and community involvement and achievements in the Midlands of South Carolina by The State Newspaper.

Asheley C. Scott, AIA, LEED AP BD + C

President

Past Project Experience

This project is an example of individual experience Ms. Scott gained as an Intern Architect, Architect, and Project Manager while an employee of Studio 2LR | Architecture + Interiors from February of 2006 - May 2011.

South Carolina Bank and Trust Branch Banks

Lady's Island, South Carolina (Schematic Design through Construction)
Lexington, South Carolina (Schematic Design through Construction)
Irmo, South Carolina (Schematic Design through Construction)
Columbia, South Carolina (Schematic Design through Construction)

UCI Medical Affiliates

Doctors Care Northeast, Columbia, South Carolina (Programming through Construction)
Doctors Care Broad River, Columbia, South Carolina (Programming through Construction)
Doctors Care Newberry, Newberry, South Carolina (Programming through Construction)
Doctors Care Rock Hill (Programming through Bidding)

South Carolina National Guard

Florence Field Maintenance Shop, Darlington, South Carolina (Schematic Design through Bidding)

Midlands Technical College

Interior Restroom Renovations (Existing Site Survey through Construction)
Interior Office Renovation and Way-Finding (Existing Site Survey through Construction)

Broadacres Baptist Church

Campus Masterplan and Corley Building Renovations, Cayce, South Carolina (Masterplanning through Construction)

Gallman Personnel Services

Office Building, North Charleston, South Carolina (Programming through Construction)

Palmetto Health

Greystone Boulevard Administrative Services Renovation, Columbia, South Carolina (Programming through Construction)

Diversified Development, Inc.

1214 Pulaski Mixed-Use Renovation and New Construction (Conceptual Design, Construction Documents)

WG3 Restaurant Group, LLC

Zoes Kitchen, Greenville, South Carolina (Schematic Design through Construction Documents)

The following project is an example of individual experience Ms. Scott gained as an Intern Architect while an employee of Thompson, Ventulett, Stainback, and Associates from June 2005-February 2006.

Urban Development Corporation of Trinidad and Tobago, LTD. and Bouygues Batiment

International Waterfront Project, Port of Spain, Trinidad (Design Development, Construction Documents)

The following projects are examples of individual experience Ms. Scott gained as an Intern Architect while an employee of The Boudreaux Group from June 2002-July 2003.

Shandon Baptist Church

New Sanctuary and Campus Renovations, Columbia South Carolina (Schematic Design, Design Development)

The Boudreaux Group

Lobby Renovations, Columbia South Carolina (Schematic Design through Construction)

Richland School District Two

Blythewood High School, Blythewood, South Carolina (Construction Documents)

University of South Carolina

Strom Thurmond Wellness and Fitness Center (Construction Administration)
South Campus Housing, Phase II (Construction Administration and Furniture Coordination)

Clemson United Methodist Church

Master Plan Development, Clemson, South Carolina (Masterplanning)

Richland County Council Request of Action

Subject

Central Midlands Council of Governments-2; there are two appointments to be made to this board; an application was received from the following: **[PAGES 15-17]**

Anthony "Tony" Mizzell*

*Eligible for reappointment

Purpose



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: ANTHONY G. MIZZELL

Home Address: 106 WEMBLEY STREET COLUMBIA 29209

Telephone: (home) 803 730 0757 (work) _____

Office Address: 1800 HUGER STREET COLUMBIA 29201

Email Address: tony.mizzell@gmail.com

Educational Background: UNIV. of SOUTH CAROLINA

Professional Background: SOLID WASTE & ENVIRONMENTAL CONSULTANT

Male Female Age: 18-25 26-50 Over 50

Name of Committee in which interested: CENTRAL MIDLANDS COG.

Reason for interest: to serve Richland County and its vested interests on the COG.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission: To work collaboratively with County Council members & staff to represent Richland County's interests.

Presently serve on any County Committee, Board or Commission? CMCOG

Any other information you wish to give? _____

Recommended by Council Member(s): GREG PEARCE

Hours willing to commit each month: WHATEVER IS REQUIRED

CONFLICT OF INTEREST POLICY

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Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

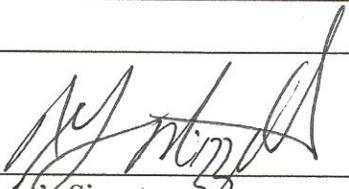
Yes _____ No _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No _____

If so, describe: _____


Applicant's Signature

10-15-13
Date

**Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.**

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: _____	Received by: _____
Date Sent to Council: _____	
Status of Application:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file
	Item# 4

2

Richland County Council Request of Action

Subject

Community Relations Council-1; there is one vacancy on this board; and one application was received from the following individual: **[PAGES 18-20]**

Dwayne Smiling

Purpose



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: Dwayne Smiling

Home Address: 106 Vermillion Dr.

Telephone: (home) 803-776-4217 (work) 803-705-4695

Office Address: 1517 Gregg St. Col. SC.

Email Address: Sm.lingd@Benedict.edu

Educational Background: B.A. Degree Broadcast Journalism

Professional Background: Director, Governmental Relations - Benedict College

Male Female

Age: 18-25 26-50 Over 50

Name of Committee in which interested: Columbia Community Relations Council

Reason for interest: I believe in their mission. Bringing the community together, regardless of race.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

I have always been a team player. former Board Member Richland School District one

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

Any other information you wish to give? No

Recommended by Council Member(s): —

Hours willing to commit each month: Whatever is required

CONFLICT OF INTEREST POLICY

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All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No ✓

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No ✓

If so, describe: _____

Dwayne Smiley
Applicant's Signature

9/24/13
Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: _____	Received by: _____
Date Sent to Council: _____	Item# 5
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	Attachment number 1 \nPage 2

Richland County Council Request of Action

Subject

Hospitality Tax Committee-2; there are two vacancies on this committee, and currently no applications have been received.

Purpose

Richland County Council Request of Action

Subject

Planning Commission-2; there are currently two appointments to be made to this commission; applications were received from the following: **[PAGES 22-33]**

Marilyn Joyner
Robert A. Lapin
Greg L. Lehman
Edward "Eddie" Yandle

Purpose



APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: Marilynn Joyner
Home Address: 6016 Pine Valley Rd. Columbia, SC 29206
Telephone: (home) 629-6402 (work) 744-9854
Office Address: 807 Gervais St. Columbia, SC 29204
Email Address: mjoyner@naivant.com
Educational Background: Dual Bachelors Degree from USC - see resume
Professional Background: see resume attached
Male Female Age: 18-25 26-50 Over 50
Name of Committee in which interested: Planning Commission
Reason for interest: see attached

Your characteristics/qualifications, which would be an asset to Committee, Board or
Commission:

see attached

Presently serve on any County Committee, Board or Commission? no
Any other information you wish to give? see attached
Recommended by Council Member(s): Jim Manning
Hours willing to commit each month: 15-30 hours

CONFLICT OF INTEREST POLICY

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Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No X _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No X _____

If so, describe: _____

Maury Jay 10/24/13
Applicant's Signature Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: _____	Received by: _____
Date Sent to Council: _____	Item# 7
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	Attachment number 1 \nPage 2

Marilynn Joyner
Application for Richland County Planning Commission

Reason for Interest:

Originally from Atlanta, Georgia, I first came to Columbia, South Carolina on a ballet scholarship to dance with the University of South Carolina's dance company while also receiving a bachelor's degree. After graduating from the University with a dual degree in political science and dance performance, I was one of the few from my graduating class to stay in Columbia to build my career.

Due to the strong connections I made working with the South Carolina Bankers Association while in school, I saw how big of an impact I could make as a young professional staying in Columbia rather than moving to another city. Most students who graduated with me decided to move elsewhere because they did not have the opportunity to see the strength of Columbia's business realm and experience the potential economic growth Columbia has.

I am interested in becoming a member of the Richland County Planning Commission because I see how important it is to build strong leaders in Columbia. Economically and development wise, Columbia has come so far since the Great Recession, but now is the time for Columbia to continue forward with this growth.

Richland County needs young leaders like myself who have a strong passion for Columbia and the eagerness to help the county continue to grow socially, economically and physically through the development and redevelopment of areas throughout the county. We have the opportunity to grow as a county by keeping good talent of those individuals who come to Columbia for college, bringing new businesses to Columbia, and helping with the future development and redevelopment of Columbia.

Through smart growth, strong, diverse leadership and young talent, I believe there is incredible hope for Columbia to become stronger in its business and economic sectors.

Your characteristics/qualifications, which would be an asset to the Planning Commission:

I would be a great asset to the Planning Commission because of the excitement I obtain and new perspectives I would bring to the team regarding the future economic growth of Columbia.

As an independent contractor with NAI Avant and a young woman in the community, I would bring diversity and new ideas to the table, due to the several leadership roles I have obtained and the vast number of experiences I have had.

If selected to become a member of the commission, I would exceed the expectation of what is expected of me as a member, and take every case with integrity, fairness, intelligence and honesty. Not only will adding me to the team help me to become more involved within Richland County, expand my knowledge regarding Columbia's growth, and increase my professional connections, but it will allow for Richland County to open their arms to build and mold young, motivated leaders like myself to become strong leaders within the community.

Marilynn Elise Joyner

6016 Pine Valley Road, Columbia, SC 29206
marilynn.joyner@gmail.com
803-629-6402

EDUCATION

University of South Carolina, College of Arts and Sciences
Bachelor of Arts, Political Science and Dance Performance
Double Major: Political Science and Dance Performance
Awards: Dance Performance in-state tuition scholarship for four years
Dean's list 2008-2010, Fall 2011, Spring 2012
Columbia, SC
May 2012

Lander University
South Carolina Bankers School
First Year Student
Greenwood, SC
July 2012

USAC Study Abroad Program
Studied Political Corruption & Basque Politics
University of Nevada· Universidad de Navarra
San Sebastian, Spain
Summer 2011

EXPERIENCE

NAI Avant
Broker – Independent Contractor
Columbia, SC
March 2013 – Present

- Serve as commercial real estate broker specializing in industrial, retail and office properties
- Research property appraisal using local comparisons and area data
- Provide financial information and analytical data about properties to the potential buyer or seller
- Travel and visit several businesses marketing properties listed
- Show several sites to potential buyers
- Discuss costs of maintaining building and possible renovations with client
- Determine best method of purchase and review financials
- Handle transactions ensuring all paperwork is property filled out
- Create relationships and network with businesses and other professionals
- Have all properties inspected thoroughly and identify possible repairs
- Act as an intermediary in negotiations between buyers and sellers over property prices and settlement details, and during the closing of sales
- Work with loan officers, attorneys, and agencies to complete purchase
- Stay involved within the community via outreach and attend networking events to continuously meet more professionals

NAI Avant
Marketing Coordinator / Brokerage Assistant
Columbia, SC
September 2012 – March 2013

- Create marketing materials including flyers, flyer packages and proposals
- Assist with correspondence, document preparation, telephone and email communication and greeting clients
- Maintain the disk archives
- Pull and create ring demographics and aerials
- Prepare and send property marketing e-blasts
- Plan special events, broker luncheons and annual NAI Avant reception
- Work closely with Marketing Director in designing and implementing company-wide marketing plan
- Assist Marketing Director with press releases, social media and website
- Manage electronic storage of marketing materials

Marilynn Elise Joyner
6016 Pine Valley Road, Columbia, SC 29206
marilynn.joyner@gmail.com
803-629-6402

SOUTH CAROLINA BANKERS ASSOCIATION
Director of Social Media / Government Relations Part-Timer

Columbia, SC
May 2010 – September 2012

- Managed SCBA's social media sites regularly (Facebook, Twitter and LinkedIn) with webcasts, photos, updates, etc
- Helped design and build new SCBA website (*www.scbankers.org*)
- Maintained and updated material for website regularly
- Designed and sent weekly SCBA e-notification (*SCBA's Two Cents*) along with other e-notifications highlighting programs
- Met with bank CEOs to discuss marketing and social media efforts in their financial institutions
- Encouraged banks and associate members to join social media outlets and assist with their social networks
- Planned and prepared data for monthly Seminars/Conferences, Annual Convention, Legislative Reception, Washington Government Relations Summit and Bankers School
- Composed *Bank News*, *People on the Move* and *Good Deeds* spreads for each *Palmetto Banker* issue
- Attended and planned monthly SCBA board meetings, trade shows, receptions, events and conferences
- Recorded financial spreadsheets for the SCBA BankPAC and compiled SCBA Insurance Trust statements
- Handled associate membership renewal and certified credit from conferences
- Assisted government relations director with legislative data and attended State House committee meetings
- Merged letter and label formats and printed brochures for mailings to bankers, associate members, etc.

LEADERSHIP

Leadership Columbia Class of 2014

Founder of Alpha Delta Pi Columbia Alumnae Association

Junior League of Columbia Member

Columbia Chamber of Commerce Company Member

Columbia Opportunity Resource Member (COR)

Involved with United Way Young Leaders Society, Committee of 100, Junior Achievement of SC, Columbia Museum of Art Contemporaries, Midlands Young Real Estate Professionals Network, ICSC, ULI, USC Dance Company, Crew Midlands and Carolina Community Foundation

VOLUNTEERING

Carolina Children's Home, Pawmetto Lifeline, American Heart Association, Eastminister Presbyterian Church Bradley Elementary Lunch Buddies Program, United Way, MRC, Toys for Tots, Run a Kid to Camp for Camp Seafarer and Camp Seagulls in Charleston, Ronald McDonald House Charities, Dance Marathon, Trick – or – Treat with the Greeks, Relay for Life, Palmetto Health Foundation, St. Lawrence Place 5k run, and Pets Inc.

IT SKILLS

Proficient in Microsoft Excel, Word, PowerPoint, Publisher and Outlook; Adobe In – Design, Illustrator, InCopy, Final Cut Pro and Photoshop; netForum Avectra Database; FileMaker Pro Database; Moonfruit, Wordpress, Drupal, Facebook, Twitter, Hootsuite, and LinkedIn; ReApplications; Pictometry; Esri Business Analyst Online; CoStar; LoopNet; Individual County GIS; Knowledge of AP Style and Copy Editing

REFERENCES

References and transcripts are available upon request



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Name: Robert A. Lupin
Home Address: 217 CAMDEN Chase
Telephone: (home) 803-699-5077 (work) 803-513-1578
Office Address: 807 GERARD STREET Suite Ste 301, COI, SC 29201
Educational Background: B.A. in Business @ Michigan State University
Professional Background: Director of Mkt @ Ben Arnold Beverage Past 12 yrs @ NAI AVANT
Male [X] Female [] Age: 18-25 [] 26-50 [X] Over 50 []

Name of Committee in which interested: Planning Commission

Reason for interest: With my skill set I feel this is the most appropriate Commission for the industry I work in.

Your characteristics/qualifications, which would be an asset to Committee/Board/ Commission:

Have been involved in old & new development w/in the Commercial Real Estate industry. Also have been involved in numerous transactions involving Real Estate.

Presently serve on any County Board/Commission/Committee? NO

Any other information you wish to give?

Recommended by Council Member(s):

Hours willing to commit each month: As much as is required. I set my own hours in my job!

CONFLICT OF INTEREST POLICY

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the board for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all boards shall be required to abstain from voting or influencing through discussion or debate or any other way, decisions of the board affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Board or Commission, as the County Council, by majority vote of the council, shall elect.

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the board?

Yes _____

No ✓

If so, describe: _____

Robert T. [Signature]
Applicant's Signature

10/22/13
Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each committee on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: _____	Received by: _____
Date Sent to Council: _____	
Status of Application:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file



**APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION**

Applicant must reside in Richland County.

Name: Greg L. Lehman

Home Address: 136 Wren Ridge Dr., Blythewood, SC 29016

Telephone: (home) (803) 667-9004 (work) (803) 513-3474

Office Address: Suite 150, 7 Technology Circle, Columbia, SC 29203

Email Address: glehman@nvrinc.com

Educational Background: BS degree in CE Technology & MS in Bus. Mgmt.

Professional Background: 20 years experience in engr. design and land dev.

Male Female

Age: 18-25 26-50 Over 50

Name of Committee in which interested: Planning Commission

Reason for interest: I wish to serve Richland Co. in order to help it to manage growth and development such that it meets the needs of current residents without compromising the needs of future generations.

Your characteristics/qualifications, which would be an asset to Committee, Board or

Commission: I believe that my background in engineering and land dev., my knowledge of Richland County's land development code, and my history of working with County Planning Staff would be an asset to the Planning Commission.

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

Any other information you wish to give? I am very familiar with the geography of the county.

Recommended by Council Member(s): _____

Hours willing to commit each month: 16 to 20 hours per month

CONFLICT OF INTEREST POLICY

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No ✓

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes ✓ No _____

If so, describe: I am the Land Acquisition Mgr. for Ryan Homes. Although I am not aware of any project currently scheduled for review by the Planning Commission, it is possible that Ryan Homes could be involved in a future project that I would need to disclose.

Oliver G. Gehman
Applicant's Signature

10/15/13
Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: _____	Received by: _____
Date Sent to Council: _____	
Status of Application:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file

Item# 7



**APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION**

Applicant must reside in Richland County.

Name: Eduard (Eddie) Yandle

Home Address: 117 Beaver Ridge Dr

Telephone: (home) 736-4193 (work) 513-5618

Office Address: same as above

Email Address: eddie.gao@hotmail.com

Educational Background: High School

Professional Background: Self employed since 1991

Male Female Age: 18-25 26-50 Over 50

Name of Committee in which interested: Planning

Reason for interest: Want to see the vision of Richland County being developed properly done

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

I have been in the construction industry for 20+ years as a sub contractor and a builder/developer

Presently serve on any County Committee, Board or Commission? yes, if BA of Oconee

Any other information you wish to give? Columbia

Recommended by Council Member(s): _____

Hours willing to commit each month: what is needed

CONFLICT OF INTEREST POLICY

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No ✓

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No ✓

If so, describe: _____

GAN
Applicant's Signature

10/21/13
Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: _____	Received by: _____
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	Item# 7

2

Richland County Council Request of Action

Subject

Board of Assessment Appeals-1; there will be one vacancy on this board

LaShonda Outing, December 14, 2013*

*Eligible for reappointment

Purpose

Richland County Council Request of Action

Subject

Employee Grievance Committee-4; there are currently three vacancies, and one upcoming vacancy on this committee

Deborah Jordan, November 16, 2013*
Josephine McRant, May 17, 2014 (Resigned)
Staci Pritchard, November 3, 2012 (Resigned)
William T. Young, May 5, 2012

Purpose

Richland County Council Request of Action

Subject

Building Codes Board of Appeals-1; there will be one vacancy on this board

David A. Cook (Plumbing), December 14, 2013

Purpose

Richland County Council Request of Action

Subject

Lexington/Richland Alcohol and Drug Abuse Council-2; there will be two terms expiring on this board

Rev. Gregory B. Cunningham, December 31, 2013 *

L. L. Buddy Wilson, December 31, 2013*

* Eligible for reappointment

Purpose

Richland County Council Request of Action

Subject

Planning Commission-1; there is one vacancy on the commission

Howard Van Dine, III, March 15, 2015 (termination)

Purpose

Richland County Council Request of Action

Subject

Richland Memorial Hospital Board-3; there will be three positions on this board

Bill Bradshaw, December 31, 2013

Calvin H. Elam, December 31, 2013

Dr. Jerry Odom, December 31, 2013

Purpose

Richland County Council Request of Action

Subject

Request that the SCAC post the Rules, Regulations, and Bylaws on the SCAC website and that each County and/or County Chair should have the opportunity to make a recommendation to the board regarding their representative when vacancies become available and that the representative should be term limited **[DICKERSON] [PAGES 40-56]**

Purpose

SCAC Membership Benefits *Richland County*

Setoff Debt and GEAR Collections Programs

Richland County has participated in the SCAC collection programs since 1996. Since 2011, \$6,760,718 has been returned to the county.

S.C. Counties Workers' Compensation Trust

Richland County has been a member of the S.C. Counties Workers' Compensation Trust since 1990. As a member of this trust, Richland County participates in a large deductible program (\$300,000), which does not require the County to maintain a reserve balance for future claim payments. The County receives specialized risk control services including services for law enforcement and detention centers. SCAC Risk Management staff members provide surveys and numerous training classes annually for county staff.

Legal Assistance

The SCAC legal staff has provided assistance to Richland County staff members on the following legal and legislative topics over the last few years:

- Annexation
- Attorney General Opinions Regarding Budget Reductions for Sheriff's Department
- Capital Project Sales Tax
- Community Unification Act
- Dilapidated Homes
- FOIA
- Permits for Private Restrictive Covenants
- Records Management
- Solid Waste Flow Control

Educational Programs

Institute of Government for County Officials - Richland County has 4 council members and 5 staff members who are graduates of Levels I and II. The County also has 6 council members and 9 staff members who are taking classes and pursuing graduation.

Orientation for Newly Elected Council Members - SCAC offers an orientation for newly-elected council members every other year following the November election. This program is offered free-of-charge. In 2012, two newly-elected Richland County council members attended this program.

Teleconferences/Webcasts - SCAC offers educational programs for county elected and appointed officials free-of-charge. Richland County elected officials and staff members have participated in the following sessions:

- 2013 Skills for Tackling Workplace Stress
- Current Planning and Zoning Issues for Urban and Rural Communities
- Tapping Into Generational Differences

- 2012 Customer Service Excellence: The Art of Working with People
Public Service Ethics: Understanding the Law and Beyond
Anti-Harassment: The Obvious and Not So Obvious
- 2011 Advanced Issues in Land Use Planning and Zoning
Managing Your Time for Maximum Productivity
- 2010 Generational Differences in the Workplace
Skills for Success as a Supervisor
- 2009 Interpersonal Communication Skills: Working Together
Strategic Responses to a Changing Economic Environment

S.C. Local Government Attorneys' Institute – Richland County staff members have attended the SCAC sponsored S.C. Local Government Attorneys' Institute for the past three years.

Annual Meetings and Conferences

Richland county council members, other elected officials, and staff members regularly attend the SCAC Annual Conferences, Mid-Year Conferences, Legislative Conferences, and County Council Coalition meetings.

Research Assistance

SCAC staff has researched issues and/or provided resources to the Richland County research managers and administrative office staff on a variety of issues. Since 2010, these issues have included:

- 2011 Business License Legislation
- Administrative Policies or Directives on Phone and Email Responses
- Administrator Salaries
- Agricultural Persons Information
- Animal Care Ordinances
- Animal Care Vehicles Used by Counties
- Bailey Bill Ordinances
- Consolidation of County and City Departments
- Cost of Animal Shelter Services
- Cost Savings Programs
- Counties with Internal Audit Departments
- E-comment Systems
- Economic Development Director Job Descriptions
- Exotic Animals
- External Audits of Business License Accounts
- Fees Charged by Counties
- Gas Tax Enactment
- Homeowner Insurance as Relates to Breed of Dog
- Hospitality Tax Grants
- Jurisdictions Considering Rescinding Business License Taxes/Fees
- Jurisdictions with Bio-fuels Incentives, Green Parks, and Investment Incentives
- Local Sales Taxes
- Management Consultant RFPs for Capital Projects Sales Tax

- Millage and Millage Cap Information
- Overgrown Lot Policies
- Pending Legislation for SC Homeowners Act
- Population, Race, and Income Statistics for Local Jurisdictions in Richland County
- Reclassifications, Promotions, and Grade Change Policies
- Reporting Structure of Assessors
- Retention of Video/Audio Recording of County Council Meeting
- Reverse Auctions
- RFP for Evaluation Teams
- SCDOT Partnership Examples
- Schedule D Income Data for Richland County
- Senior Citizen Deductions
- Standing Ordinances of County Council
- Statewide Grants and Polices for Federal Funding
- Strategic Plans
- Sustainability Position Job Description
- Transparency Directives

CONSTITUTION

AND

BYLAWS



SOUTH CAROLINA

ASSOCIATION OF COUNTIES

CURRENT THROUGH AUGUST 2013

**SOUTH CAROLINA
ASSOCIATION OF COUNTIES**

CONSTITUTION

ARTICLE I

Section 1. Name. This organization shall be known as the South Carolina Association of Counties.

Section 2. Purpose. The purpose of the organization shall be to promote more efficient county government; to study, discuss and recommend improvements in government; to investigate and provide means for the exchange of ideas and experiences between county officers; to promote and encourage education of county officials; to collect, analyze and distribute information about county government; to cooperate with other organizations and to promote legislation to effect more efficient administration of local government in the State of South Carolina.

ARTICLE II

MEMBERS

Section 1. Members. Membership is limited to counties and consolidated political subdivisions of the State of South Carolina, which support this Association financially, in accordance with Article X, Section 2. Members of this Association are represented by individual county officials of the member counties, both elected and appointed, who act in a representative capacity.

Section 2. Voting. Every county representative who is a member of the county governing body shall be entitled to one vote on each question put before the Annual Conference or special meeting of the general membership and will be referred to below as a "voting representative." Proxy voting shall not be permitted.

Voting shall be by voice vote or by raised hand. At the discretion of the presiding officer, or upon motion from the floor and concurrence of twenty (20) voting representatives, a roll call vote shall be taken.

Should a roll call vote be ordered, the assembly shall stand at recess for fifteen minutes to permit the representatives to caucus by county. Only registered voting representatives shall vote, and their credentials shall be determined by the master conference registration list. The presiding officer shall determine the results by roll call of the counties. The voting representatives shall select a spokesperson who shall report the yeas and nays of the county's voting representatives.

ARTICLE III

MEETINGS

- Section 1. Annual Meetings.** The annual meeting of the Association shall be held between July 1 and November 1 at such time and place within the State of South Carolina as the Board of Directors shall determine.
- Section 2. Special Meetings.** Special Meetings of the Association may be called by the President, or shall be called by the Executive Director upon written request of a majority of the Board of Directors.
- Section 3. Notice of Meetings.** Notice of meetings of the Association shall be in writing and shall state the general purpose of the meeting and by whom called, and shall be mailed to the last known address of each representative on the mailing list at least ten days before such meeting.
- Section 4. Quorum.** At any regular or called meeting of the Association, a quorum shall consist of representatives from a majority of the member counties and consolidated political subdivisions, and may transact all business which may come before the meeting.
- Section 5. Order of Business.** The order of business and rules of conduct shall be such as determined by the Board of Directors. In cases not covered by such rules, Robert's Rules of Order shall govern. The President shall annually appoint a parliamentarian.
- Section 6. NACo State Caucus Meeting.** There shall be a caucus meeting of the South Carolina delegates attending the NACo Annual Conference. Voting at the caucus meeting shall be in accordance with Article XI of the NACo Bylaws utilizing the weighted vote method as provided for therein.

ARTICLE IV

OFFICERS

- Section 1. Officers of the Association.** There shall be a president and three vice presidents, a secretary and a treasurer, all of whom shall be a county official from their respective government and each of whom shall be from a member county of the Association. The president and three vice presidents shall hold an elective office in their respective governments at both the time of their election as an officer of the Association and during the time of their service as such officer.
- Section 2. President.** The President shall preside at all meetings of the Association membership and at all meetings of the Association Board of Directors. The President shall appoint the chairperson and members of all standing and special committees, except as otherwise provided by this Constitution, and shall serve as an ex-officio voting member

of all committees, except the nominating committee, and shall perform such other duties as are usual or that may be requested by the Association. The President may appoint annually from the membership of the Association a county official from a member county who shall serve as Chaplain and who shall perform such duties as are normally assigned to a chaplain. Any person appointed by the President to the Nominating Committee shall be deemed to have accepted the appointment unless he/she refuses the appointment, in writing, within thirty (30) days of the date of the letter of notification.

Section 3. Vice Presidents. In the event there is a temporary absence of the President, each vice president beginning with the first vice president shall, according to numerical order, preside over meetings of the Association membership and meetings of the Board of Directors. In the event the President becomes disabled and cannot perform the duties of the office of president or a vacancy occurs in the office of president, then each vice president beginning with the first vice president shall, according to numerical order, assume the duties and the office of the president. In such event, the second and third vice presidents shall assume the offices of first and second vice presidents, and the office of third vice president shall remain vacant until filled by election at the next annual conference of the Association. In the event the President and the three vice presidents become disabled and cannot perform the duties of the office of president or vacancies occur in the office of president and all three vice president offices, then the Board of Directors shall appoint from the members of the Board of Directors an Acting President who shall assume the duties of the President until the office of president is filled by election at the next annual conference of the Association.

Section 4. Secretary. There shall be a secretary who shall be elected annually in the same manner as other officers. The Secretary shall perform the usual duties of the office and shall serve as Chairman of the Constitution, Bylaws and Resolutions Committee. In the event the Secretary becomes disabled and cannot perform the duties of the office of secretary or a vacancy occurs in the office of secretary, then the Board of Directors shall appoint from the members of the Board of Directors an Acting Secretary who shall assume the duties of Secretary until the office is filled by election at the next annual conference of the Association.

Section 5. Treasurer. There shall be a treasurer who shall be elected annually in the same manner as other officers. Provided, however, the treasurer shall be elected at the annual meeting of the Association for a term of one year which shall coincide with the budgetary year of the Association. The Treasurer shall furnish at the expense of the Association such bond as may be required by the Board of Directors and filed at the office of the Executive Director. In the event the Treasurer becomes disabled and cannot perform the duties of the office of treasurer or a vacancy occurs in the office of treasurer, then the Board of Directors shall appoint from among the County Treasurers whose counties are members of the Association an Acting Treasurer who shall assume the duties of Treasurer until the office is filled by election at the next annual conference of the Association.

ARTICLE V

BOARD OF DIRECTORS

- Section 1A.** **Composition of the Board.** The Board shall be composed of the President, the three vice presidents, the treasurer, the secretary, the immediate past president, the NACo Board member selected by the Board of Directors, the trustee chairman of the South Carolina Counties Workers Compensation Trust and the South Carolina Counties Property and Liability Trust, all of whom shall serve as members of the Board of Directors, and twenty (20) directors, all of whom shall be from counties and consolidated political subdivisions that are members of this Association.
- Section 1B.** **Directors.** The Directors shall be elected at the Annual Conference of the Association and will serve for a term of four years. The term of office of one-fourth of the twenty (20) elected directors shall expire each year. The term of office for an elected member of the Board of Directors, other than an officer or an ex officio member, shall commence on January 1 immediately following the Annual Conference of the Association and shall end on December 31 in the fourth year of the term. No more than two directors shall be from the same county. None of the twenty (20) elected directors who has served two (2) full consecutive terms shall be eligible for election until the next Annual Conference of the Association following the expiration of the term of office.
- Section 2A.** The Board of Directors shall, when the Association is not in session, have charge of the affairs of the Association and manage and control the same. It shall meet at such time and place as may be designated by the President or upon the request of any ten members, thereof, upon not less than three days notice. The Board of Directors shall determine the disability of any officer of the Association. The Executive Director shall act as secretary of the Board of Directors.
- Section 2B.** **Insurance Trusts Board of Trustees.** The Board of Directors shall appoint a Board of Trustees to govern the South Carolina Counties Workers' Compensation Trust and shall appoint a Board of Trustees to govern the South Carolina Counties Property & Liability Trust. The appointment of the Trustees shall be in accordance with the Bylaws of the Trust and Trust Agreement for each Trust. Any voting Trustee may be removed at any time by a majority vote of the Board of Directors of the South Carolina Association of Counties. The removal of a Trustee by the Board of Directors shall become effective immediately upon written notification of the removed Trustee.

ARTICLE VI

NOMINATIONS

Section 1A. **Officers and Members of the Board of Directors.** Nominations shall be made by a Nominating Committee of five county officials from member counties, who shall be chosen as follows: One shall be a member of the previous Nominating Committee, three members shall be chosen at large, and one shall be the immediate past president. Additional nominations may be made from the floor. However, the individual making an additional nomination from the floor must state which of the candidates nominated by the Nominating Committee is being contested. No two members of such Nominating Committee shall be from the same county. The report of the Nominating Committee shall be made public at least 24 hours prior to the election. No person serving on the Nominating Committee or who has been appointed and resigned from the Nominating Committee shall be eligible to be nominated for any position on the Board of Directors or as an Officer.

Section 1B. **Immediate Past President.** The immediate past president shall serve as chairperson of the Nominating Committee. In the event the immediate past president is no longer a county official or is precluded from serving because of illness, the most recent past president, who is eligible by virtue of maintaining his or her office as a county official, shall serve as chairperson of the Nominating Committee. The most recent past president shall not be eligible for nomination, election or appointment as a member of the Board of Directors or Officer for the year following his or her term as president by either the Nominating Committee or the Board of Directors. The most recent past president shall be a member of the Board of Directors for the year following his or her term as president. The most recent past president, who is eligible by virtue of maintaining his or her office as a county official, shall serve as a NACo Board Representative if the Association qualifies for an additional NACo Board seat pursuant to Article VI, Section D, of the NACo Bylaws.

ARTICLE VII

ELECTION OF OFFICERS AND BOARD OF DIRECTORS

Section 1. All Officers and members of the Board of Directors of the Association shall be elected at the annual meeting, and each officer and member of the Board shall hold his or her office until his or her successor is elected, or appointed as provided in Article IV herein. The term of president shall be for one year and he or she shall not be eligible to succeed his or herself, except in the case where an officer has served as president because of a vacancy existing prior to the expiration of a fixed term.

ARTICLE VIII

VACANCIES

- Section 1.** Vacancies, except in the offices of president and vice president, from any cause shall be filled for the unexpired term by the Board of Directors.
- Section 2.** Any officer or member of the Board of Directors, duly elected in concert with the provisions of this Constitution, who fails to attend a minimum of fifty percent of the official board meetings called within any given year shall forfeit his or her seat and his or her successor shall be designated in accordance with the provisions of Article VIII, Section 1 of the Constitution of the South Carolina Association of Counties.
- Section 3.** A vacancy shall be deemed to exist in the position of officer or member of the Board of Directors if there is a break in his or her service as a county official. The Board of Directors shall immediately declare the position vacant and the position shall be filled in accordance with the provisions of Article VII or Article VIII, Section 1, as circumstances require. A break in service is defined to mean a change in office or a 24-hour interruption in service in the county official's current office.

ARTICLE IX

EXECUTIVE DIRECTOR

Section 1. The Executive Director shall be appointed by the Board of Directors. He or she shall serve at the pleasure of the Board and shall perform such duties as specifically set forth in this Constitution and such other duties as may be prescribed by the Board of Directors.

Section 2. Duties:

- a. The Executive Director shall be in charge of the Columbia office of the Association and shall devote full-time to the work of the Association.
- b. The Executive Director shall report the activities of the Association to the Board of Directors and general membership through the Association publications, reports, and general mailings.
- c. The Executive Director shall act as secretary of all committees, except the Nominating Committee.
- d. The Executive Director may attend, when practicable, meetings of other groups.
- e. The Executive Director shall develop and maintain a public relations program in the interest of the Association.
- f. The Executive Director, when advisable, may hold meetings throughout the State to discuss matters affecting county government with county officials.
- g. The Executive Director, or his/her designated staff, shall act as a representative of the Association before the members or committees of the Legislature.
- h. The Executive Director, when requested by the Legislative Committee or Board of Directors, shall have drafted legislation for presentation to the Legislature.
- i. The Executive Director shall submit budget requests of expenditures and anticipated revenues for the next fiscal year to the Budget Committee no later than November 15 of each year.
- j. The Executive Director shall be responsible for the records of the Association office.
- k. The Executive Director shall direct the work of the Association's office and staff. The director shall be responsible for the employment and discharge of staff personnel.

ARTICLE X

FINANCES

- Section 1.** This Association shall be financed by the several counties and consolidated political subdivisions whose governing bodies have made an appropriation for that purpose. The annual budget of the Association shall be prepared and recommended by the Budget Committee. The Board of Directors shall be vested with the power to alter and amend such proposed budget and shall formally adopt such budget on or before December 15.
- Section 2.** County Quotas. The Board of Directors of the Association shall annually determine an equitable quota basis for the participating counties sufficient in the aggregate to defray the actual and necessary expenses of maintaining the Association and any of its activities, and shall notify the governing body of each such county the amount thereof at a date not later than the 1st day of April of each year. Such quotas shall be payable on the effective date of membership and shall become due on said date on an annual basis thereafter.
- Section 3.** Compensation of Officers and Employees. The Board of Directors shall annually fix the compensation of the Executive Director and of any other officers or employees.
- Section 4.** Disbursements. All disbursements of Association funds shall be made by the treasurer by check, drawn after receipt of an itemized statement approved by the Executive Director. The Board of Directors shall direct such other requirements as they may deem necessary and shall annually audit or cause to be audited all bills against the Association, in accordance with such rules and regulations as such Board of Directors may properly establish.
- Section 5.** Subject to appropriated funds, all officers and committee members shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties, provided a statement is submitted and approved pursuant to rules and regulations as set by the Board of Directors filed in the office of the Association. No officer or committee shall incur any other liability, except with the approval of the Board of Directors or by a resolution of the Association.

ARTICLE XI

SERVICES OF THE ASSOCIATION

- Section 1.** Only member counties of the Association and their representatives shall be entitled to the services of the Association.

ARTICLE XII

COMMITTEES

Section 1. Standing Committees. With the exception of the Legislative Committee, the following standing committees shall be appointed annually by the president. If not otherwise specifically provided, the president shall appoint a chairman and vice chairman of each committee.

- a. **Legislative.** The Legislative Committee shall be chaired by the first vice president and shall consist of one delegate from each of the member counties or consolidated political subdivisions who shall be the chairman of the governing body, or a county official designated by the chairman of the governing body, and the respective members of the Association's Board of Directors. If after 15 (fifteen) days from the date of the letter of appointment, the chairman of the governing body has not accepted the appointment to the legislative committee or has not designated a county official to serve for the county on the legislative committee, the President may appoint a county official from that county to serve as that county's delegate on the legislative committee.
- b. **Budget.** The Budget Committee shall consist of three members of the Board of Directors with authority to prepare and recommend a budget. The treasurer shall be one of the three members with voting power but shall not serve as chairman.
- c. **Nominating.** Pursuant to Article VI.
- d. **Constitution, Bylaws and Resolutions Committee.** The Committee on Constitution, Resolutions and Bylaws is to consist of five county officials of member counties of the Association. All proposed amendments to the Constitution and Bylaws and all resolutions shall be referred to this committee for consideration and report before final action.
- e. The president shall also appoint such other standing committees as the Board of Directors may determine.

Section 2. Special Committees. Special Committees shall be such as authorized by the Association, the Board of Directors or the President.

Section 3. Executive Committee. There is hereby established the Executive Committee of the South Carolina Association of Counties which shall be composed of the President, who shall serve as Chairperson, the three Vice Presidents, the Secretary, the Treasurer, and the Immediate Past President. The Executive Committee shall perform such duties as are assigned by the Board of Directors.

ARTICLE XIII

AMENDMENTS

Section 1. This Constitution may be amended at any meeting of the Association by a two-thirds vote of the registered voting representatives present, provided such proposed amendment shall first have been presented in writing at such meeting and referred to the Committee on Constitution, Resolutions and Bylaws. Such vote shall not be taken until a report of the proposed amendment has been presented at a general or special session of the Association by said Committee on Constitution, Resolutions and Bylaws.

ARTICLE XIV

Section 1. In the event of the dissolution of the Association, for any reasons, its assets are dedicated to the member counties. The president, treasurer and secretary shall be responsible for the distribution of assets in accordance with the instruction of the Board of Directors.

No part of the Association's net earnings shall inure to the profit of any of its directors or officers, nor to any "person" as that term is defined in Section 7701(a)(1) of the Internal Revenue Code of 1986. If the Association ceases to exist for any reason, any assets remaining after payment of all of the Association's liabilities shall be distributed to the State of South Carolina, or one or more of the State of South Carolina's political subdivisions, or an entity whose income is excludable from gross income under Section 115 of the Code.

BYLAWS

ARTICLE I

Section 1. The Association shall be responsible for the payment of expenses of the Association President and staff when attending meetings on behalf of this Association as provided in the annual budget.

ARTICLE II

Section 1. The Association shall maintain contact with and shall have membership in the National Association of Counties.

ARTICLE III

Section 1. These Bylaws may be altered or amended at any annual meeting by a two-thirds majority vote of all registered voting representatives present from member counties in good standing.

ARTICLE IV

Section 1. This Constitution and these Bylaws shall be effective on the first day of June 1967.

Adopted this first day of June 1967, at 3:00 p.m.

Amended August 30, 1969, at 9:00 a.m.
Amended August 29, 1970, at 11:00 a.m.
Amended August 21, 1971, at 11:00 a.m.
Amended August 12, 1972, at 11:45 a.m.
Amended August 18, 1973, at 10:00 a.m.
Amended August 24, 1974, at 10:00 a.m.
Amended August 7, 1979, at 11:00 a.m.
Amended August 15, 1980, at 11:15 a.m.
Amended August 15, 1982, at 11:10 a.m.
Amended August 16, 1983, at 10:30 a.m.
Amended August 17, 1984, at 5:45 p.m.
Amended August 7, 1986, at 12:30 p.m.

Amended August 15, 1987, at 11:00 a.m.
Amended August 15, 1989, at 11:00 a.m.
Amended August 11, 1990, at 11:30 a.m.
Amended August 7, 1993, at 11:00 a.m.
Amended August 6, 1994, at 11:00 a.m.
Amended August 5, 1995, at 11:30 a.m.
Amended July 27, 1996, at 11:30 a.m.
Amended August 9, 1997, at 11:30 a.m.
Amended August 8, 1998, at 11:30 a.m.
Amended August 7, 1999, at 11:30 a.m.
Amended July 28, 2001, at 10:30 a.m.
Amended August 7, 2004, at 11:00 a.m.



SOUTH CAROLINA ASSOCIATION OF COUNTIES

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