

STATE OF SOUTH CAROLINA)
)
COUNTY OF LANCASTER)

ORDINANCE NO. 2015-1331

AN ORDINANCE

TO AMEND THE LANCASTER CODE OF ORDINANCES, ARTICLE II, DIVISION 2 SO AS TO ADD THE NECESSARY PROVISIONS FOR THE CREATION, IMPLEMENTATION AND ORGANIZATIONAL STRUCTURE FOR LANCASTER COUNTY COUNCIL STANDING COMMITTEES.

WHEREAS, the continued growth of Lancaster County has created a prospering and beneficial environment for our citizens, residents, visitors and commercial interests alike; and

WHEREAS, along with the favorable aspects of growth that Lancaster County has experienced of late, County Council has recognized that along with those benefits has come the need for a more efficient and effective county government operation; and

WHEREAS, County Council has researched various possibilities in its own procedures and has determined that the creation of a standing committee system will more readily permit the consideration of issues impacting local government and, further, will allow Council to have a more through understanding of the elements in a particular issue.

NOW, THEREFORE, by the power and authority granted to the Lancaster County Council by the Constitution of South Carolina and the powers granted to the County by the General Assembly of the State, it is ordained and enacted that:

Article II, Division 2 of the Lancaster County Code of Ordinances shall be amended so as to add: Section 2-47. Standing Committees.

- (a) **Appointment.** All committees, including any ad hoc committees which become necessary, shall be appointed by the Council Chairman and the chairman of the individual committees shall be appointed by the Council Chairman. The committee may, at its discretion, elect a vice-chairman and such other officers as it may choose.
- (b) **Committee of the Whole.** At the discretion of the Council Chairman or upon the majority vote of council, any committee may sit as a Committee of the Whole

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made up of all members of council.

- (c) **Standing Committees.** Standing committees may be established at the discretion of County Council.

Examples of such committees include, without limitation:

Administration.

Infrastructure and Regulation.

Public Safety.

All ad hoc committees established prior to the effective date of this ordinance are abolished.

- (d) **Assignment of county government functions to a committee-committee structure/committee assignments.** The Council Chairman shall provide a list of the various county divisions, departments, boards and commissions and other activities that are assigned to any standing committee established. These assignments may be changed, as necessary, by the Council Chairman, with the advice of the County Administrator. Any change in the committee assignment of various government functions shall not become effective until it is announced at a regularly scheduled meeting of the County Council and the Administrator has been notified in writing by the Council Chairman.
- (e) **Member assignments.** After consulting with council members regarding their preferences for committee assignments, the Council Chairman shall appoint council members to any standing committee established. Committee assignments shall be made for a period of two (2) years beginning with the first regularly scheduled council meeting in each January. The Council Chairman may, from time to time, make changes to committee assignments for any of the following reasons: to fill a vacancy; to accommodate a new council member; to respond to a formal request from a council member to change committees; to solve a schedule conflict; or to make changes in the committee chairmanships.
- (f) **Chairpersons.** The Council Chairman, in exercising the duties under subsection (a) above, may make changes to committee chair assignments as is seen fit, but must make the initial and any subsequent changes to committee chair assignments at a public meeting of the county council. The Council Chairman will make committee chair assignments for two (2) year terms.
- (g) **Council attendance.** All council members may attend any committee meeting, but

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a member may cast a vote on a matter only if he or she is a voting member of that committee. If a member of council is in attendance at a committee meeting where he or she is not a voting member, that member may participate in the meeting. Committee members not in attendance at committee meetings may not cast a vote by proxy.

- (h) **Quorum.** A minimum of two (2) members of a committee will constitute a quorum. If a quorum is not met at any scheduled committee meeting, the matters scheduled to be discussed will be forwarded to the full council and clearly marked "forwarded without recommendation." If a particular item does not receive a majority vote, it will be forwarded to the full council and clearly marked "forwarded without recommendation." The committee chairman shall be the presiding officer over committee meetings. The committee, by majority vote, may designate one (1) of its members to serve as vice-chairman of the committee. In the absence of the committee chairman, the committee vice-chairman shall fulfill the duties of the committee chairman. Committees shall follow all the parliamentary and procedural rules of the county council, except that, any motion made in committee shall not require a second in order to be considered and voted on by the committee.

- (i) **Meeting schedule.** Committees shall meet as necessary to conduct the work of the committee. The chairman of each committee shall schedule committee meetings at a time decided by majority vote of the committee members. The chairman of each committee shall schedule special meetings of the committee as necessary. Committee schedules will be approved by the Council Chairman in order to ensure that meeting schedules do not conflict. A scheduled committee meeting may be canceled by the chairman of the committee with at least twenty-four (24) hours' notice to the committee members.

- (j) **Subcommittees.** Subcommittees may be created as the need arises by the committee chairman, but only as it appears necessary for a particular issue to be addressed in depth. All subcommittees will meet on a regularly scheduled committee day and may be dissolved by the committee chairman at his or her discretion.

- (k) **Agenda process.**
 - (1) The suggested format for committee agendas will be as set forth by the Council Chairman.
 - (2) Proposed committee agendas will be prepared by the Administrator or a designee

and submitted to the chairman of each committee at least five (5) working days prior to the scheduled committee meeting. Committee members may also submit items directly to be put on the committee agenda and shall submit these items to the Clerk to Council at least five (5) working days prior to the scheduled committee meeting. Committee agendas will be approved by the appropriate committee chairman and the Council Chairman.

- (3) Once the committee agenda packet is in final form, it will be distributed to each committee member at least three (3) working days (not including the meeting date) prior to the meeting. A copy of the agenda only (not including any backup materials) will be distributed at the same time to each council member not on the committee.

- (l) Public input may be allowed at the beginning of each committee meeting. If provided for, no speaker will be allowed more than five (5) minutes, with the total number of speakers to be determined by the committee chairman with a view towards avoiding redundancy. If the committee chairman feels that the person providing input during this section of the agenda is addressing something which is irrelevant to the committee's business, he may interrupt or stop the speaker as seen fit and appropriate.

- (m) **Administrative and staff reports.** The County Administrator and the appropriate staff will report to the committee on any matter in which the committee may have an interest or of which the committee may need to be made aware.

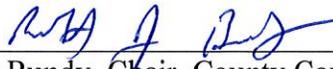
- (n) **Form for action items.** All business to be considered by the committee for action must be provided by either a resolution or an ordinance and placed in the agenda packet with a briefing narrative. All discussion items must be accompanied by a briefing narrative. Resolutions shall be in a form approved by the County Administrator.

- (o) **Minutes.** Minutes of a committee meeting will be taken by either a qualified person assigned to the regular staff of a division or by the Clerk to Council, as the chairman of the committee chooses.

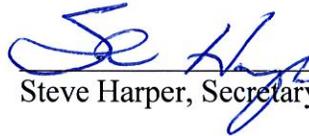
AND IT IS SO ORDAINED

Dated this 23rd day of February, 2015

LANCASTER COUNTY, SOUTH CAROLINA



Bob Bundy, Chair, County Council



Steve Harper, Secretary, County Council

ATTEST:



Debbie C. Hardin, Clerk to Council

First Reading: January 26, 2015
Second Reading: February 9, 2015
Public Hearing February 23, 2015
Third Reading; February 23, 2015

Approved as to form:



John L. Weaver, County Attorney