

October 8, 2009

UPCOMING TELECONFERENCE

To: Chief Administrative Officers; Clerks to Council; Planning/Zoning Directors;
Personnel/Human Resource Directors; Teleconference Contacts

Subject: **A Live Teleconference –**
NEW Orientation Training for Local Planning/Zoning Officials – Part I
Tuesday, November 10 (9:00 a.m. – 12:30 p.m.)

The first part of a **NEW** two-part orientation training program for local planning and zoning officials has been scheduled over the S.C. ETV Public Services Network for **TUESDAY, NOVEMBER 10, from 9:00 a.m. to 12:30 p.m.** **This session will fulfill three of the required six hours of orientation training required for any new appointments and/or employees.**

Unless expressly exempted, those officials who serve on a planning commission, board of zoning appeals, or board of architectural review are required to receive orientation training within one year of their appointment. Employees who are planning professionals, zoning administrators or zoning officials, or their deputies or assistants, are required to receive orientation training within one year of their hire.

This FREE teleconference will be broadcast live from the S.C. ETV Studios in Columbia and will be available at satellite sites in each county: (www.sctv.org/education/nts/etv_downlink_sites.cfm). The satellite coordinate and call-in telephone number will be provided at a later date. **If you would like participants from your county to be part of the studio audience, please note your interest on the enclosed registration form.**

You **MUST** register to view the teleconference. Specific information about viewing, setup and handouts will only be sent to those entities that have registered. The deadline to register is **Tuesday, November 3.**

This teleconference is an excellent opportunity to provide training to your county officials and employees at no cost to you. We encourage your participation.

*The South Carolina Association of Counties
in cooperation with the S.C. ETV Public Services Network
Presents*

**ORIENTATION TRAINING FOR
PLANNING/ZONING OFFICIALS AND EMPLOYEES
*PART I***

— *This orientation is ALL NEW and is the FIRST of two three-hour segments* —

Part I is designed to get officials and employees started in the right direction by providing:

- **Overview of the Local Government Comprehensive Planning Enabling Act** – as the foundation for local government planning. Topics include components of the planning process; elements of the comprehensive plan; powers and duties of the planning commission, board of zoning appeals, and board of architectural review, as well as their relationship with planning/zoning staff, county council, and each other.
- **Keys to Community Planning: Effective Meetings, Hearings, and the Freedom of Information Act** – will stress the importance of rules of procedure in conducting successful meetings. Topics include the roles of the chair, the public, and the staff; parliamentary procedure with emphasis on Robert’s Rules of Order; and Freedom of Information requirements for public bodies.

WHEN: Tuesday, November 10
9:00 a.m. to 12:30 p.m.

WHO: This FREE teleconference is for new members of local planning commissions, boards of zoning appeals, and boards of architectural review as well as employees who are planning professionals, zoning administrators or zoning officials, or their deputies or assistants.

WHERE: S.C. ETV Studios in Columbia or any ETV downlink site

INSTRUCTORS:

Mark Tollison, Greenville County Attorney and
Part-Time Lecturer, Clemson University

Helen McFadden, Attorney at Law, Kingstree, SC

**NEW ORIENTATION TRAINING FOR
PLANNING/ZONING OFFICIALS AND EMPLOYEES**

PART I

Tuesday, November 10, 2009

9:00 a.m. to 12:30 p.m.

S.C. ETV Public Services Network

County: _____

Approximate Number of Persons to Attend: _____

Viewing Site to be Used: _____

Will you be sending anyone to view as part of the studio audience at S.C. ETV Studios in Columbia? If so,
how many? _____

CONTACT NAME: _____

Phone: _____ E-mail: _____

Mailing Address: _____

PLEASE RETURN NO LATER THAN TUESDAY, NOVEMBER 3, TO:

Lisa Maseng - lisa@scac.state.sc.us

OR fax to (803) 252-0379

