
ORIENTATION TRAINING FOR PLANNING/ZONING OFFICIALS AND EMPLOYEES

PART I: Let's Get Started!

— This orientation is the FIRST of TWO three-hour segments —

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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; and powers/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; requirements of the FOIA; and protecting the local government's liability and that of its officials and employees.
- **Principles of Ethics and the South Carolina Ethics Act** – will provide an understanding of what constitutes ethical behavior. Topics include an overview of the Ethics Act, rules of conduct for public employees, the American Planning Association's Code of Ethics, ethical values and principles, resolving ethical dilemmas, and conflicts of interest.

WHO: This **FREE** teleconference is for members of local planning commissions, boards of zoning appeals, and boards of architectural review as well as employees who are planning professionals, zoning administrators/officials, or their deputies/assistants. The teleconference is open to all who register, including municipal officials and employees.

INSTRUCTORS: Mark Tollison, Greenville County Attorney and Part-time Lecturer, Clemson University; Bo Shetterly, Of Counsel, S.C. Association of Counties; Clif Scott, Senior Staff Attorney, S.C. Association of Counties; and Cathy L. Hazelwood, Assistant Director and General Counsel, State Ethics Commission.