

## ARTICLE VII. GEORGETOWN COUNTY COUNCIL RULES OF PROCEDURE

### DIVISION 1. IN GENERAL

#### Sec. 2-421. Rules.

(a) The following set of rules shall be in effect upon adoption by the Georgetown County Council. These rules shall pertain to all meetings and proceedings. These rules shall take precedence over other rules of council. Items not specifically covered in these rules or other applicable ordinance or state law shall be decided in accordance with *Roberts Rules of Order*, Ninth Edition.

(b) All committees of council or advisory boards and commissions shall adopt and enforce rules of procedure and decorum consistent with the rules of council.

(Ord. No. 99-30, Art. I, §§ 1-1, 1-2, 5-25-99)

#### Sec. 2-422. Quorum.

A majority of the members of the council shall constitute a quorum for the transaction of official business.

(Ord. No. 99-30, Art. IV, § 4-1, 5-25-99)

#### Sec. 2-423. Order of business.

(a) The council shall address itself to an established agenda. The council shall approve the published agenda at the start of each meeting, including the consent agenda and the executive session agenda. Once the agenda is approved, requests to change the agenda will only be granted upon a majority vote of council. The order of business shall be:

- \_\_\_\_\_ • Invocation
- \_\_\_\_\_ • Pledge of Allegiance
- \_\_\_\_\_ • Approval of the Agenda (including the Consent Agenda and Executive Session Agenda)
- \_\_\_\_\_ • Public Comment Period
- \_\_\_\_\_ • Approval of Minutes
- \_\_\_\_\_ • Consent Agenda
- \_\_\_\_\_ • Public Hearings
- \_\_\_\_\_ • Appointments to Boards and Commissions
- \_\_\_\_\_ • Resolutions
- \_\_\_\_\_ • Third Reading of Ordinances
- \_\_\_\_\_ • Second Reading of Ordinances
- \_\_\_\_\_ • Introduction of Ordinances
- \_\_\_\_\_ • Council Briefing & Committee Reports
- \_\_\_\_\_ • Reports to Council
- \_\_\_\_\_ • Legal Briefing
- \_\_\_\_\_ • Executive Session
- \_\_\_\_\_ • Adjourn

(b) A public comment period shall be included on each meeting agenda and shall be limited to thirty (30) minutes. Each speaker will be limited to no more than five (5) minutes. If there are more than six (6) speakers, time allotted will be

reduced to allow all speakers to present within the thirty-minute period. No speaker may yield his/her allotted time to another speaker. Members of the public who wish to address council during the public input period should sign up with the clerk of council before the meeting is called to order by the presiding officer. Preference shall be given to those who have notified the clerk in advance of their desire to speak. When there are several members of the public present to address the same issue, it is recommended that one (1) spokesperson be chosen on behalf of the group. No person shall be allowed to indulge in personalities, use language personally offensive, charge deliberate misrepresentation, or use language tending to hold a member of council, a member of the county staff, or a member of the public up to contempt or ridicule.

(c) Any council member desiring to place an item on the agenda shall notify the clerk no later than 12:00 p.m. on Thursday, twelve (12) days prior to the regular meeting. This shall include the names and applications of appointees to various county boards and commissions.

(d) The consent agenda may consist of items that are not likely to be controversial as well as any ordinance proposed for first reading. Any council member may request that an item be placed on the consent agenda, and any member may request that an item be removed therefrom.

(Ord. No. 99-30, Art. V, § 5-1, 5-25-99; Ord. No. 2001-64, 1-8-02)

### **Sec. 2-424. Decorum and debate.**

(a) When a measure is before the council for consideration, the presiding officer shall recognize the appropriate individual to present the case.

(b) When two (2) or more members wish to speak, the presiding officer shall decide and recognize such members in turn.

(c) No member of council shall interrupt another while speaking, except to make a point of order or make a point of personal privilege.

(d) The presiding officer shall not be obligated to recognize any council member for a second comment on a subject or amendment until every council member wishing to speak has been allowed a first comment.

(e) No member shall speak more than five (5) minutes on any subject or amendment. Such member may use his/her time in any combination, in separate speech or comments totaling five (5) minutes. Council members shall also have the right to yield a portion of their time to another member.

(f) Any member wishing to speak more than five (5) minutes on any question or any amendment to the question shall be accorded the privilege without objection or upon motion supported by two-thirds of the council members present.

(g) The council may agree to limit debate on any item of business before it. That agreement may be formalized by a majority vote of the council.

(h) The presiding officer shall not entertain any dilatory motions.

(i) No council member shall be permitted to indulge in personalities, use language personally offensive, arraign motives of members, charge deliberate misrepresentation, or use other language tending to hold a member of council or the public up to contempt or ridicule.

(j) If a member is speaking or otherwise transgressing the rules of the council, the presiding officer shall, or any council member may, call him or her to order. In such case, he or she shall immediately be silent unless permitted to explain. The council shall, if appealed to, decide the case without debate. If the decision is in favor of the member called to order, he/she shall be at liberty to proceed, but otherwise shall remain silent.

(k) Any member found in violation of the rules of council by a majority, vote of council may be censured.

(Ord. No. 99-30, Art. VI, §§ 6-1--6-11, 5-25-99)

### **Sec. 2-425. Voting.**

(a) A member must be present in person to cast his/her vote. No members of the county council, or a committee, shall be allowed under any circumstances to vote by proxy at any council or committee meeting.

(b) Any member may request a roll call vote at any time.

(c) No member shall vote on any question where his/her private interest in the matter presents a conflict of interest

(according to the South Carolina State Ethics Act). Members shall declare their conflict of interest in an issue and refrain from participating in the discussion or the vote on the issue.

(Ord. No. 99-30, Art. VII, §§ 7-1--7-3, 5-25-99)

### **Sec. 2-426. Council decisions.**

The members of council have the responsibility to establish policy, make council decisions, and adopt ordinances which in the majority view will be in the best interest of Georgetown County and all its citizens. Council members thus have an obligation to expect differences of opinion and to respect the views of each individual member of council. At the same time, individual members should recognize that when the council has made a decision, the issue has been decided whether or not they were in the majority or the minority.

(Ord. No. 99-30, Art. VIII, § 8-1, 5-25-99)

### **Sec. 2-427. Seal.**

The seal of Georgetown County or the Georgetown County Council shall not be required upon execution or attestation of any document.

(Ord. No. 99-30, Art. XIII, § 13-1, 5-25-99)

### **Sec. 2-428. Suspension of rules.**

Any of these rules may be suspended except those which are matters of law, upon an affirmative vote of a majority of the members of the council.

(Ord. No. 99-30, Art. XIV, § 14-1, 5-25-99)

### **Sec. 2-429. Amendment of rules.**

Amendment of these ruled shall be by ordinance.

(Ord. No. 99-30, Art. XV, § 15-1, 5-25-99)

Secs. 2-430--2-439. Reserved.

## **DIVISION 2. OFFICERS**

### **Sec. 2-440. Chairperson.**

At the first meeting of the council in January following each general election, the council shall select one (1) of its members to serve as chairperson for a two-year term. The chairperson shall preside at all meetings of the council and may execute on behalf of council all official instruments or documents unless otherwise directed by a majority vote of council. The chairperson shall preserve order and decorum at all meetings and shall state every question coming before council, announce the decision of the council, and decide questions of order. Any council member may appeal the decision of the chairperson on a question of order, and two-thirds of those members present shall conclusively determine such question of order.

(Ord. No. 99-30, Art. II, § 2-1, 5-25-99)

### **Sec. 2-441. Vice-chairperson.**

At the first meeting of the council in January following the general election, the council shall select one (1) of its members to serve as vice-chairperson for a two-year term. In the event that the chairperson is absent or unable to serve, the vice-chairperson shall serve as chairperson. In the event that the office of chairperson is vacated, the vice-chairperson shall succeed to that office and another member shall be elected by council to serve as vice-chairperson. When the chairperson is absent from a regular or special meeting of the council, or unavailable at the time execution on behalf of the council is necessary, the vice-chairperson may execute on behalf of the council all official instruments or documents unless

otherwise directed by a majority vote of council.

(Ord. No. 99-30, Art. II, § 2-2, 5-25-99)

## **Sec. 2-442. County administrator.**

(a) *Employment of administrator required; responsibilities; political activities regulated; qualifications generally; residency requirements; removal provisions.* The council shall employ an administrator, not a member of the council, who shall be the chief administrative officer of the county government and shall be responsible for the administration of all the departments of the county government which the council has the authority to control. The county administrator shall be apolitical, refraining from participation in the election of the members of the employing council and from partisan political activities which would impair performance as a professional administrator. The administrator shall be employed with regard to executive and administrative qualifications only, and need not be a resident of the county at the time of employment. The term of the employment shall be for a definite term, or at the pleasure of the council. Before the administrator may be removed from office, the council shall deliver to the administrator a written statement of the reasons for the proposed removal, and the administrator's right to a public hearing at a public meeting of the council. Within five (5) days after delivery of the notice of removal, the administrator may file with the council a written request for a public hearing. This hearing shall be held by council not earlier than twenty (20) days nor later than thirty (30) days after the request is filed. The administrator may file with the council a written reply not later than five (5) days before the hearing. The removal of the administrator shall not be effective until after the decision of the council following the public hearing.

(b) *Powers and duties.* The power and duties of the administrator shall include, but not be limited to, the following:

- \_\_\_\_\_ (1) To serve as the chief administrative and executive officer of the county government;
- \_\_\_\_\_ (2) To execute the policies, directives and legislative actions of the council;
- \_\_\_\_\_ (3) To direct and coordinate operational agencies and administrative activities of the county government;
- \_\_\_\_\_ (4) To supervise expenditure of appropriated funds;
- \_\_\_\_\_ (5) To prepare annual, monthly, and other reports for council on finances and administrative activities of the county;
- \_\_\_\_\_ (6) To be responsible for the administration of the county personnel policies including salary and classification plans approved by the council;
- \_\_\_\_\_ (7) To be responsible for the employment and discharge of personnel in those departments in which the employment authority is vested in the county council. This authority shall not extend to any personnel employed in departments or agencies under the direction of an elected official nor to personnel appointed by the council;
- \_\_\_\_\_ (8) To prepare annual operating and capital improvement budgets and submit them to the council at such time as the council determines, including with the submission a statement describing the important features of the proposed budget such as all sources of anticipated revenue and the amount of tax revenue required to meet the financial requirements of the county. The administrator shall affix a certification stating that, in the administrator's opinion, the proposed budget does not exceed anticipated revenues for the period concerned and he/she shall assure that there is full compliance;
- \_\_\_\_\_ (9) To execute on behalf of the council official instruments or documents;
- \_\_\_\_\_ (10) To take all actions to provide for the county's compliance with applicable laws and regulations, and to maintain the physical properties of the county in good and safe state of repair and condition; and
- \_\_\_\_\_ (11) To perform such duties as may be required by the council.

(c) *No authority over elected officials.* With the exception of organizational and administrative policies established by the council, the county administrator shall exercise no authority over any elected official of the county whose offices were created by the Constitution or by the general law of the state.

(d) *Council to deal with employees through administrator.* Except for the purposes of official council inquiries and investigations, the council shall deal with county officers and employees who are subject to the supervision of the county administrator solely through the administrator, and neither the council nor its members shall give orders or instructions directly to any such officers or employees.

(e) *Absence or disability.* During the extended absence or disability of the administrator, the council shall designate another person to serve as acting administrator.

(f) *Relationship to council.* The administrator shall maintain high standards of integrity and confidence and adhere to the highest ethical and moral principles in the execution of duties. It shall be the administrator's duty to continue to keep abreast of advances and developments in county government administration. When the council has established a policy in reference to any matter the county administrator is directed to execute and supervise that policy without further action by council. In the event that any policies established by council shall need changes or further definition it shall be the duty of the county administrator to recommend to county council in writing the proposed changes or definitions. It shall be the duty of the county administrator to promulgate, implement and execute administrative policies for the management of operational functions of county government, and to propose necessary legislative and public policies for adoption by council in order that such policies shall be executed without further action by council.

(g) *Activity report.* The county administrator is authorized and directed to develop and require submission of activity reports from all departments and agencies at such intervals and in such form as the county administrator shall determine.

(h) *Outside employment.* The county administrator will devote his full time to the administration of the county government. Outside employment is prohibited unless approved by a majority vote of the members of council.

(Ord. No. 99-30, Art. II, § 2-3, 5-25-99)

### **Sec. 2-443. Clerk.**

(a) *Appointment and duties; designation of acting clerk.* The council shall appoint a clerk for an indefinite term. The clerk shall record all proceedings of the council and keep a journal of the proceedings which shall be open to public inspection; deliver copies of the minutes of each council meeting to all members of council prior to the next regular meeting; keep a register of all ordinances and resolutions, assigning them a number and arranging them in order of introduction, and shall assist in their indexing and codification; attest the signature of the chairperson, vice-chairperson or county administrator on official instruments or documents. During the disability or extended absence of the clerk, the council may designate an acting clerk.

(b) *Permanent record of proceedings.* Minutes of all council meetings and work sessions shall be taken in summary form. All council members votes shall be recorded in the minutes. The tapes of all council meetings shall be permanently maintained by the clerk for five (5) years from the date of the meeting. Minutes of council meetings will be transcribed verbatim only when requested by a council member for a particular meeting or a portion of a meeting.

(Ord. No. 99-30, Art. II, §§ 2-4, 2-4.1, 5-25-99)

### **Sec. 2-444. County attorney.**

The council shall retain a county attorney who shall provide general counsel and serve at the pleasure of county council. The county administrator shall supervise the county attorney on behalf of county council.

The county attorney shall prepare or review all drafts of ordinances or resolutions as authorized by council or the county administrator for legal sufficiency, advise council and the county administrator on legal matters, and provide such other legal assistance to county departments and agencies as the county administrator may authorize.

The county attorney shall attend all regular meetings of council and shall attend all special meetings of council upon the request of the county administrator. The county attorney is not required to attend committee meetings unless requested to do so by the county administrator. The county attorney shall refrain from participation in the election of the members of Georgetown County Council or other Georgetown County elected officials.

(Ord. No. 99-30, Art. II, § 2-5, 5-25-99)

Secs. 2-445--2-460. Reserved.

## **DIVISION 3. MEETINGS**

### **Sec. 2-461. Regular meetings.**

(a) Regular meetings of council shall be held in accordance with a schedule prescribed by council and made public. The council may vary the schedule upon concurrence of a majority.

(b) Requests for agenda matters and supporting materials shall be provided to the county administrator no later than

12:00 p.m. on Thursday, twelve (12) days prior to the regular meeting. The agenda is set by the county administrator, upon approval of the chairperson no later than Tuesday of the week preceding the regular council meeting. Publication of the agenda shall be on Thursday prior to the regular meeting, and the agenda posted on the bulletin board of the courthouse and the county administrative office building twenty-four (24) hours before the meeting.

(Ord. No. 99-30, Art. III, § 3-2, 5-25-99)

### **Sec. 2-462. Special meetings.**

- (a) The chairperson or the majority of the members of council may call special meetings of the council.
- (b) All council members shall be given written notice of a special meeting that specifies the subject matter to be discussed.
- (c) Twenty-four (24) hours notice must be given for a special meeting and the agenda posted on the bulletin board of the courthouse and the county administrative office building twenty-four (24) hours before the meeting.

(Ord. No. 99-30, Art. III, § 3-3, 5-25-99)

### **Sec. 2-463. Emergency meetings.**

- (a) The chairperson, or in his/her absence the vice-chairperson, may call an emergency meeting.
- (b) An emergency meeting notice must be supported by documentation of the emergency.
- (c) Only the items specified as constituting the emergency shall be considered at the emergency meeting.
- (d) Notice to all the council of an emergency meeting maybe by telephone or other means not less than four (4) hours before the meeting.

(Ord. No. 99-30, Art. III, § 3-4, 5-25-99)

### **Sec. 2-464. Briefing meetings and work sessions.**

- (a) The chairperson may call a briefing meeting or work session or such meeting may be scheduled at a regular council meeting.
- (b) All council members shall be given written notice of a briefing or work session meeting that specifies the subject matter to be discussed at least two (2) working days before the meeting. The agenda shall be posted on the bulletin board of the courthouse and the county administrative office building twenty-four (24) hours before the meeting.
- (c) The primary purpose of a briefing or work session meeting shall be to present in-depth information and to provide an opportunity for the council to raise questions for the purpose of making more informed decisions on complex issues that would take undue time at a regular meeting.

(Ord. No. 99-30, Art. III, § 3-5, 5-25-99)

### **Sec. 2-465. Public hearings.**

- (a) The council shall hold public hearings for those matters required by law and may hold public hearings for any purpose the council deems appropriate. Public hearings shall be held before final action is taken to:

- \_\_\_\_\_ (1) Adopt annual operational and capital improvement budgets;
- \_\_\_\_\_ (2) Make appropriations, including supplemental appropriations;
- \_\_\_\_\_ (3) Adopt building, housing, electrical, plumbing, gas, and other regulatory codes involving penalties;
- \_\_\_\_\_ (4) Adopt zoning and subdivision regulations;
- \_\_\_\_\_ (5) Levy taxes; and
- \_\_\_\_\_ (6) Sell, lease or contract to sell or lease real property owned by the county.

(b) Such public hearings shall be advertised as required by law. If there is no applicable law, public hearings shall be advertised in a newspaper of general circulation in the community at least fifteen (15) days prior to such hearing with notices and agenda posted on the bulletin board of the county courthouse and the county administrative building twenty-four (24) hours before the hearing.

(c) A public hearing is understood to be a forum for people interested in the subject matter to present information to the council for their consideration as they deliberate an issue. It is not a forum for opponents and proponents to debate their differences nor is it a forum for debate or argument between members of council and opponents or proponents, or each other.

(d) Each speaker shall be limited to five (5) minutes unless the chairperson authorizes one (1) extension of three (3) minutes.

(e) The presiding officer may terminate a presentation that is covering the same information covered by a previous speaker. Such speakers shall be encouraged to simply state their agreement with a previous speaker and bring new information to the subject.

(f) In addition to verbal presentation, written material may be submitted to the council for their consideration.

(g) Proponents and opponents will each be limited to a total of thirty (30) minutes for formal presentations on any agenda item. Notwithstanding the time limitation in subsection (d), the proponents or opponents may opt to devote their entire time allocation to one (1) or more speakers with the total time of all speakers not exceeding thirty (30) minutes. The presiding chairperson shall determine if this approach will be used by either side prior to recognizing the first speaker.

(Ord. No. 99-30, Art. III, § 3-6, 5-25-99)

### **Sec. 2-466. Executive session.**

(a) The council may hold an executive session only for a purpose permitted by the Freedom of Information Act as amended from time to time.

These purposes generally are limited to:

\_\_\_\_\_ (1) Discussion of employment, appointment, compensation, promotion, demotion, discipline or release of an employee, or a person regulated by a public body, or the appointment of a person to a public body.

\_\_\_\_\_ (2) Discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice, settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against said agency of a claim.

\_\_\_\_\_ (3) Discussion regarding the development of security personnel or devices.

\_\_\_\_\_ (4) Investigative proceedings regarding allegations of criminal misconduct.

\_\_\_\_\_ (5) Discussion of matters relating to the proposed location, expansion, or the provision of services encouraging location or expansion of an industry or other business in the area served.

(b) To hold an executive session, a motion must be made, seconded, and adopted to go onto executive session for a permitted purpose.

(c) No vote shall be taken in executive session.

(Ord. No. 99-30, Art. III, § 3-7, 5-25-99)

Secs. 2-467--2-480. Reserved.

## **DIVISION 4. ORDINANCES AND RESOLUTIONS**

### **Sec. 2-481. Ordinances and resolutions in general.**

The council shall take legislative action by ordinance. Executive action shall be taken by resolution. All ordinances and/or resolutions that require funding for the following and/or subsequent years shall contain an impact statement of costs and

funding options stated in dollars and millage based upon the current millage value.

(Ord. No. 99-30, Art. IX, § 9-1, 5-25-99)

### **Sec. 2-482. Readings.**

With the exception of emergency ordinances, all ordinances shall be read at three (3) public meetings of council on three (3) separate days with an interval of not less than seven (7) days between the second and third reading. A verbatim reading of an ordinance shall not be required unless such reading is requested by a member.

(Ord. No. 99-30, Art. IX, § 9-2, 5-25-99)

### **Sec. 2-483. First reading.**

An ordinance may be introduced for first reading at any meeting of council by title only. No vote shall be taken and no debate or amendment shall be in order. The ordinance may be referred by the chairperson to an appropriate committee or to the council as a whole.

(Ord. No. 99-30, Art. IX, § 9-3, 5-25-99)

### **Sec. 2-484. Second reading.**

Reports on a proposed ordinance shall be presented at the next regular meeting after the first reading. Prior to second reading, a draft of the text of the ordinance shall be delivered to every member. After the proposed ordinance has been read, amendments shall be in order, but shall not be considered unless they are germane to the proposed ordinance. Any member of the council may require that amendments be in writing. After all amendments and privileged motions, if any, are disposed of, the question shall be, shall the ordinance receive second reading.

(Ord. No. 99-30, Art. IX, § 9-4, 5-25-99)

### **Sec. 2-485. Third reading.**

After the ordinance has been given second reading, and if a public hearing has been held if required by law or action of council, it shall be given third reading on a subsequent public meeting and amendments may be offered on third reading the same as on second reading. After all amendments and privileged motions, if any are disposed of, the question shall be passage of the ordinance.

(Ord. No. 99-30, Art. IX, § 9-5, 5-25-99)

### **Sec. 2-486. Votes required for passage.**

No ordinance or amendment shall be adopted unless at least a majority of the members present shall have voted for its passage on second and third readings. The repeal or amendment of ordinances shall follow the same procedure set forth for adoption.

(Ord. No. 99-30, Art. IX, § 9-6, 5-25-99)

### **Sec. 2-487. Emergency ordinances.**

To meet public emergencies affecting life, health, safety of the property of the people; council may adopt emergency ordinances, but such ordinances shall not levy taxes, grant, renew, or extend a franchise or impose or change a service rate. Every emergency ordinance shall be designated as such and shall contain declaration that an emergency exists and shall describe the emergency. An emergency ordinance is effective immediately upon its enactment without regard to any reading, public hearing, publication requirement, or public notice. Such ordinances shall expire automatically as of the sixty-first day of the following enactment.

(Ord. No. 99-30, Art. IX, § 9-7, 5-25-99)

### **Sec. 2-488. Codification.**



All ordinances shall be compiled, indexed, codified, published by title and made available to public inspection at the office of the clerk of council. The clerk shall maintain a permanent record of all ordinances adopted and shall furnish a copy to the clerk of court for filing in that office.

(Ord. No. 99-30, Art. IX, § 9-8, 5-25-99)

### **Sec. 2-489. Effective date of ordinances.**

Ordinances shall take effect on the day the ordinance is given third reading unless another date is specified in the ordinance.

(Ord. No. 99-30, Art. IX, § 9-9, 5-25-99)

### **Sec. 2-490. Resolutions.**

A resolution shall require only one (1) reading for its adoption, and may be adopted at either a regular or special meeting by a majority vote of the members present at the meeting.

(Ord. No. 99-30, Art. IX, § 9-10, 5-25-99)

### **Sec. 2-491. Standard codes or technical regulations.**

The council may adopt any standard code or technical regulation by reference. Copies of any adopted code to technical regulation shall be made available by the clerk for distribution or for purchase at a reasonable price.

(Ord. No. 99-30, Art. IX, § 9-11, 5-25-99)

Secs. 2-492--2-500. Reserved.

## **DIVISION 5. COMMITTEES**

### **Sec. 2-501. Appointments to standing committees.**

All members of council shall be appointed to serve on at least one (1) of the council standing committees. Standing committee appointments shall be made by the chairperson no later than the second regular meeting of council in January following each general election and the chairperson shall also designate the respective chairperson of each committee. Members of the standing committees shall serve until the next general election of council, unless they are removed by their consent or cease to be member of council. Each standing committee shall consist of not less than three (3) members.

(Ord. No. 99-30, Art. X, § 10-1, 5-25-99)

### **Sec. 2-502. Standing committees.**

Standing committees of the council shall be as follows:

- \_\_\_\_\_ (1) *Administration and finance committee.* An administration and finance committee which shall consist of not less than three (3) members of the county council.
- \_\_\_\_\_ (2) *Health, education, and leisure committee.* A health, education, and leisure committee which shall consist of not less than three (3) members of the county council.
- \_\_\_\_\_ (3) *Justice and safety committee.* A justice and safety committee which shall consist of not less than three (3) members of the county council.
- \_\_\_\_\_ (4) *Public works committee.* A public works committee which shall consist of not less than three (3) members of the county council.
- \_\_\_\_\_ (5) *Ad hoc committees.* Upon the authorization of council, their chairperson may appoint ad hoc committees composed of council members, a combination of council members and citizens, or citizen members only to study

and advise council on a specific issue. Such committees shall function for a specific time periods and shall be dissolved at the end of the time period or when their business is finished, whichever is the earliest. The time period for existence of such committees may be extended for a time certain by action of the council.

(6) *Committees meetings and reports.* Committee meetings shall be held on the call of the chairperson of the committee upon two (2) days' notice of such meeting to each committee member, unless all of the members of the committee waive such notice and agree upon an earlier time for such meeting. A quorum for each committee shall consist of a majority of its members. The chairperson of a standing committee shall report upon the activities of the committee at each regular council meeting, and a time for such reports shall be deemed to be included in every agenda when the subject matter of the report has previously been referred to the committee. Each committee shall function as an advisory committee to the county administrator when the administrator so requests and to the county council. Each committee shall investigate, gather information, make inquiries, and study the issues under its jurisdiction with a purpose of keeping the council fully informed. Committees may make reports to the council with recommendations for action by the council. Action taken by any committee shall not be construed as action taken by the council until the subject matter of the committee's action has been presented at a regular or special meeting of the council and acted upon by the council in accordance with these rules.

(7) *Recall of referred matters.* Any matter which has been referred to a committee may be recalled by an affirmative vote of the majority of the members of council in attendance of a council meeting.

(Ord. No. 99-30, Art. X, § 10-2, 5-25-99)

Secs. 2-503--2-514. Reserved.

## **DIVISION 6. PARLIAMENTARY PROCEDURE**

### **Sec. 2-515. Chairperson to vote.**

The chairperson shall vote in all cases except where a conflict exists.

(Ord. No. 99-30, Art. XI, § 11-1, 5-25-99)

### **Sec. 2-516. Privilege of councilmembers.**

A council member shall have the privilege of having an abstract of the member's statement on any subject under consideration by the council member entered in the minutes.

(Ord. No. 99-30, Art. XI, § 11-2, 5-25-99)

### **Sec. 2-517. Statement on behalf of council.**

No council member shall make or issue any statement which purports to speak on behalf of the entire council or the council as a body at any time unless the issue is question has been duly adopted by the council. The chairperson shall thereupon be the official spokesman for council unless the chairperson has recommended and the council has approved another person to serve as the spokesman on a particular issue.

(Ord. No. 99-30, Art. XI, § 11-3, 5-25-99)

### **Sec. 2-518. When motions are debatable.**

All motions, except motions to adjourn, to recess, to lay on the table, and questions of order or privilege, shall be debatable. No motion shall be debated until it has been stated by the chairperson. All questions of order shall be decided by the chairperson without debate, subject to an appeal to the council.

(Ord. No. 99-30, Art. XI, § 11-4, 5-25-99)

### **Sec. 2-519. Motions to reconsider.**

A motion to reconsider any action taken by the council may be made only on the day such action was taken or at the next regular meeting of council. Such motion must be made by a council member voting on the prevailing side, but may be

seconded by any other council member, and may be made at any time.

(Ord. No. 99-30, Art. XI, § 11-9, 5-25-99)

### **Sec. 2-520. Motions that interrupt a speaker.**

Only the following motions shall be permitted to interrupt a speaker:

- \_\_\_\_\_ (1) *A question of order.* This question is to the effect that the rules of council are not being adhered to. It is not debatable and does not require a second.
- \_\_\_\_\_ (2) *A question of privilege.* This question relates to the rights and privileges of a member of the council; i.e., charges made against the official character of a member; that the member has not been furnished with pertinent information available to other members of council; that the member did not hear or understand a statement presented to council, etc. It does not require a second.
- \_\_\_\_\_ (3) *A motion to adjourn.* This motion is not debatable but does require a second.

(Ord. No. 99-30, Art. XI, § 11-6, 5-25-99)

### **Sec. 2-521. Motions that cannot interrupt a speaker but may interrupt the proceedings.**

The following motions cannot interrupt a speaker without the speaker's consent but may interrupt the proceedings and shall be received during debate:

- \_\_\_\_\_ (1) *A motion to lay on the table.* The motion removes the subject from consideration until the council votes to again consider the subject. It is not debatable but does require a second.
- \_\_\_\_\_ (2) *A motion for the previous question.* This motion is to the effect that the debate now cease, and the council immediately proceed to vote on the pending question. It is not debatable but does require a second.
- \_\_\_\_\_ (3) *A motion to adjourn debate to a subsequent meeting.* The effect of this motion is to postpone the subject to the time specified in the motion and until which time it cannot be taken up except by majority vote of the council. It is debatable and does require a second.
- \_\_\_\_\_ (4) *A motion to commit or recommit.* The effect of this motion is to refer the subject to a committee. It is debatable and requires a second.
- \_\_\_\_\_ (5) *A motion to amend.* This motion is debatable and requires a second.

The above motions have precedence in the order listed.

(Ord. No. 99-30, Art. XI, § 11-7, 5-25-99)

### **Sec. 2-522. Motions that do not require a second.**

The following motions do not require a second:

- \_\_\_\_\_ (1) Inquiries of any kind.
- \_\_\_\_\_ (2) Leave to withdraw a motion.
- \_\_\_\_\_ (3) Nominations.
- \_\_\_\_\_ (4) Point of order.
- \_\_\_\_\_ (5) Question of privilege.

(Ord. No. 99-30, Art. XI, § 11-8, 5-25-99)

Secs. 2-523--2-530. Reserved.

## **DIVISION 7. DOCUMENTS**

**Sec. 2-531. Documents of the county.**

All documents, files, correspondence, reports, records, and other written or printed material or information pertaining to the business of Georgetown County or to any of its departments or personnel, prepared, received or used by the county administrator or any other county official or employee in the course of county employment shall be the property of Georgetown County. No such material or information shall be removed from the custody of Georgetown County at any time.

(Ord. No. 99-30, Art. XII, § 12-1, 5-25-99)

**Sec. 2-532. Personnel files.**

Personnel files are confidential information and shall be available to council members only as a part of an official inquiry or investigation authorized by council.

(Ord. No. 99-30, Art. XII, § 12-2, 5-25-99)