

STATE OF SOUTH CAROLINA)
)
COUNTY OF ABBEVILLE)

ORDINANCE NO.: 2013-17

AN ORDINANCE TO ADOPT NEW, UPDATED GUIDELINES FOR ABBEVILLE COUNTY BOARDS AND COMMISSIONS AND TO RESCIND ALL PRIOR ORDINANCES OR RESOLUTIONS THAT MAY BE IN CONFLICT

WHEREAS, Abbeville County Council has the responsibility to appoint citizens to the following Boards and Commissions:

Library Board	7 Members
Planning Commission	7 Members
Alcohol & Drug Abuse Commission	3 Members
GLEAMNS Human Resource Commission	1 Member
Zoning Board of Appeals	7 Members
USCOG Board of Directors	3 Members
US Workforce Development Board	3 Members
Board of Assessment Appeals	7 Members
Accommodations Tax Committee	7 Members
Title III Funds Committee	7 Members
Development Board	11 Members

WHEREAS, future Boards and Commissions may be established with the appointments to be made by County Council; and,

WHEREAS, these Boards and Commissions serve a very important part in the day-to-day operations and the future of Abbeville County; and,

WHEREAS, Abbeville County Council requests that all approved minutes and attendance records be kept and presented to Council after each meeting.

NOW THEREFORE BE IT ORDAINED, by the Abbeville County Council, the governing body of Abbeville, South Carolina, that the following guidelines are to be used to govern those citizens appointed by County Council to serve on Boards or Commissions.

Application Procedure:

The following guidelines shall apply to appointments made by Abbeville County Council to any and all Boards and Commissions:

(A) District Appointments:

- 1) The Clerk to Council/HR (Clerk) will notify the District Councilperson at least 90 days prior to the vacancy occurring in their district.
- 2) The Councilperson should respond to the Clerk within 10 days of the notification as to whether a reappointment is in order or a new appointment will be made. If the appointee will not be reappointed, a letter of thanks will be sent by the Clerk before the expiration of the appointment.
- 3) The vacancy will remain open until the Clerk receives a signed application by the District Councilperson. Applications will not move forward without the Councilperson's signature present on the form.
- 4) All applications for appointment to a vacant position will be reviewed and dated when received by the Clerk.
- 5) Once the Clerk has a signed application reviewed, copies shall be dispersed to Council.
- 6) The Intergovernmental Relations Committee shall make the recommendation to Council. After receiving the application, any concerns should be discussed with the District Councilperson prior to the recommendation. Once Council receives the recommendation from the committee a vote for approval or disapproval is required.

(B) County Wide Appointments:

- 1) The Clerk will notify all Councilpersons of the potential vacancy at least 90 days prior including the name of the current appointee. All applications for the open position must be in the Office of the Clerk at least 45 days prior to the terms expiration.
- 2) The Clerk will inform the current appointee at least 90 days prior to the pending expiration of their term. Should the appointee wish to be considered for reappointment to the position a new application must be completed and returned to the Clerk's office; the Clerk shall label the application in bold, "**REAPPOINTMENT**".
- 3) The Clerk shall forward all applications received to The Intergovernmental Relations Committee for their review. The committee will review and select an applicant to recommend to Council. If the committee is unable to select a qualified applicant, the process will start over until an applicant is selected.

(C) Membership:

- 1) Those individuals wishing to be appointed to a Board or Commission **must** complete a nomination application.
- 2) Appointee must be a resident of Abbeville County with the exception of those serving on the Development Board. The Development Board members can be either a resident or an owner of a business in Abbeville County.
- 3) For those Boards and Commissions on which County Council has seven (7) appointments, one member will be selected from each County Council District, and will be identified as the member from that District. If in the event an appointee cannot be found in the vacant District, then Council may enlist the services of a citizen from another District to represent the vacant District.
- 4) For those Boards and Commissions in which County Council makes recommendations to other bodies, the selection process will be the same as the process used for County Wide Appointments by Council.

(D) Attendance:

Failure of a member to attend three (3) consecutive regular meetings of the Board or Commission will constitute grounds for immediate removal of the member from the Board or Commission by County Council. Failure of a member to attend at least fifty percent (50%) of the regular meetings of a Board or Commission in a calendar year will constitute grounds for immediate removal of the member from the Board or Commission. **The Chairperson of the Board or Commission in question shall notify the Clerk to Council in writing when a member has failed to comply with the attendance policy.** Following such notification, a letter will be sent to the appointee and Councilperson. County Council may vote to remove the member and such position will be vacant. County Council may then fill such vacancy.

(E) Conduct:

Members ordinarily will not engage in acts contrary to the best interests of other members, residents or the County. Members are expected to observe common sense rules of honesty and adhere to generally accepted standards of conduct. Members should not engage in any conduct that will in any way reflect adversely upon the member or Abbeville County. In instances in which County Council believes a member has engaged in conduct contrary to these interests, the member will be removed and such position will be vacant.

Causes for removal includes, among other things, inappropriate conduct on County property, incompetence, inability to follow proper rules of protocol, harassment, insubordination, conduct which demonstrates improper respect for fellow members, County employees or County Council, under the influence of drugs or alcohol and gross negligence of duty. The list is not intended to include all offenses for which a member may be removed.

(F) Training:

Should any of the above mentioned Boards or Commissions require or offer training that would assist the Board or Commission member in fulfilling his/her responsibilities as outlined in that Boards or Commission's Charter, By-Laws, or Codes, said member shall complete the training within 12 months of his/her appointment. Failure to successfully complete such training with the time required will constitute grounds for immediate removal of such member from the Board or Commission. The County will cover the cost of required training. Any Board that receives a stipend for their service and fails to complete the training within the allotted amount of time required for reimbursement to the County; may have such stipend stopped until training has been completed.

(G) Ethics:

The Council recognizes that one of its greatest assets is the knowledge, experience, and counsel provided by the many dedicated citizens who serve on the County Boards and Commissions. The Council further recognizes that the appointees may have a private interest, either personally or in a representative capacity, in matters, which come before the Boards and Commissions for consideration. Each appointee should make a determination of any such interest in each case coming before the Board or Commission and should disclose his/her interest to the Chairperson. An appointee having a private interest in a matter being considered by the Board or Commission must disclose that fact to the Board or Commission, and remove himself/herself from any participation in consideration of that matter. Appointees should conduct themselves at all times in such a way that their conduct shall not bring discredit upon the Board or Commission.

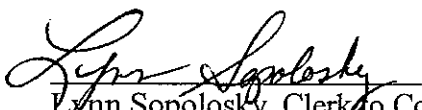
(H) Severability:

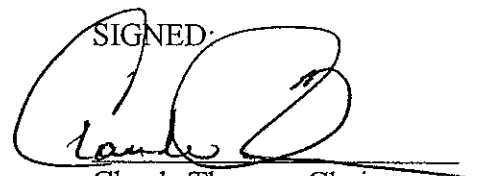
Should any section of this Ordinance conflict with the applicable law governing the authority of Abbeville County to make such appointment or be declared invalid or unconstitutional by any court of competent jurisdiction, such conflict or declaration shall not effect the validity of the Ordinance as a whole or any part thereof, other than the part or application in conflict or so declared to be unconstitutional or invalid.

Enacted this 13th day of January, 2014

ABBEVILLE COUNTY COUNCIL

ATTEST:


Lynn Sopolosky, Clerk to Council

SIGNED:

Claude Thomas, Chairman