

# City of Rock Hill



## Board Member Manual

For City Council Appointed Boards, Commissions,  
and Committees

*Updated January, 2024*

*Updated July, 2025*

## **Board, Commission, and Committee Member Service and Conduct**

Members appointed by the City are requested to serve until the expiration of their respective terms but may resign upon written notice to the City. Likewise, the City may wish to end a Member's service prior to the end of the term and may do so for any reason whatsoever upon written notice to such Member.

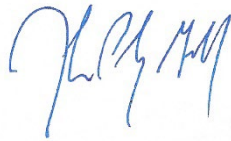
Members are reminded that they represent the City and are expected to conduct themselves accordingly.

## Welcome

Thank you for serving on one of the City of Rock Hill's boards and commissions.

The gift of time and talent by the many volunteers to our various boards, committees and commissions is immeasurable, and we are very appreciative of those who have committed to serving. We are especially grateful for the time, energy, and devotion you are willing to give to serve your community in this way. Your dedication will continue to have long-range benefits for both you and our community.

Again, thank you for serving.

A handwritten signature in blue ink, appearing to read "John P. Gettys, Jr.", with a stylized flourish at the end.

John P. Gettys, Jr.  
Mayor

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## City of Rock Hill, Past and Present

Rock Hill's evolution dates back to the construction of the Charlotte, Columbia, and Augusta Railroad in 1853, when work crews encountered a small flint rock hill while constructing rail lines, and thus named the spot "Rock Hill." On April 17, 1852, a U. S. Post Office was established, and by 1854 businesses began to appear around the local depot.

Rock Hill was a transfer point for troops and supplies traveling by rail during the Civil War. By 1870, the village was incorporated as a town, and later, in 1892, as a city.

Rock Hill's first spurt of growth was as a cotton market. In 1880, Rock Hill Cotton Factory opened as the first steam-driven cotton mill in South Carolina. With its success, other cotton mills soon opened. Banks were organized beginning in 1886 with the Savings Bank, followed by the First National Bank. Other industries soon followed, with Piedmont Tobacco Works and the Rock Hill Buggy Company, which produced forty different kinds of buggies. In 1916, the buggy business declined, and Anderson Motor Company of Rock Hill was formed. The company proved to be a successful venture initially. Andersons were available in a variety of colors, which proved to be an advantage over the Ford Model T, which came only in black. The Anderson car was the first car to have a dimmer for headlights and its six cylinders could reach speeds up to 50 mph. Because of increasing interest in the Ford, the Anderson could not compete and stopped production in 1925.

In the early days of Rock Hill, "Going out to Oakland" was a popular phrase. Blackburn Wilson and his family traveled to Oakland, California, and were impressed with the wide tree-lined streets with lovely homes; this became the driving force behind the Oakland area of Rock Hill.

Winthrop Normal and Industrial College stemmed from an idea by David Bancroft Johnson, superintendent of the Columbia Graded Schools, for a training school for teachers. Mr. Johnson went north and secured from the Peabody Fund a grant of \$3,000 for this school, and received the cooperation of Robert Winthrop, Chairman of the Trustees for the Peabody Fund. The school was named in Mr. Winthrop's honor.

In 1929, a major campaign brought forth the first Rock Hill hotel. The Andrew Jackson Hotel served this community for many years, hosting such legends as Harry James and Betty Grable. World War II approached, and Rock Hill sent its share of men overseas. Our citizens did their part in the war effort by buying war bonds to help pay for the war.

Rock Hill has continued to maintain its progressive image, becoming involved in urban renewal through Model Cities and becoming an "All-America City" in 1969 and then again in 2019. It has excelled in economic development with the success of several businesses and industrial parks. Today, Rock Hill encompasses approximately 44 square miles with a population of roughly **75,000**. Rock Hill has indeed surprised even the optimistic with its growth over the past 150 years and has grown to be the progressive, innovative city we are proud to call "home."

## **City of Rock Hill**

### **Council/Manager Form of Government**

The Council/Manager form of government ensures that a professional administrator, rather than an elected official, oversees the administration of governmental policies. The form emphasizes the unification of powers into a single legislative body--City Council--which reviews proposals, evaluates what the community wants and needs, and provides policy guidance to City administrative staff.

Rock Hill was the second city in South Carolina to adopt the Council/Manager form of government and has operated under this form continuously since 1915. Its governing body is composed of a mayor elected at-large, and six council members elected by ward, each with four-year, staggered terms. The Council establishes policies guiding the city's growth, development, and future with recommendations by the City Manager, who administers all departments of the City.

The City Manager is appointed by City Council and is responsible for the day-to-day operation of the City, as well as the efficient use of funds approved by the City Council through the annual budget. As the administrative head of the city government, he is responsible for the effective administration and operation of all municipal services, including municipal court, for the City of Rock Hill. Rock Hill operated on a calendar year basis for both budgetary and planning purposes until the year 2000 when it moved to a fiscal year running from July to June.

Below are the current members of the Rock Hill City Council and Administrative Staff:

#### **Rock Hill City Council**

**John P. Gettys, Jr., Mayor**

**Derrick L. Lindsay, Ward 1**

**Brent Faulkenberry, Ward 2**

**Kevin H. Sutton, Ward 3**

**John A. Black, III, Ward 4**

**Perry L. Sutton, Ward 5**

**James C. Reno, Jr., Ward 6**

#### **Administrative Staff**

**David B. Vahaun, City Manager**

**Jimmy Bagley, Deputy City Manager**

**Steven Gibson, Deputy City Manager**

# City Staff

## **Department Heads**

The City Council establishes the organizational structure of the City, which presently consists of fourteen departments. Each department is directed by a department head who is selected by the City Manager (with the exception of the Housing Authority Director, who is chosen by the Housing Authority Commission) and is responsible for implementing and maintaining specific programs and policies.

## **City Staff Liaisons**

Each board, committee, or commission has at least one city staff liaison who provides staff support to the appointed body. The staff liaison is generally responsible for securing meeting locations, notifying members of upcoming meetings, preparing, and posting meeting agendas, taking meeting minutes, and distributing them to board members in a timely manner. In addition, staff liaisons keep meeting attendance records, update the City website with agendas, minutes, and board member names and term dates, recruit new members when needed, and keep the Boards and Commissions Liaison to City Council apprised of any member resignations or attendance issues. Staff liaisons are also responsible for keeping the group informed between meetings, reporting to the committee on actions taken on their recommendations, and keeping the group informed of the activities and projects of the City and other commissions. Staff liaisons also assist new members in becoming familiar with their roles and duties and will provide them with a board member manual and information about city policies, minutes of past meetings, and other helpful data.

## **Boards and Commissions Liaison to City Council**

The Boards and Commissions Liaison to City Council assists the Council Appointments Committee by providing applications to interested citizens and maintaining a current resource file of potential candidates. The Boards and Commissions Liaison to Council also notifies the Council of upcoming board member term expiration dates and attends Appointment Committee meetings to provide information regarding potential candidates. The Boards and Commissions Liaison to Council also sends appointment and reappointment notices to new board members.

## **City Attorney**

Spencer and Spencer, the City's legal counsel, advises the City Council, its boards and commissions, the City Manager, and other city officers, when requested, on all legal matters arising in the conduct of city business. The City Attorneys also handle the preparation of city ordinances, contracts to which the city is a party, and appear in court for the city in actions, cases, and special proceedings in which the city is a party. Volunteers are encouraged to talk to their staff liaison if they have legal concerns.

## City Departments/Divisions

### **Economic and Urban Development Department**

The Economic and Urban Development Department works to enhance Rock Hill's image as a high-quality place to live and work. It assists businesses in establishing and expanding operations by providing information, financing and relocation assistance, and other services. It plans and markets future and existing sites and infrastructure for business and industry. The Department also works to obtain grants, road and utility improvements, and other resources needed to attract investment to Rock Hill. The Department provides staff assistance to the Rock Hill Economic Development Corporation Board and the Housing Development Corporation of Rock Hill.

**Rock Hill Economic Development Corporation (RHEDC)** is a non-profit organization committed to representing the business educational, and community interests of the city while promoting jobs and supporting growth.

**Housing Development Corporation of Rock Hill (HDCRH)** helps low to moderate income residents with their housing needs through education and financial assistance. The HDCRH's purpose is to strengthen the Rock Hill community, especially the urban core, by improving housing and economic opportunities.

### **Electric Department**

The Electric Department provides electric and urban forestry services. The main purpose of the Electric Department is to provide the most reliable and efficient service with electrical power, traffic signalization, and street lighting with the best possible service and support to our 30,000 residential and commercial customers. The Electric staff serves as support staff for the A.W. Huckle City Beautification Committee, and the Tree Commission.

### **Finance Department**

The Finance Department provides services related to accounting, records and archives management, risk management, the City's budget, capital improvement plan, and customer service. The accounting division provides sound financial management for the City's funds by planning and furnishing accountable financial records management, including account management, auditing, asset management, payroll, and treasury management. The Finance staff serves as support to several committees in the City, providing financial advice to each of these committees. The Chief Financial Officer also serves as Municipal Clerk. The Customer Services division reinforces the importance that the City places on providing high-quality customer service to our customers. This division provides new customer accounts, a collections component for processing payments, and an account management service to help customers who are having trouble paying their bills. The Customer Call Center is the City's first point of contact for all incoming calls or requests to speak with a Customer Service Representative.

## **Fire Department**

The Fire Department protects the lives and property of all who live, visit, or invest in Rock Hill by providing ISO class 1 fire protection, medical first responder assistance, responses to hazardous materials, confined space, high-level rescue and vehicle extrication incidents, and educational awareness.

## **General Services**

The General Government Department is comprised of the following eight divisions: Building Maintenance, Cemetery Services, Custodial Services, Fleet, Hometown Security, Asset Management, Parking, and Project Management.

**Building Maintenance** provides effective maintenance of all City facilities to ensure their optimal use by employees and the public.

**Cemetery Services** provides professional cemetery services at a cost that is reasonable for the public and responsive to customer needs.

**Custodial Services** provides custodial services in a manner that ensures clean buildings throughout the City in order to meet internal and external customer needs. The division provides clean, comfortable, safe, and friendly environment for all.

**Fleet** provides services to all City Departments as requested by planning, organizing, contracting, and directing purchasing activities in accordance with federal, state, and local laws governing procurement. Fleet Services provides maintenance and repair of over 1,200 units, making sure they are in good operating condition for user departments. Safety inspections along with preventative maintenance services are performed on every unit annually.

**Hometown Security** serves as a key point of contact for logistical support, emergency preparedness, risk management, safety, security, and welfare for city employees and the customers that utilize City facilities. The Division has developed strong cooperative working and support ties with York County and the surrounding municipalities for daily operations and events. The Division also oversees and coordinates all the logistical needs for the Special Community Events that occur throughout the year across the city.

**Asset Management** enhances departmental transparency, maximizes cost efficiency, plans for future growth, and mitigates risk across each department. The division works closely with City staff to develop the Asset Management Plan and recommend a preliminary annual budget and forecast funds needed for staffing, equipment, and projects.

**Parking** provides adequate and safe parking for local businesses, customers, citizens, and customers. The division oversees the Downtown Parking Management System and manages all the spaces and decks downtown. The Parking division also provides support to the Downtown Parking Management Commission.

**Project Management** coordinates communication, logistics and funding of transportation and civil projects. The division administers day-to-day activities and tracks project scope, budget, schedule, and goals.

### **Government Affairs**

The Government Affairs department consists of three divisions – Transit, Airport, and Grants. Government Affairs implements strategic plans and oversees engagement objectives to develop and maintain productive relations with all levels of government authorities that will support and enhance the City’s goals. The Airport Division oversees the daily administration, operation, and maintenance of the Rock Hill-York County Airport (Bryant Field). The Airport Administrator is the staff support for the joint City/County Airport Commission. The Grants Division seeks grant opportunities, develops grant applications, and manages grant funding by working collaboratively with City Departments. The Transit Division provides dependable and practical transportation solutions for all citizens, students, and guests within the Rock Hill community. Transit offers My Ride Rock hill, a free, all-electric full-service fixed-routed bus system with free wi-fi, mobile charging ports, and infotainment screens.

### **Housing Authority**

The Housing Authority owns, operates, maintains, and develops affordable housing for eligible low-income residents of Rock Hill. The Housing Authority Director serves as staff liaison for the Housing Authority Commission.

### **Human Resources Department**

The Human Resources staff provides employment, benefits, compensation, training, labor relations and employee relations, courier services, and departmental partnerships that enable the City to excel in its goal of being a customer-driven organization for the Rock Hill city government.

### **Office of Strategy Management**

The Office of Strategy Management develops and maintains the City’s Strategic Plan and related measures and manages communication within the City and with the general public. OSM maintains and improves the quality of life in Rock Hill by recommending to City Council solutions, programs, and strategies to address community needs and issues. The Office of Management is comprised of the Administration Division which provides professional leadership, supervises City departments, and provides expertise in the area of strategic planning while the Communications and Marketing Division provides expertise in the areas of communication, public education, publicity, marketing, media relations, and advertising.

### **Neighborhood Services Department**

The Neighborhood Services (NS) staff works to stabilize and revitalize neighborhoods. NS provides staff support to the Community Relations Council, Rock Hill Council of Neighborhoods, Rolling in Rock Hill, Property Maintenance Code Board of Appeals, and Inside Rock Hill. The NS Department is comprised of the Neighborhood Empowerment Division

which assists citizens with developing neighborhood organizations, and the Neighborhood Inspections division which enforces property maintenance concerns contained in the International Property Maintenance Code.

### **Parks, Recreation, and Tourism Department**

The Parks, Recreation and Tourism (PRT) Department provides a wholesome program of leisure, recreation, tourism, special events, and cultural opportunities and facilities to enhance the quality of life for Rock Hill residents and visitors. PRT staff serves as support to the Commission for Children and Youth, the Mayor's Committee on People with Disabilities, the Public Parks and Recreation Commission, and the Accommodations Tax/Tourism Commission. The PRT Department is comprised of the following three divisions: the Parks Division, the Recreation Division, and the Tourism Division. The Parks Division develops, maintains, and operates the City's parks, playgrounds, gardens, trails, and green spaces and provides support for the PRT Department. The Recreation Division provides recreational activities, special events, and leisure services. The Tourism division provides leadership and administrative support to all of the PRT Department.

### **Planning & Development Department**

The Planning and Development Department works to preserve and enhance Rock Hill's economic vitality and quality of life through thoughtful planning and careful management of growth and development activities. The Zoning Division provides primary staff support to the Planning Commission, Traffic Commission, the Board of Historic Review, and the Zoning Board of Appeals. The Planning Division serves as staff for the Rock Hill-Fort Mill Area Transportation Study (RFATS) and works with the Planning Commission on long-range planning and growth management issues. The Building Inspections Division staff supports the Construction and Fire Prevention Board of Adjustments and Appeals.

**Rock Hill-Fort Mill Area Transportation Study (RFATS)** is the regional organization that is responsible for transportation planning in the Rock Hill area. RFATS produces a long-range transportation plan for the region as well as other long-range transportation studies and helps coordinate the funding and administration of regional transportation projects.

### **Police Department**

The Rock Hill Police Department continues to administer quality services by providing safe surroundings, and a secure living and working environments for all who live, work, and visit the City of Rock Hill. The Police Department participates in ongoing and intensive community policing strategies and partners with a few local businesses and community organizations throughout the City of Rock Hill. The Police Department is dually accredited – both through the state and through the national Commission on Accreditation for Law Enforcement Agencies (CALEA). The Rock Hill Police Department operates under the core values of community, excellence, integrity, loyalty, and teamwork. The Police Department provides staff support to the Citizen Review Board.

### **Public Works Department**

The Public Works Department strives to improve the health, safety, and appearance of the community by cleaning and repairing streets and stormwater systems, collecting and disposing of solid waste, promoting recycling, responding to storms and natural disasters, and supporting other City departments and State agencies with manpower and equipment. Public Works staff serves as support to the Clean & Green Board and the Stormwater Advisory Board.

**Water/Sewer Department** provides water/sewer utility service to approximately 130,000 in Rock Hill, Fort Mill, Tega Cay, River Hills, the Catawba Indian Nation, and other small private water suppliers. Through the operation of our water filter plant and installation, repair and replacement of water line infrastructure, Rock Hill Utilities provides drinking water that continues to exceed drinking water regulatory standards. Our Sewer Department provides quality sanitary sewer service to customers by ensuring the integrity and reliability of the collection system and by effectively treating the community's wastewater and producing clean water for discharge into the Catawba River.

## City Council

The role of City Council is to serve the citizens of Rock Hill as the governing body of the City and to formulate and enact public policy which provides for the growth and development of the community and directs the government to provide services that meet the needs of the citizens and enhances the quality of life. City Council contact information is below:

**John P. Gettys, Jr., Mayor**

John.Gettys@cityofrockhill.com  
H - 803-327-3917; W - 803-329-7011

**Derrick L. Lindsey (Ward 1)**

Derrick.Lindsay@cityofrockhill.com  
H - 803-203-8154

**Brent Faulkenberry (Ward 2)**

Brent.Faulkenberry@cityofrockhill.com  
H - 803-329-7012

**Kevin H. Sutton (Ward 3)**

Kevin.Sutton@cityofrockhill.com  
H - 803-328-1428

**John A. Black, III (Ward 4)**

John.Black@cityofrockhill.com  
H - 803-980-4148

**Perry L. Sutton (Ward 5)**

Perry.Sutton@cityofrockhill.com  
H - 803-448-5781

**James C. Reno, Jr. (Ward 6)**

Jim.Reno@cityofrockhill.com  
H - 803-366-4318

## **Boards, Committees, and Commissions Appointed By City Council**

The City of Rock Hill prides itself on its many volunteers. These valuable individuals serve as a vital link in providing citizen input to major decisions. The City's Boards, Committees, and Commissions fall into two basic categories, Advisory or Procedural bodies.

Advisory boards, committees, or commissions make recommendations to Council on policies, fees, procedures, and guidelines. As Advisors, these bodies express the needs, obligations, and responsibilities of the City. City Council may not always follow these recommendations; however, this input is vital in helping it reach decisions. Council will consider the recommendations along with staff reports and weigh its decision with other city priorities.

Procedural boards are granted certain authority under state code or by City Council. Decisions made by the Construction Board of Appeals may be appealed only through the Circuit Court of Appeals. Decisions made by the Zoning Board of Appeals may be appealed only through a court of record within 30 days of the decision.

Boards, Committees, and Commissions whose members are appointed by City Council are listed below:

- ❖ A. W. Huckle City Beautification Fund Committee
- ❖ Accommodations Tax/Tourism Commission
- ❖ Airport Commission
- ❖ Citizen Review Board
- ❖ Commission for Children and Youth
- ❖ Clean and Green Board
- ❖ Community Relations Council
- ❖ Construction and Fire Prevention Board of Appeals
- ❖ Downtown Parking Management Commission
- ❖ Historic Review Board
- ❖ Housing Authority Commission
- ❖ Mayor's Committee on People with Disabilities
- ❖ Planning Commission
- ❖ Property Maintenance Code Board of Appeals
- ❖ Public Parks and Recreation Commission
- ❖ Storm Water Advisory Board
- ❖ Tree Commission
- ❖ Zoning Board of Appeals

City Council recommends for appointment members to represent the City of Rock Hill to the following:

- ❖ Rock Hill Economic Development Corporation
- ❖ Rock Hill Housing Development Corporation
- ❖ Rock Hill/Fort Mill Area Transportation Study (RFATS) Citizen Advisory Committee
- ❖ York County Natural Gas Authority Board (State Board)

And some current elected officials of the City of Rock Hill serve as members of the following boards:

- ❖ Catawba Regional Council of Governments (COG)
- ❖ Traffic Commission

## **Appointments Committee Procedures**

The following is recommended procedure for filling vacancies on the City of Rock Hill boards, committees, and commissions.

1. Upon receiving word of a vacancy, the Boards and Commissions Liaison to City Council will notify Public Affairs to publicly post the vacancy via the City Cable Channel and the utility bill insert in order to find suitable applicants (if there are no suitable applicants on file). Other forms of communication may be used when available, such as WRHI, CN2, local newspapers, City's website, etc.

It is the responsibility of each staff liaison, commission member, and City Council member to identify, communicate, and encourage qualified citizens to submit a written application for consideration for appointment.

2. Within 30 days of notification of a vacancy, the Boards and Commissions Liaison to City Council will notify City Management and all members of City Council in writing of the vacancy, along with providing copies of all applications for their review.

The written notification to City Council should include the following: the board, committee, or commission to which the potential appointment will be made; the length of the appointee's term; and the name and physical residence address of each applicant. In addition, ward numbers should be provided for applicants residing within the Rock Hill city limits.

3. The Appointments Committee (composed of 3 members of City Council) generally meets monthly or as needed to review candidate applications and prepare recommendations to the full City Council for formal approval.
4. Majority vote of City Council will accept, refuse, or amend the Appointment Committee's recommendations. Appointments become effective upon vote of City Council.
5. The Boards and Commissions Liaison to City Council prepares letters of notification of appointments which are distributed from the Office of Strategy Management.
6. Applications and resumes of persons who express an interest in serving on a City board, commission, or committee are kept in a resource file for two years from the time they were received in the Office of Strategy Management to identify interested and eligible persons for future vacancies.

## **Explanation of Membership Terms**

### **Ex-Officio**

The City of Rock Hill's boards, commissions, or committees may stipulate a member or members as Ex-officio; that is, persons who are members of a board by virtue of an office or committee chairmanship held in the society. Per the by-laws of each board, commission, or committee, the Ex-officio member may or may not have the right to vote. An ex-officio member's position on a City of Rock Hill board, commission, or committee terminates automatically when he ceases to hold the office that entitles him to the membership.

### **Emeritus**

The City Council is especially appreciative of the time, energy, and commitment each individual has made to their respective Board or Commission during his service term. But, in an effort to honor former Boards and Commission members who have provided exceptional, distinguished, and long-term service to the City through their volunteer service, the Emeritus status has been established. This is indeed an honor and is given in extremely rare circumstances.

Recommendation(s) to elevate a member to Emeritus status should be sent to the Boards and Commissions coordinator who will present said recommendation(s) to City Council for their consideration. Upon the Council's approval, the recommended member will receive this honor.

The Emeritus member's previous position will be deemed vacant, but he will continue to serve in an advisory and non-voting capacity to all voting members and will remain a lifetime member. The term of the new member who is appointed by City Council to the position made vacant as a result of the elevation of another member to Emeritus will complete the term begun by the Emeritus member unless changed by a vote of City Council.

### **Ad-hoc**

The City of Rock Hill's boards, commissions, or committees may stipulate a person or persons as Ad-hoc; that is, a person who is asked to sit on the board because their input is valuable in advising board members. The ad-hoc individual is not a member of the board and serves in a non-voting capacity. An ad-hoc member's term is indefinite but can be terminated if the majority of the board votes to do so.

## **Explanation of Membership Terms (cont.)**

### **Citizen At-large**

The City of Rock Hill's boards, commissions, or committee's by-laws may stipulate a member or members as a Citizen At-Large. This is a citizen from the general populace who lives within the city limits of Rock Hill or who lives within the boundaries of Rock Hill School District Three (as stipulated per the by-laws of the board, commission, or committee).

### **City Staff Liaisons**

The City Staff Liaison provides staff support to the appointed body. Staff liaisons do not have the right to vote, even if they hold an officer's position. If the staff liaison's employment with the City of Rock Hill is terminated, then he ceases to hold the office that entitled him to the membership.

### **Staff Department Heads**

Staff Department Heads are City employees who are in charge of a City department and are responsible for assigning a City Staff Liaison to any board, committee, or commission which falls under their authority. The City of Rock Hill's board, commission, or committee by-laws may specify that Department Heads or other appropriate staff of the City of Rock Hill serve as ex-officio members of boards which lie underneath their chain of command.

### **Officers**

Officers (Chair, Vice-Chair, and Secretary) are elected per the by-laws of their respective board, commission, or committee. Generally speaking, the Chair directs each meeting, is a spokesperson for the board, signs documents, and maintains order; the Vice-Chair fills in for the Chair in his absence, and the Secretary handles administrative duties. Specific duties are documented in each board's by-laws.

### **Quorum**

A majority of eligible board members are required to be present in order for a vote to take place.

## General Information

- If a new member to a board, commission, or committee is appointed to replace a member who has resigned or left his position before his term is complete, then the new member's term will expire when the term of their predecessor was scheduled to expire unless changed by a vote of City Council.
- Members of boards, commissions, or committees serve until a successor is appointed and qualified, or until they resign, or City Council terminates their membership.
- If a member moves outside the Rock Hill city limits or moves outside Rock Hill School District Three limits and their board states that they must live within these limits, then the board member may be asked by City Council to resign his position, at which time the position will be deemed vacant and a search for a new member will begin. Members must notify their staff liaison of their new physical address within 30 days of moving.
- The phrase "members must reside within the Rock Hill city limits," and the phrase "members must reside within the Rock Hill School District Three boundaries" is interpreted as mandating that one must actually live within these limits. Owning a home within the limits, but not living in the said home is not legitimate criteria for membership. Further, owning a business within City limits but not living within them is not a legitimate criterion for membership, although the Construction Board of Appeals is currently exempted from this last provision.
- Members are greatly encouraged to attend all meetings, but if a significant number of meetings is missed, then Council may take action to deem the position vacant and a search for a new member will begin.
- Members to boards, commissions, or committees are appointed by vote of Rock Hill City Council and only Rock Hill City Council may terminate membership. City Council may create or terminate any board, commission, or committee at its discretion. Also, City Council has the right to amend, dissolve or create by-laws within each board, commission, or committee, except where specifically mandated by state or federal law.
- Employees of the City of Rock Hill are prohibited from serving on the City's boards, commissions, or committees, with the exception of those employees who currently serve as full voting members on the Stormwater Advisory Board, Traffic Commission, and the Downtown Parking Management Commission.
- In order to maintain a broad representation of the City, members may serve on only one board at a time.

## **Top Ten Responsibilities of an Effective Board Member**

1. Know the goals of your board and how they relate to the City of Rock Hill's overall goals.
2. Know the responsibilities of your board as outlined in your bylaws.
3. Board members serve as a representative of the entire community and must use good judgment when weighing their personal viewpoints against the board's viewpoint as a whole. It is everyone's goal to keep in mind the best interests of the community.
4. Faithfully attend meetings. Notify the staff liaison when absence is known in advance.
5. Contact with City Council should always be an open channel but should never be used to circumvent the staff or board.
6. A board or its members should never willingly or openly embarrass the staff, Council, or City.
7. Respect the right of other board members and staff to disagree and to have a fair hearing of all points of view.
8. Assist City Council in developing public trust and confidence in the Boards and Commissions system.
9. Endeavor to resolve controversies and conflicts within the board, with the help of counsel and guidance of staff.
10. Strive to create unity; use energy and time to fight for the cause and not against one another.

# Operating Procedures

The City of Rock Hill's Boards, Commissions, and Committees generally follow the rules as outlined in *Robert's Rules of Order*.

## **Meetings**

Regular committee meetings are held according to an adopted schedule. Special meetings may be called by the Chair when needed for the transaction of business. Proper public notice must be given for special meetings to all members and the press. All meeting notices (i.e., agendas) must be posted on the outside door of the meeting location building at least 24 hours prior to the meeting, as required by the South Carolina Freedom of Information Act. All meetings are open to any member of the press or public. No action may be taken by a committee if a quorum is not present.

Meetings may be closed (Executive Session) to the public for very narrow reasons and those reasons must be stated at the public session and made a part of the public record, in accordance with the Freedom of Information Act. All executive session matters must involve discussion or presentation and receipt of information. If questions arise as to the legality of a motion to move into an executive session, staff should be consulted. All City Staff Liaisons should have on file the reasons a body can call an executive session. No action can be taken in an executive session except procedural action, such as deciding to return to the public session.

## **Attendance**

All members are reminded that they must comply with the attendance guidelines outlined in each committee's bylaws. As a courtesy to staff and fellow board members, please call ahead when an absence is necessary. Failure to meet attendance guidelines may result in an official warning and perhaps termination from a committee. If a member finds he is unable to continue service due to a medical, business, or personal reason, he/she should submit a formal letter of resignation to the Council and Commissions Liaison.

## **Minutes**

Minutes of all special and regular meetings will be kept on file in each City Staff Liaison's office. All actions taken by the board shall be recorded in the official minutes. All boards and committees are required to review and approve the official minutes of each meeting. Copies of minutes are available at the request of the general public.

## **Agenda**

Meeting agendas are set prior to each meeting and must be followed accordingly by the chair. Agendas should be sent to each member prior to each meeting. Again, all agendas must be posted on the outside door of the meeting location building 24 hours prior to the meeting. A committee should not take official action on any item not listed on the agenda. Members are encouraged to examine the agenda and any supplemental materials to prepare for the meeting beforehand and stay focused on the issues under discussion.

## **Ethical Considerations**

### **Abstaining from Voting**

When a member abstains from voting on an issue, they are prohibited from participating in discussions or influencing the remaining committee members or staff in any way. Reasons for abstaining should be stated prior to any discussion of the agenda item and the member should remove himself from the panel for that particular item of discussion. All reasons for abstention should be discussed with staff and the chair prior to the meeting. The minutes should always reflect that the member abstaining did not participate in the discussion of the matter.

### **Conflict of Interest**

When a conflict of interest occurs, members should enter a statement to be recorded into the official minutes stating the basis for the conflict and thus removing them from any participation in the item. If questions occur as to a potential conflict, please consult with the City Staff Liaison prior to the meeting.

### **Tort Liability**

Under the South Carolina Tort Claims Act, "employee" means any officer, employee, agent, or court-appointed representative of the State or its political subdivisions, including elected or appointed officials, law enforcement officers, and persons acting on behalf or in service of a governmental entity in the scope of one's official duty including, but not limited to, technical experts whether with or without compensation. No person shall recover in any action or claim brought for a sum exceeding (\$500,000) five hundred thousand dollars because of loss arising from a single occurrence. The total sum arising out of a single occurrence shall not exceed (\$1,000,000) one million dollars. The City of Rock Hill maintains insurance to protect both the City and the individual and is provided at no cost to the volunteer. This insurance does not protect against criminal acts, unconstitutional takings, or anti-trust violations. If injury results from willful action or action outside the course and scope of duties of the city of Rock Hill, the individual is liable without the protection of the City's insurance coverage.

## **South Carolina Freedom of Information Act Conduct of Meetings**

The following summary relates to the conduct of meetings of public bodies, provided by Spencer and Spencer, Rock Hill City Attorney, October 7, 1993, and is reviewed annually:

The term “public body” includes any entity supported by public funds, even in part, or that expends public funds. Public bodies include state and local agencies, school boards and any unit of local government such as a municipality, Special Purpose District Authority, or any agency supported in whole or in part by public funds (such as Rock Hill Economic Development Corporation) and includes official committees, subcommittees, advisory committees, legislative caucuses, and appointed boards and commissions. Such groups must meet in public subject to some narrow exceptions discussed below.

The term “meeting” means an assemblage of a quorum of the membership, whether physically or electronically, where the subject matter is within the jurisdiction of the group.

The group must notify the public and the press of the meeting through one or more of several methods. Where meetings are on a regular schedule, the public body must give written public notice of the schedule at the beginning of each calendar year. An agenda of a scheduled meeting should be posted at the most public place at the office or meeting place of the public body at least 24 hours before the meeting.

Emergency meetings, if appropriate, may be held without the publication of an agenda 24 hours in advance.

Once a meeting has commenced, the meeting may be closed to the public for very narrow reasons and those reasons must be stated at the public session and made a part of the public record. The exact reasons set forth in the Act itself are the safest way to assure compliance with the Act.

## **Recommended Language for Reasons to Close Meetings**

1. “I move that we go into closed session for the purpose of discussion of employment (or appointment, compensation, promotion, demotion, discipline, or release) of an employee (or student or person regulated by this public body) or the appointment of a person to a public body (such as a board, commission, or committee).”
2. “I move the body go into a closed session for the receipt of legal advice.”
3. “I move the body go into a closed session for discussion of the settlement of legal claims.”
4. “I move the body go into closed session for a discussion of the position of this body in an adversary situation involving the assertion of a claim against this body.”
5. “I move the body go into closed session for investigative proceedings regarding allegations of criminal misconduct.”

You will note that all the executive session matters involve discussion or presentation and receipt of information. No action can be taken in an executive session except procedural action, such as deciding to return to the public session.

The spirit of the letter of the Freedom of Information Act requires that the public’s business be conducted in public with very narrow exceptions which the Legislature has deemed to outweigh public discussion. For example, avoiding personal embarrassment is an insufficient reason to hold a closed session.

Please be reminded that discussion of agenda items after meetings, or during recess, is prohibited if a quorum exists. This is considered an illegal meeting.

## **Board/Staff Relationship**

The role of staff is simple in concept though not in execution. Their job is to bring about the “maximum volunteer dedication, volunteer involvement, and volunteer satisfaction.”

A staff person is assigned to each board to act as secretary and serve as a liaison between the commission and the City staff and Council to research and investigate questions raised by the commission. More than likely, staff will be responsible for letting the commission know about activities, projects, and work that is taking place elsewhere in the City and among other commissions and about what issues need commission direction. Staff will probably suggest alternatives that the commission can consider. Staff suggestions may not be accepted all the time, but good relations must exist between the commission and staff so that together a reasonable solution can be derived. Oftentimes, staff will make a recommendation to Council on behalf of a board or commission; however, the chair or vice-chair should be available to attend the meeting to report on the commission’s recommendations, if Council should have questions.

### **Ways to avoid misunderstandings and keep the channels of communication open:**

1. When making contact with staff for inquiries or other informational purposes, contact should be made only with the staff member assigned to your particular board.
2. Contacts with staff members should clearly be in the framework of the commission assignment.
3. Board members should not make requests from staff that is out of their scope of duty (i.e., asking for special favors or consideration is to be avoided).
4. Citizen complaints heard by board members should be referred directly to the staff person assigned to the board.
5. Try to be aware of how much time your staff person spends on board-related activities and the nature of tasks he/she should be assigned.
6. Staff is responsible for keeping the group informed between meetings, including getting minutes out quickly, reporting to the committee on action taken on their recommendations, and sharing interesting bits of information or news of the City’s activities.

## **General Rules for an Effective Chairperson**

1. It is the Chair's duty to see that meetings are conducted as efficiently as possible, following the rules of order.
2. The Chair should see that the meeting stays focused on the issues at hand and does not become sidetracked by insignificant concerns.
3. The Chair must be aware of citizens who wish to speak on an issue and allow for the speaker to do so without being unfairly restricted.
4. The Chair should serve as spokesperson and attempt to educate the public about the policies and processes of the City and the board.
5. The Chair should respect the opinions and views of fellow board members.
6. The Chair should encourage the participation of fellow board members on subcommittees, projects, and discussions.
7. The Chair should attempt to bridge differences between fellow members so that a consensus may be reached amicably.
8. The Chair should constantly seek to improve the performance of each individual member and the board overall.
9. The Chair should continue to develop his/her leadership skills.
10. The Chair should be honest and ethical.

# Principles of Effective Leadership

## **A. Team Building**

The Chairperson should set the pace in encouraging participation by committee members. It is important that the Chair establish upfront that he respects and desires the opinions and suggestions of the committee members. The chair should encourage involvement in subcommittees to foster team building. It is important to remain open-minded in all discussions and listen intensely to different points of view. Teamwork is vital to the success of any board or commission.

## **B. Communicating Information**

The Chair must stay informed and keep others informed of upcoming activities. He should be made aware of any developments that may affect the City's goals or the committees' mission. It is also important that the Chair or staff brief the committee on upcoming civic events or training opportunities in which the committee members may have an interest in attending.

## **C. Evaluating**

It is important that the Chair review the past year's activities with the committee. This will enable the group to evaluate its work and develop plans of action for the upcoming year. The committee should periodically assess its progress to ensure goals are being met and are in line with its overall mission. The Chair should be able to clearly perceive the committee's mission and visualize how the group can work together to achieve its goals.

## **D. Delegating**

Delegating is an important factor in the chairperson's duties. It is important that what is being delegated is understood -- and that a specific function and purpose is served. Having committee members serve on subcommittees or perform research enables them to actively participate and have ownership in the actual workings of the board. An effective Chair should develop a sense of when to invite comments from hesitant board members to encourage participation from everyone.

*Whether you have been Chair for a short or an extended period of time, please remember your committee members will respect a Chair who is fair, honest, and forthright with his/her members. A strong Chairperson can recharge an organization, excite its members, and inspire them to accept new challenges and be confident in their role as committee members.*

## **Public Hearing Guidelines**

Prior to a public hearing, it is good practice to review the agenda to anticipate possible conflicts. If you have questions regarding any issue, meet with staff prior to the hearing. Not only will this prepare you beforehand, but it also will save time during the hearing.

In a public hearing, make sure that those in attendance know and understand the rules. The rules are not biased against one side or another. Make sure that everyone participating follows the rules and those who do not should be made aware of their violation.

It is a good practice to set ground rules early. Carefully explain the purpose of the public hearing and what action has been requested. All speakers should be asked to identify themselves and should be recognized by you before speaking. You may set an acceptable time limit for the speakers.

The Chair should be cautious not to compete with other board members or give preference to their own ideas at the expense of those on the Board.

Do not overreact to inflammatory comments; they do not require answers. Most are expressions of frustration. Remain calm and fair throughout the hearing.

Only after the hearing is closed can members express their views on the proposal. After discussion, Board members can vote on any action to be taken.

Set your personal goal to make the meeting work, with everyone being treated fairly and the commission being given all the facts.

## Avoiding Criticism in Conducting a Public Meeting

Advisory groups operate by meeting and discussing issues. The goal is to make sure that meetings are not scheduled unnecessarily, and discussions are not unduly long-winded. Everyone has something important to contribute but knowing when and how to control discussions can make the difference between a side-tracked dialogue and an insightful observation. Public meetings are where most board members spend the majority of their working time and where their public reputations are made.

*All too often, the public forms negative impressions because the chair or vice-chair commits one or more of the following four major mistakes in running a public meeting:*

1. **Not Controlling the Meeting** -- If many people wish to address the board, their speaking time should be rationed so all may be heard. A helpful method is to request a show of hands of those who wish to speak on a particular subject, then make a time allocation and hold to it. It is not necessary to permit individuals second and third opportunities to speak. However, a statement concerning this should be made at the onset.
2. **Appearing Unfair** -- Board members should never bring up the pros and cons of an agenda item before all testimony and evidence has been presented. Then the discussion should stay on the facts presented, not on the presenters.
3. **Failure to Bring an Issue to a Vote** -- Many boards get so bogged down in petty details, endless searches for new data, and procedural distractions that items brought before the board never seem to get resolved. The item is often passed back to the staff for more research and so on.
4. **Wasting Time** -- Try to never ask people who have come for an evening hearing to wait for hours to be heard. Do not fear holding the discussion over until the next meeting or schedule an extra meeting to clear the backlog of items that need to be considered. This is far better than trying to make everyone stay up late. Remember, tired members often make hasty decisions.

## Basic Workings of Formal Decision Making

Robert's Rules of Order begin with this basic rule of fairness: *“American Parliamentary Law is built upon the principle that rights must be respected: rights of the majority, of the minority, of individuals, of absentees, and rights of all of these together.”*

Although this is an enormous simplification, for most boards and commission meetings, this is all you should need. For those who do participate in more involved board deliberations, including debates, there are some additional points worth knowing listed below:

- One of the members will move that a decision be made (this is proposing that the board go on record in favor of a certain definite action - known as a motion).
- A member of the group will second the motion which means “support” for the action proposed. (The second is necessary to be certain that the issue is of interest to more than one person.)
- Obviously, a motion made and not seconded is automatically lost and nothing further should be said about it.
- Once the motion has been made and seconded, the chair should then restate the motion to be certain everyone understands what is being discussed and decided.
- After the motion has been restated, there is discussion, clarification, and debate.
- Often someone will suggest that the original motion be amended, and another person will second the idea. At that point, the maker and seconder of the original or main motion usually will agree to the amendment although a vote on the amendment has not been taken.
- After the group has considered the amendment, the chairperson restates the motion to amend, and the group votes on the amendment.
- Almost all motions can have only two amendments before a vote must be taken on at least one of those amendments. Otherwise, the issue would become confused, and the main motion would be obscured.
- Once the amendment has been accepted or rejected, the group returns its attention to the original motion.
- When the subject has been covered fully, there is a vote.
- For most votes, a majority of those present is all that is needed to approve or disapprove a motion.
- When there is a call for a vote from the chairperson and it appears the majority has voted in favor of a motion, it is a good practice to always call for the “NO” votes for the group to see whether votes are unanimous or unchallenged. It is equally important that the people have a chance to register their dissent.

## Parliamentary Procedure for Meetings

*Robert's Rules of Order* is the standard for facilitating discussions and group decision-making. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. *Robert's Rules* will help your group have better meetings, not make them more difficult. Your group is free to modify them unless your bylaws state otherwise.

Here are the basic elements of *Robert's Rules*, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("*I move that....*"). A second motion must then also be made (raise your hand and say, "*I second it.*"). After limited discussion, the group then votes on the motion. A majority vote is required for the motion to pass.
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("*I move to postpone indefinitely...*"). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "*I move to amend the motion on the floor.*" This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting, the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "*I call the question*") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("*I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.*") A second is needed and a majority vote required in order to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

**Note:** If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example, if #6, a motion to table the discussion is proposed, it must be voted on before #3 - a motion to amend can be decided.

In a smaller meeting, such as a committee or board meeting, often only four motions are used:

- To introduce (motion)
- To change a motion (amend)
- To adopt (accept or report without discussion)
- To adjourn (end the meeting)

Remember, these processes are designed to ensure that everyone has a chance to participate and share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and commission chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure.

## **Basic Procedures**

**Having the Floor**—before a member can speak at a meeting, she or he must be recognized by the chairperson. Once recognized, the speaker cannot be interrupted, except by the chairperson.

**Making Motions**—one makes a motion to propose a course of action that one thinks the group should take. If another member agrees that the motion should be open for discussion, she or he will “second the motion.” Discussion pertaining only to the motion on the floor follows. Only one motion to close discussion and a second are needed before a vote can be taken.

**Amending Motions**—Amendments can be motions as long as the person who moved the original motion is agreeable to the amendment. If the originator of the motion is not agreeable, then the group must vote on the original motion.

**Tabling the Motion**—if it appears that more information is needed to consider a motion fairly, then a motion to table the discussion can be made. The length of and reason for tabling the motion must be included in the table to motion. A majority of members must support the tabling for it to pass.

**Calling the Question**—when it appears that the discussion of a particular motion is no longer productive, the question can be called with a two-thirds vote of the members present. The result of the call to question is an immediate vote on the motion.

## Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules*:

- A main motion must be moved, seconded, and stated by the chair before it can be discussed.
- If you want to move, second, or speak to a motion, *stand and address the chair*.
- If you approve the motion as is, *vote for it*.
- If you disapprove of the motion, *vote against it*.
- If you approve the ideas of the motion but want to change it, *amend it, or submit a substitute for it*.
- If you want advice or information to help you make your decision, *move to refer the motion to an appropriate quorum or committee with instructions to report back*.
- If you feel they can handle it better than the assembly, *move to refer the motion to a quorum or committee with the power to act*.
- If you feel the pending question(s) should be delayed so more urgent business can be considered, *move to lay the motion on the table*.
- If you want to think over the motion, *move that consideration be deferred to a certain time*.
- If you think that further discussion is unnecessary, *move the previous question*.
- If you think the assembly should give further consideration to a matter already voted upon, *move that it be reconsidered*.
- If you do not agree with a decision rendered by the chair, *appeal the decision to the assembly*.
- If you think that a matter introduced is not germane to the matter at hand, *a point of order may be raised*.
- If you think that too much time is being consumed by speakers, *you can move a time limit on such speeches*.
- If a motion has several parts and you wish to vote differently on these parts, *move to divide the motion*.

## PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT THE SPEAKER?	MUST YOU BE SECONDED	IS MOTION DEBATABLE?	WHAT VOTE REQUIRED
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temperature, etc.	Point of privilege	Yes	No	No	No Vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 Vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to the committee	No	Yes	Yes	Majority
Amend a motion	I move this motion to be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to a procedure or personal affront*	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No Vote
Ask for the actual count to verify the voice vote	I call for a division of the house	No	No	No	No Vote
Object consideration of undiplomatic vote*	I object to the consideration of this question	Yes	No	No	2/3 Vote
Take up a matter previously tabled*	I move to take it from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	2/3 Vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

\*Not amendable

**JOB DESCRIPTION**  
**A.W. HUCKLE CITY BEAUTIFICATION FUND COMMITTEE**

The A.W. Huckle City Beautification Fund Committee administers the proceeds of a \$25,000 gift to the City of Rock Hill by Mr. A. W. Huckle. The proceeds must be used exclusively for tree and shrub planting in public parks or on public property. The principal of the gift may not be used but proceeds from the gift may be used to purchase trees and shrubbery to beautify public streets, parks, or planting areas within the City. The Committee is advisory but has authority to withhold approval of projects suggested if the project does not meet the criteria outlined in the gift provisions. The Committee was created on July 11, 1960.

**Membership:** Five members appointed by City Council. The City Manager and the City Forester serve as ex-officio members. Members must reside within the Rock Hill City limits.

**Terms:** 3 years

**Responsibilities:** To administer the proceeds of a \$25,000 gift to the City of Rock Hill by Mr. A. W. Huckle for tree and shrub planting in public parks or on public property.

**Commitment:** The Committee meets quarterly (January, April, July, and October) on the second Wednesday at 4:00 p.m. in the Conference Room of the City's Operation Center located at 757 South Anderson Road.

**Staff Liaison:** Matt Clinton, City Forester, Utilities, 803-329-5534.  
matt.clinton@cityofrockhill.com

## **JOB DESCRIPTION**

### **ACCOMMODATIONS TAX/TOURISM COMMISSION**

The Rock Hill Accommodations Tax/Tourism Commission makes recommendations to the City Council on the expenditures of the state's 2% accommodations tax – required by Chapter 4, SC Code, Title 6 of the 1976 Code amended and adopted in July 1991. The Commission was created on December 10, 1984.

**Membership:** Seven members are appointed by City Council. State law requires that the majority of the Commission's members be representatives of the hospitality industry, two of which must be from the local hotel industry and one member being a representative of a cultural arts organization. The Hospitality industry consists of a broad category of fields within the service industry that includes lodging, restaurants, event planning, theme parks, recreation, transportation, cruise line, and additional fields within the Tourism Industry. Members must reside within the Rock Hill City limits.

**Terms:** 3 years

**Responsibilities:**

- Recommend to City Council funding allocations of projects with matching advertising and promotional grants through Accommodations Tax Funds.
- Have a general understanding of Tourism Commission bylaws.
- Make recommendations and advise Parks, Recreation, and Tourism staff on Tourism Master Plan.

**Commitment:** The Commission meets on the third Wednesday of each month at 9:00 a.m. in Room 371 at City Hall. Commission meetings usually last 1 ½ hours. Commission members are encouraged to attend various city functions, i.e., volunteer appreciation dinners, park/facility openings and dedications, and tourism-related events.

**Staff Liaison:** Rebekah Ardis, Parks, Recreation and Tourism, 803-329-8712;  
Rebekah.Ardis@cityofrockhill.com

## **JOB DESCRIPTION AIRPORT COMMISSION**

The Airport Commission is established by Section 4-31 of the City Code and is organized as a joint agency of the City of Rock Hill and the County of York and shall advise both the County and the City on policy matters. The board was created on April 13, 1959. An agreement for joint participation between the City and County was reached in June 1992. In February 1993, the airport was renamed the Rock Hill/York County Airport-Bryant Field.

**Membership:** Seven-member board with four of the seven members appointed by the Rock Hill City Council (these four must reside within the Rock Hill City limits) and the three others appointed by the York County Council (these three must reside within York County). In addition to the appointed members, the City Manager of Rock Hill and the York County Manager serves on the commission with full voting rights but are not counted in determining a quorum (ex-officio members).

**Terms:** 3 Years

**Responsibilities:**

- Recommend revisions to the Airport Regulations, Airport Master Plan, and Capital Improvement Plan.
- Advise the City on administrative matters, including contracts, leases, maintenance, safety and security, and operating budget.
- Implement the Airport Agreement between the City and County dated June 8, 1992.
- Assist the City and County in using the Airport as an important tool in the strategic growth of the region.
- Have a general understanding of bylaws and mission.
- Understand attendance requirements.
- Participate on an ad hoc subcommittee as needed.

**Commitment:** The Commission meets as designated by the Commission, typically on the second Thursday of each month at 3:00 p.m. at the Airport Terminal Conference Room #201, 550 Airport Road, and usually lasts 2 hours. The Commission holds a joint meeting with City and County Councils at a mutually agreed upon time, typically in the first quarter of the calendar year.

**Staff Liaison:** Steven Gould, Airport Director, Office of Government Affairs, 803-329-5560; [steven.gould@cityofrockhill.com](mailto:steven.gould@cityofrockhill.com)

## **JOB DESCRIPTION (COMMISSION FOR) CHILDREN AND YOUTH**

The Commission for Children and Youth enhances and promotes the positive development of all children and youth through comprehensive collaborative action by utilizing all of the community's resources, public and private agencies, businesses, and church and civic organizations to promote the health, safety, education and social well-being of all children and youth. The Commission was created in October 1998.

**Membership:** Nine individuals from the community, two of whom are citizens at-large; each of the remaining seven is appointed by each of the seven Rock Hill City Council members, regardless of which Ward they reside in. In the event that Ward boundaries change, appointments follow Councilmembers, not Wards. All Commissioners are approved by the full City Council and must reside within the Rock Hill City limits.

**Terms:** 3 years

**Responsibilities:**

- To enhance and promote the positive development of all children and youth through community resources.
- Make bylaws, rules, and regulations for this Commission, subject to approval by Council.
- Establish volunteer advisory committees to explore programs and services for children from preschool through 12th grade.

**Commitment:** The Commission meets on the first Monday of every month, 5:30 p.m., in Room 373 at City Hall.

**Staff Liaison:** Patti Panetti and Garnet McKeown, Parks, Recreation and Tourism, 803-329-5625 and 803-329-5658; [patti.panetti@cityofrockhill.com](mailto:patti.panetti@cityofrockhill.com) and [garnet.mckeown@cityofrockhill.com](mailto:garnet.mckeown@cityofrockhill.com)

## **JOB DESCRIPTION CITIZEN REVIEW BOARD**

The Citizen Review Board is to serve as a liaison between the Rock Hill Police Department and the public and emphasize transparency, accountability, communication, and trust. The Board advocates fairness, respect for all individuals and accountability of public employees, equal access, and communication of valid concerns that affect the welfare of our citizens. The Board is advisory. Any and all actions, votes, and decisions approved or undertaken by the Board shall not obligate the City in any legal or formal manner whatsoever.

**Membership:** Eight members, with seven members nominated by each member of City Council and the Mayor, and one serving at-large. Each member shall not serve more than two consecutive terms and the term ceases if the Council member who made the appointment leaves office. All appointees must live within the City limits, pass a standard criminal background check, complete a CRB academy training, and are encouraged to complete the Inside Rock Hill class prior to starting service. Members must be willing to complete two ride-alongs with members of the RHPD patrol every 12 months.

**Terms:** 2 years running concurrently to Council members' term who made the appointment, with one member appointed at-large

**Responsibilities:**

- Promote positive community relationships, promote transparency and citizen input, and receptiveness to community concerns. The CRB will achieve these goals through proactive community outreach programs to include public forums, community conversations, and related activities.
- The CRB will assist the Rock Hill Police Department in providing a practical communication strategy for any updates to policies and practices that impact residents.
- In accordance with applicable law, the CRB will provide a review of citizen complaints.

**Commitment:** The Citizen Review Board meets as needed.

**Staff Liaison:** Andrea Patterson, Police Department, 803-329-8715;  
crb@cityofrockhill.com

## **JOB DESCRIPTION CLEAN AND GREEN BOARD**

The Rock Hill Clean and Green Board provides leadership, education, and coordination of community programs for beautification. This Board was created on April 28, 1980, as a committee with a name change on August 24, 1987. Membership was expanded in 1987, and on December 12, 1988, the committee was renamed to the present Board.

**Membership:** Fifteen members are appointed by City Council. Members must reside within the Rock Hill School District Three boundaries.

**Terms:** 3 years

**Responsibilities:**

- Have knowledge of community issues concerning litter, solid waste, recycling, and general beautification and board goals and activities related to each.
- Participate in planning and/or serving at one or more board-sponsored projects such as Earth Day Birthday, America Recycles Day, school programs, business workshops, etc.
- Serve as an ambassador in the community and with the media for public understanding of issues and related board activities.
- Have a general understanding of bylaws and mission.
- Attend monthly board meetings, annual goal-setting retreat, and awards reception.
- Serve on one or more subcommittees and make reports at board meetings about its activities.

**Commitment:** The Board meets on the first Monday of each month at 5:30 p.m. in the front Conference Room at the City's Operations Center, located at 757 South Anderson Road. Meetings generally last for 1 hour. An average of 2 to 6 hours per month of travel time and attendance at board and subcommittee meetings is required. Members often spend 1-2 hours preparing reports for meetings, helping with phone calls, or other volunteer activities for projects.

**Staff Liaison:** Renee Burt, Public Works - 803-326-3775, [renee.burt@cityofrockhill.com](mailto:renee.burt@cityofrockhill.com)  
Maria McKee, Public Works - 803-329-5507, [maria.mckee@cityofrockhill.com](mailto:maria.mckee@cityofrockhill.com)

## **JOB DESCRIPTION (CITY OF ROCK HILL) COMMUNITY RELATIONS COUNCIL**

The City of Rock Hill Community Relations Council promotes respect, appreciation, and understanding of diversity among all people in our community by promoting positive human relations and reducing discrimination, assessing and responding to the human relations needs of our community, as well as serving as a source of information and advocating and recognizing change to achieve their mission. The Human Relations Committee, Martin Luther King, Jr. Committee, and No Room for Racism Committee were combined to form this Council on March 10, 2014.

**Membership:** Thirteen members are appointed by City Council. Members must reside within the Rock Hill School District Three boundaries.

**Terms:** 3 years

**Responsibilities:**

- Initiate opportunities to work cooperatively with elected officials, civic, business, and community leaders, and other interested citizen groups to develop and promote greater awareness in our community of the principles of diversity, racial harmony, social justice, and nonviolence.
- To provide a forum wherein the concerns, issues, and situations that hold the portent for the actuality of racial divisiveness among the citizens of Rock Hill shall be heard, discussed, studied, investigated, and considered in order to enhance understanding.
- Attend Committee sponsored functions.

**Commitment:** The Council meets on the second Tuesday of each month at 6:00 p.m. at City Hall, 155 Johnston Street.

**Staff Liaison:** Jason Weil, Neighborhood Services, 803-329-8783;  
jason.weil@cityofrockhill.com

## **JOB DESCRIPTION**

### **CONSTRUCTION & FIRE PREVENTION BOARD OF APPEALS**

The Construction & Fire Prevention Board of Appeals is a consolidation of five previous boards: the Construction Board of Adjustment and Appeals, the Electric Advisory Board, the Gas and Mechanical Board, the Plumbing and Cross-Connection Advisory Board, and recently the Fire Prevention Board of Appeals combined on March 11, 2019. The Construction & Fire Prevention Board of Appeals sets standards for the practice of construction trades to include fire prevention code, electrical, gas, plumbing, building, mechanical, trades, and to hear appeals that involve the aforementioned.

**Membership:** Five members are appointed by City Council. The membership shall be comprised of the following individuals: 1 building contractor, 1 fire safety professional, 1 design professional, and 2 at-large representatives with one of the following expertise: electrical contractor or electrical engineer, mechanical contractor or mechanical engineer, gas contractor plumbing contractor, or structural engineer/architect. The Board shall consist of volunteer members who reside within the City of Rock Hill city limits or whose business is located within the City of Rock Hill city limits.

**Terms:** 3 years

**Responsibilities:**

- Set standards for those wishing to practice in the field of construction trades for the City of Rock Hill.
- Hear grievances and appeals regarding the application of the International Building code, International Residential Code, International Mechanical Code, International Plumbing Code, International Fuel, and Gas Code, International Fire Code, and National Electrical Code.
- Provide educational opportunities for contractors.
- Hear appeals from businesses and individuals on administrative decisions and interpretations of the Fire Prevention Code.
- Grant variances and modifications to the Code.
- Have a general understanding of the Board's bylaws and attendance requirements.

**Commitment:** The Board meets as called. Meetings usually last approximately one hour and are held at a time and place determined by the Chairperson. The annual meeting shall commence on the second Tuesday in the month of February.

**Staff Liaison:** Timothy Roseborough, Planning and Development, 803-329-5581, [timothy.roseborough@cityofrockhill.com](mailto:timothy.roseborough@cityofrockhill.com)  
Otis Driggers, Fire, 803-329-7244, [Otis.driggers@cityofrockhill.com](mailto:Otis.driggers@cityofrockhill.com).

## **JOB DESCRIPTION**

### **DOWNTOWN PARKING MANAGEMENT COMMISSION**

The Downtown Parking Management Commission was created by City Council on November 9, 2009. The purpose of the Downtown Parking Management Commission is to oversee parking in the Downtown Parking Management System on a long-term basis. During the period 2001 to 2006, a Downtown Parking Commission, whose members were elected by property owners within the Downtown Parking Management System, functioned in a similar capacity.

**Membership:** Seven members appointed by City Council (including one City of Rock Hill staff member who is a full voting member). Members are required to have a stake hold in Downtown Rock Hill. Members must reside within the Rock Hill City limits.

**Terms:** 3 years

**Responsibilities:**

- To oversee parking in the Downtown Parking Management System on a long-term basis.
- To hear appeals and grievances on a regular basis.
- To review the availability of adequate parking and its allocation between long and short-term uses.
- To make recommendations to the City Manager and City Council on such areas as the fee structure and methods used to assess fees for the Downtown Parking Management System.
- The Commission is authorized to adjust fees in the event of undue hardship if an unjust result will occur unless such adjustment is made.

**Commitment:** The Commission meets on an “as called” basis as determined by the Commission members and the Downtown Parking Administrator in Room 371 at Rock Hill City Hall. Meetings are not expected to exceed four (4) per year.

**Staff Liaison:** Rusty Yaple, General Service, 803-329-8726,  
Rusty.yaple@cityofrockhill.com

## **JOB DESCRIPTION (BOARD OF) HISTORIC REVIEW**

The Rock Hill Board of Historic Review hears requests related to properties that are located within the City's Historic Overlay District. This Board was created on January 9, 1989.

**Membership:** Seven members are appointed by City Council, each of whom must be a resident of the City and a qualified voter. Members of City Council, anyone who holds an elected public office in the City or County, and City employees are disqualified from serving on any of this Board. Members cannot serve on either the Planning Commission or the Board of Historic Review.

**Terms:** 3 years

**Responsibilities:**

- To hear requests for Certificates of Appropriateness for work that is proposed to be completed on the exterior of properties located within the Historic Overlay District, and to hear Hardship Exemptions related to the same.
- To hear appeals from decisions and interpretations of the Planning & Development Director that relate to properties within the Historic Overlay District.
- To make recommendations to City Council regarding rezoning into or out of the Historic Overlay District, amendments to the Zoning Ordinance specifically related to properties within the Historic Overlay District, and amendments to the City's Historic Design Guidelines.
- To have a general understanding of the City's Historic Design Guidelines.
- To observe attendance requirements.
- To complete six hours of state-mandated orientation training within one year of appointment and to complete at least three hours of continuing education each year after that.

**Commitment:** The Board meets on the first Thursday of each month at 6:00 p.m. in Council Chambers at City Hall. Special meetings or on-site meetings may be called, as necessary. Meetings generally last 1-1 ½ hours, with additional preparation time needed. It is recommended that Board members visit the site of each agenda item prior to the meeting.

**Staff Liaison:** Amy Britz, Planning and Development, 803-329-5586, amy.britz@cityofrockhill.com

## **JOB DESCRIPTION HOUSING AUTHORITY COMMISSION**

The Housing Authority Commission serves as a governing board of the Housing Authority, which provides decent, safe, and, sanitary housing for persons of low to moderate income. This Commission was created on April 12, 1965.

**Membership:** Six members are appointed by City Council. Prefer persons with a broad range of interests, experience, or knowledge of finance, legal, construction, or administrative practices. One member must be a participant in the Authority's HUD-subsidized programs. According to the Commission's bylaws, members are required to be "from the community".

**Terms:** 5 years

**Responsibilities:**

- To provide decent, safe, and sanitary housing to persons of low to moderate income.
- To undertake plans approved by City Council as applicable under state statute 31-3-450 S.C. Code.
- The Authority may acquire title to real and personal property, lease land, exercise eminent domain, construct and operate housing projects, investigate living and housing conditions within the City and exercise all authority granted to it by State Statute SC Code, Title 36, Chapter 2.
- To oversee the operations of the Authority in accordance with the vested powers and duties listed in SC Statute, Article 5, SC 31 3-310 to 3-600.

**Commitment:** The Commission meets on the third Tuesday of each month at 6:00 p.m. at the Housing Authority Office located at 467 South Wilson Street.

**Staff Liaison:** Dewayne Alford, Housing Authority, 803-324-6350;  
dalford@rhha.org

## **JOB DESCRIPTION**

### **MAYOR'S COMMITTEE ON PEOPLE WITH DISABILITIES**

The Mayor's Committee on People with Disabilities promotes public awareness and understanding of the capabilities of persons with disabling conditions. The Committee was created in 1975 as the Mayor's Committee on Employment of People with Disabilities but was changed to its current title in 2010.

**Membership:** Nine members are appointed by City Council. Prefer a background in a volunteer or paid capacity providing services to or advocating for people with disabilities. Membership diversity is strongly encouraged. Members must reside within the Rock Hill School District Three boundaries.

**Terms:** 3 years

**Responsibilities:**

- Increase community awareness and support of the abilities of persons with disabilities through involvement from the public and private sectors.
- Promote public awareness through an active information program.
- Have a general understanding of bylaws and mission.
- Understand attendance requirements.
- Participate in committee projects.

**Commitment:** The Committee meets as called in Room 371 at City Hall.

**Staff Liaison:** Wendy Waddle, Parks, Recreation and Tourism, 803-329-5659;  
wendy.waddle@cityofrockhill.com

## **JOB DESCRIPTION PLANNING COMMISSION**

The Planning Commission reviews all applications for development and municipal planning and provides recommendations to City Council. This Commission was created on May 1, 1957.

**Membership:** Seven members are appointed by City Council, each of whom must be a resident of the City and a qualified voter. Members of City Council, anyone who holds an elected public office in the City or County, and City employees are disqualified from serving on any of this Board. Members cannot serve on either the Board of Zoning Appeals or the Board of Historic Review.

**Terms:** 3 years

**Responsibilities:**

- Develop and carry out a continuing planning program for the City's physical, social, and economic growth, as well as development and re-development predominantly through the Comprehensive Plan.
- Prepare and recommend measures for carrying out the planning program including zoning ordinance, land development regulations, official city map, landscaping ordinance, and capital improvements programs.
- Grant approvals for new subdivisions and commercial developments in accordance with City regulations.
- Have a general understanding of planning and zoning concepts as well as commission bylaws and mission.
- Understand the attendance requirements.
- Periodically participate in focus groups or on task forces.
- Must attend state-mandated six-hour orientation training within one year of appointment and attend at least three hours of continuing education each year.

**Commitment:** The Board meets on the first Tuesday of each month at 6:00 p.m. in Council Chambers at City Hall. There are usually three to six cases on each agenda and meetings last from one to two hours. Members are encouraged to visit agenda item sites prior to meetings.

**Staff Liaison:** Shana Marshburn, Planning and Development, 803-326-2456, shana.marshburn@cityofrockhill.com

## **JOB DESCRIPTION**

### **PROPERTY MAINTENANCE CODE BOARD OF APPEALS**

The Property Maintenance Code Board of Appeals allows citizens cited under the International Property Maintenance Code to appeal those decisions made by code officials, or the code officials' interpretation or application of the Code. The Board does not hear appeals of the Code's requirements themselves. This Board was created on March 12, 2007. The former Housing Board of Appeals and the Environmental Appeals panel were combined to create this Board, which was necessitated by the enactment of the International Property Maintenance Code (IPMC). The IPMC addresses both exterior property (environmental) and building issues.

**Membership:** Five members are appointed by City Council. It is suggested that the Board be comprised of an attorney, a social worker, a person with a construction background, and two citizens at-large. Members must reside within the Rock Hill City limits.

**Terms:** 3 years

**Responsibilities:**

- To consider and determine appeals whenever it is claimed that the true intent and meaning of the International Property Maintenance Code or any of its regulations has been wrongly interpreted.
- To permit, in appropriate cases, extensions of time, in accordance with Section 10-202, Amendments to Property Maintenance Code.

**Commitment:** The Board meets as called at the Neighborhood Services Department located at 150 Johnston Street.

**Staff Liaison:** Trey Parrish, Neighborhood Services, 803-817-5147,  
trey.parrish@cityofrockhill.com

## **JOB DESCRIPTION**

### **PUBLIC PARKS AND RECREATION COMMISSION**

The (Public) Parks and Recreation Commission creates policies and assists in the administration of coordinated City parks and recreation programs. This Commission was created on August 4, 1944.

**Membership:** Nine members are appointed by City Council. Members must reside within the Rock Hill City limits.

**Terms:** 3 years

**Responsibilities:**

- Recommend policies for a coordinated recreation service, and cooperate with another similar local, state, or federal government authorities, subject to approval by City Council.
- Make bylaws, rules, and regulations for the proper conduct of the Parks, Recreation, and Tourism Department of the City, subject to approval by Council.
- Establish Voluntary Advisory Committees for all organized sports programs, parks, and neighborhood centers.
- Recommend parks and recreation capital project priorities.
- Have a general understanding of the Commission's bylaws.
- Have an understanding of attendance guidelines.
- Visit recreation sites periodically.
- Hold public hearings as necessary.
- Make annual reports to Council and other reports as necessary or requested.

**Commitment:** The Commission meets on the first Tuesday of each month at 6:00 p.m. in the Glencairn Garden Learning Center located at 825 Edgemont Avenue. The Commission meetings usually last 2 hours. Members are encouraged to attend park openings and dedications, the annual volunteer appreciation event, and other department special events.

**Staff Liaison:** Rebekah Ardis, Parks, Recreation and Tourism, 803-329-5667, rebekah.ardis@cityofrockhill.com

## **JOB DESCRIPTION STORMWATER ADVISORY BOARD**

The Stormwater Advisory Board reviews existing drainage problems in the City and recommends an annual work program that sets priorities and schedules for projects (submitted to City Council for approval). This Committee was created on July 22, 1996.

**Membership:** Five members appointed by City Council (including two City of Rock Hill employees, who serve as full voting members, and three citizens at-large). Citizens at-large must reside within the Rock Hill City limits.

**Terms:** 3 years

**Responsibilities:**

- Review existing drainage problems.
- Recommend an annual work program that sets priorities and schedules for projects.

**Commitments:** The Committee meets a minimum of once a quarter at 5:30 p.m. in the front conference room at the City's Operation Center located at 757 South Anderson Road.

**Staff Liaison:** David Dickson, Public Works, 803-329-7096;  
david.dickson@cityofrockhill.com

## **JOB DESCRIPTION TREE COMMISSION**

The Rock Hill Tree Commission provides leadership in the development of programs to plant, replace, care for, and preserve Rock Hill's community forest. This Commission was created in November 1987.

**Membership:** Seven members are appointed by City Council. The City Forester serves as an ex-officio member and staff liaison for the Commission. Members must reside within the Rock Hill School District Three boundaries.

**Terms:** 3 years

**Responsibilities:**

- Provide leadership and direction for the community forestry program.
- Advise City Council on community forestry matters.
- Serve as appeals board on operational decisions or violations of the Tree ordinance.
- Have a general understanding of the Commission's bylaws, Public Tree Ordinance, ANSI A-300 Standards, and the Community Forestry Management Plan.
- Understand attendance guidelines.
- Participate in a subcommittee if necessary.
- Participate in Arbor Day and Earth Day Birthday programs.
- Have an understanding and commitment to the Commission's yearly goals.

**Commitment:** The Commission meets the second Monday of each month at 5:00 p.m. in the front conference room at the City's Operation Center located at 757 South Anderson Road. Meetings generally last 1 hour with a preparation time of 15 minutes per meeting.

**Staff Liaison:** Matt Clinton, Utilities, 803-329-5534,  
matt.clinton@cityofrockhill.com

## **JOB DESCRIPTION ZONING BOARD OF APPEALS**

The Zoning Board of Appeals hears several different types of requests that are related to the Zoning Ordinance, which are listed below. The Board was formed on May 24, 1965. Decisions made by the Zoning Board of Appeals may be appealed only through the courts.

**Membership:** Seven members are appointed by City Council each of whom must be a resident of the City and a qualified voter. Members of City Council, anyone who holds an elected public office in the City or County, and City employees are disqualified from serving on any of this Board. Members cannot serve on either the Planning Commission or the Board of Historic Review.

**Terms:** 3 years

**Responsibilities:**

- To review and decide applications for several different types of special exceptions from the Zoning Ordinance.
- To review and decide applications for variances from specified provisions of the Zoning Ordinance.
- To review and decide requests for a reduction in the separation requirements between specified types of land uses.
- To hear and decide appeals from decisions and interpretations by the Planning and Development Director.
- To have a general understanding of the Zoning Ordinance.
- To observe attendance requirements.
- To complete six hours of state-mandated orientation training within one year of appointment and to complete at least three hours of continuing education each year after that.

**Commitment:** The Board meets at 6:00 p.m. on the third Tuesday of every month in Council Chambers at City Hall. Meetings usually consist of four or more appeals, and generally last less than two hours but occasionally last for three or more hours. Members are encouraged to visit the sites on the agenda prior to meetings.

**Staff Liaison:** Ryan Hammond, Planning and Development, 803-329-5674,  
ryan.hammond@cityofrockhill.com

## **JOB DESCRIPTION**

### **CATAWBA REGIONAL COUNCIL OF GOVERNMENTS (COG)**

The Catawba Regional Council of Governments (COG) promotes cooperative programs and actions among its membership (Chester, Lancaster, Union, and York counties) to provide research, planning, grantsmanship, and technical assistance services. The COG was created in 1969.

**Membership:** All members are appointed by County Council with the exception of those members who belong to the County Legislative Delegation. Municipalities with a population of 3,000-20,000 are eligible for one Board seat. Municipalities with a population over 20,000 are eligible for two Board seats. Municipalities present nominees to the appropriate County Council for an appointment. The City of Rock Hill is eligible for two representative Board seats on the COG board. Membership dues are paid by the Counties.

**Terms:** 3 years for private citizens; elected officials serve for a term of office

**Responsibilities:** Active participation on 32-member regional Board of Directors. The Board approves regional transportation plans, and participation in state and federal grant programs (Workforce Investment, Community Development Block Grants, Transportation Funding, etc.), and has responsibility for approval of the Council of Governments' budget and financial performance. Board members may be asked to participate on ad-hoc committees as necessary.

**Commitment:** Four Quarterly Meetings per year; one off-site multi-day meeting with the state association of Councils of Government in November of each year.

**Staff Liaison:** Randy Imler, Executive Director, COG, 327-9041;  
rimler@catawbacog.org

**JOB DESCRIPTION**  
**ROCK HILL ECONOMIC DEVELOPMENT CORPORATION (RHEDC)**  
**BOARD OF DIRECTORS**

The Rock Hill Economic Development Corporation (RHEDC) is a private, non-profit corporation that acts in partnership with the City of Rock Hill and in cooperation with other public and private entities to implement economic development strategies for creating jobs and investments through the attraction and expansion of business and industry consistent with its core values. The RHEDC Board was created on February 15, 1983.

**Membership:** The Board of Directors of RHEDC shall include at least one (1) attorney, one (1) representative of a financial institution, and two (2) members of the Rock Hill City Council (who are selected by City Council) and the Rock Hill City Manager. The Board is self-appointed and shall consist of not less than 20, nor more than 40 members.

**Terms:** The Board members shall serve for three (3) year terms and are eligible for reappointment. Members of the Board shall serve no longer than nine (9) years consecutively.

**Responsibilities:** The purpose of RHEDC is to further economic development in the City of Rock Hill; to promote and assist in the growth and development of business concerns, including small business concerns within the City of Rock Hill; to promote and assist in the development of residential housing in the City of Rock Hill; and to engage in those activities which are in furtherance of, or related to, the purposes herein stated. The principal objective of the Corporation shall be to benefit the City economically by fostering increased employment opportunities and by the expansion of business and industry; thereby lessening the burdens of government and combating community deterioration.

**Commitment:** The RHEDC Board meets monthly, usually on the first Tuesday of each month. Board members are encouraged to also serve on committees that meet on differing schedules. The annual meetings of the Board are held each June for the purpose of electing the officers and Board, and for transacting such other business as may come before the members.

**Staff Liaison:** Lisa Brown, Executive Director, RHEDC, 803-326-3814,  
lisa.brown@cityofrockhill.com

## **JOB DESCRIPTION**

### **HOUSING DEVELOPMENT CORPORATION OF ROCK HILL**

The Housing Development Corporation of Rock Hill strengthens the Rock Hill community by improving housing and economic opportunities for families with low and moderate incomes. The HDCRH was created in 1989 and received non-profit status in 1990.

**Membership:** Rock Hill City Council recommends for appointment 2 members to represent the City of Rock Hill on the Housing Development Corporation. The Corporation shall be composed of neighborhood residents, community leaders, members of community organizations, and members of the banking and construction industries. Membership consists of not less than 21 members appointed by the HDCRH Board.

**Terms:** 3 years

**Responsibilities:**

- Guide staff for the first-time homebuyer's program, rehabilitation program, and new construction programs of the HDCRH.
- Make bylaws and rules for the functioning of the HDCRH.
- Serve as a loan committee for the provision of first-time homebuyer's funding from grant sources.

**Commitment:** General Board meets annually at a changing location. Executive Board meets monthly at 150 Johnston Street. Loan Committee meets monthly at 150 Johnston Street. Other committees meet as needed.

**Staff Liaison:** Corinne Sferrazza, Economic and Urban Development, 803-326-2463, [corinne.sferrazza@cityofrockhill.com](mailto:corinne.sferrazza@cityofrockhill.com)

**JOB DESCRIPTION**  
**ROCK HILL FORT MILL AREA TRANSPORTATION STUDY (RFATS)**  
**CITIZEN ADVISORY COMMITTEE**

The mission of the RFATS Citizens Advisory Committee is to ensure that meaningful public participation is reflected in the formal transportation planning process of the Rock Hill-Fort Mill Area Transportation Study (RFATS). This committee is one of three standing committees in the organizational structure of RFATS and is comprised of representatives of each RFATS community: Rock Hill, Tega Cay, Fort Mill, the Catawba Indian Nation, York, and Lancaster counties. The RFATS Citizen Advisory Committee was created on November 21, 2006.

**Membership:** One member is recommended for membership appointment by Rock Hill City Council. Membership is composed of a minimum of ten members appointed by the RFATS Policy Committee.

**Terms:** 3 years

**Responsibilities:**

- Reviews all major MPO Transportation Plans / Programs.
- Provides input on public participation procedures.
- Considers the needs of those traditionally under-served by existing transportation systems.
- Reviews Transportation Alternatives & Congestion Mitigation Grant Programs.
- Participates in the development of project list long-range transportation plan.
- Provides guidance and input on federal and state operational reviews.

**Commitment:** This committee meets in Room 132 at the Rock Hill Operations Center. Meetings are scheduled on a quarterly basis; however, this committee may meet more frequently as needed.

**Staff Liaison:** David Hooper, Planning and Development, RFATS Administrator,  
803-326-3897, [dhooper@rfatsmpo.org](mailto:dhooper@rfatsmpo.org)

## **JOB DESCRIPTION TRAFFIC COMMISSION**

The Traffic Commission presents recommendations to City Council on traffic issues deemed necessary, such as the erection and installation of traffic control devices, signs, and markings as outlined in the City Code of Rock Hill. As stated in City Code, Sec 18-32, the Commission has the power to “designate, lay out and indicate by appropriate signs and markings: parking spaces and zones, parking meter spaces within zones designated by City Council, no parking and limited parking zones, loading zones, safety zones, school zones, hospital zones, quiet zones, no-passing zones, traffic zones other than above, pedestrian crosswalks, stop signs, through streets, one-way street, three and four-lane streets, play streets, bus stops, and taxicab stands.” The Traffic Commission was established on December 1, 1948.

**Membership:** Per Section 18-31 of the Municipal Code Ordinance Book of the City of Rock Hill, the Mayor Pro Tempore of the City of Rock Hill shall serve as Chairperson to the Traffic Commission. In addition to the Mayor Pro Tempore, the Traffic Commission is composed of seven City of Rock Hill staff members (voting); along with three non-voting members from the City’s Neighborhood Services Department, CAMPCO Engineering, and the South Carolina Department of Transportation.

**Terms:** Chairperson - 2 year rotational schedule; Staff members serve on a continuous basis

**Responsibilities:**

- Review and respond to speeding and safety concerns.
- Coordinate the completion of traffic studies and related data collection.
- Evaluate requests for traffic calming devices such as speed humps.
- Monitor functionality of the City’s road network and supporting signage.

**Commitment:** The Traffic Commission meets on a monthly basis – currently, on the second Wednesday at 10:30 a.m. in Room 373.

**Staff Liaison:** Chris Hermann, Planning and Development, 803-326-2460, christopher.herrmann@cityofrockhill.com

**JOB DESCRIPTION**  
**YORK COUNTY NATURAL GAS AUTHORITY (YCNGA)**  
**BOARD OF DIRECTORS (STATE BOARD)**

York County Natural Gas Authority was created by Act #959 of the South Carolina General Assembly in 1954 and is, therefore, a political subdivision of the State. In 1995, the York County Legislative Delegation changed the composition of the Board to include County Council appointments and Tega Cay representation. The Authority operates as a not-for-profit corporation, is authorized to issue Revenue Bonds to finance expansion, and is not authorized to levy or collect any form of taxes. York County Natural Gas Authority's mission is to provide for the safe and reliable distribution of natural gas throughout the service area in accordance with its enabling legislation while striving for excellence in customer, community, and employee relationships.

**Membership:** Rock Hill City Council recommends 3 members who reside within city limits for appointment to the YCNGA Board to represent the City of Rock Hill. The Board is composed of ten members based on recommendations from the York County Council and the councils of the municipalities served by the Authority, with the advice and consent of the State Senators representing York County and finally appointed by the Governor of South Carolina.

**Terms:** 3 years

**Responsibilities:**

- Attend all board meetings and functions, such as special events. By law, members cannot have more than 3 unexcused absences per year.
- Be informed about the Authority's mission, services, policies, and programs.
- Review agenda and supporting materials prior to Board meetings.
- Keep up to date on developments in the natural gas industry.
- Follow conflict of interest and confidentiality policies.
- Assist the Board in oversight of the Authority's financial structure and activity, including income, expenses, borrowing, insurance coverage, audits, bank relations, and executive compensation.

**Commitment:** Members are expected to regularly attend Board meetings, which will range from eight to ten a year.

**Staff Liaison:** James T. Sprouse Jr., President and CEO, York County Natural Gas Authority, 803-323-5336

# **LEGISLATORS**

## **York County Council**

### **Tom Audette (District 1)**

3474 Blue Jay Pass  
Fort Mill, SC 29708  
704-408-6155

### **Andy Litten (District 2)**

2110 Lometa Road  
York, SC 29745  
839-270-9383

### **Tommy Adkins (District 3)**

PO Box 66  
York, SC 29745  
803-628-8328

### **William “Bump” Roddey (District 4)**

PO Box 66  
York, SC 29745  
803-803-324-1935

### **Christi Cox, Chairman (District 5)**

755 E. Rambo Road  
Rock Hill, 29730  
803-984-0138

### **A. Watts Huckabee, Sr. (District 6)**

PO Box 66  
York, SC 29745  
803-965-8407

### **Debi Cloninger (District 7)**

PO Box 66  
York, SC 29745  
803-965-8393

# Bylaws

The following pages contain the bylaws of each board or commission.

In addition to their bylaws, the following boards are governed by the regulations of their respective ordinance or code book:

- **Property Maintenance Code Board of Appeals** (*International Property Maintenance Code*).
- **Construction & Fire Prevention Code Board of Appeals** (*International Building Code & International Fire Code*).
- **Storm Water Advisory Board** (*Rock Hill Zoning Ordinance*).

**A. W. HUCKLE  
CITY BEAUTIFICATION FUND COMMITTEE**

**BYLAWS**

ADOPTED: 7-14-2004

**ARTICLE I. -NAME**

The organization shall be known as the A. W. Huckle City Beautification Fund Committee.

**ARTICLE II. -PURPOSE**

The purpose of the A. W. Huckle City Beautification Fund Committee shall be:

To solicit, accept and use donations and authorize A. W. Huckle City Beautification Fund Committee expenditures and revenues in accordance with the July 11, 1960, City Council Resolution that established the Committee, and in accordance with the intent of A. W. Huckle as expressed in his letter to Mayor and City Council dated June 28, 1947.

**ARTICLE III. -ORGANIZATIONAL STRUCTURE**

Section 1: MEMBERSHIP

The A. W. Huckle City Beautification Fund Committee shall consist of five (5) voting members who shall serve without compensation. In addition, the City Manager and City Forester shall be ex-officio members.

Section 2: TERMS AND APPOINTMENTS

Members shall be appointed by City Council for 3-year terms.

Section 3: VACANCIES

Vacancies occurring in the A. W. Huckle City Beautification Fund Committee, whether by expiration of the term or otherwise, shall be filled by the Council for the new or unexpired term, as appropriate.

Section 4: OFFICERS

Officers shall consist of a Chair and Vice-Chair elected for one-year terms by the membership at the first regular meeting of the fiscal year. Officers shall serve no more than two consecutive terms in the same office.

- A. Chair—shall preside at all regular and special meetings; shall appoint standing and/or ad hoc committees and task forces as needed upon the direction of the A. W. Huckle City Beautification Fund Committee and perform such other duties as the Committee elects.

- B. Vice-Chair—shall act in the absence and with the same powers as the Chair and shall exercise such other duties as may be required by the Committee.

#### Section 5: STAFF LIAISON

The staff liaison for the A. W. Huckle City Beautification Fund Committee shall be the City Forester. The staff liaison shall be responsible for the implementation of policies and programs as determined by the Committee; shall serve as a resource and advisor in program planning; shall maintain records, reports, and minutes of meetings; shall represent the organization when working with the community; shall perform such other duties as are necessary to the efficient operation of the Committee.

#### Section 6: VOTING RIGHTS

All members of the A. W. Huckle City Beautification Fund Committee shall have one vote. Ex-officio members shall not vote. All voting shall be by voice vote. However, written ballots may be called for at the request of any member.

#### Section 7: FISCAL YEAR

The A. W. Huckle City Beautification Fund Committee's fiscal year shall be congruent with the City's fiscal year; from July 1 to June 30.

#### Section 8: FUNDING

The A. W. Huckle City Beautification Fund Committee may accept and use contributions from other sources for the exercise of its functions.

#### Section 9: REPORTS

The A.W. Huckle City Beautification Fund Committee shall publish an annual report and such other reports from time to time as may be necessary or requested.

### **ARTICLE IV. -MEETINGS**

#### Section 1: REGULAR MEETINGS

Meetings shall be held on a day and time agreed upon by the members. Members shall be given timely notice of all regular meetings, which shall be held not less than quarterly.

#### Section 2: SPECIAL MEETINGS

Special meetings may be held whenever ordered by the Chair or when requested by any two Committee members. Notice of time, place, and purpose of each special meeting must be given to each member at least three days prior to the meeting.

#### Section 3: QUORUM

For the transaction of business, a simple majority of the voting members of the A. W. Huckle City Beautification Fund Committee shall constitute a quorum at any regular or special meeting.

#### Section 4: ATTENDANCE

If any member of the A. W. Huckle City Beautification Fund Committee misses two consecutive regular meetings without due cause made known in advance, the Staff Liaison shall

notify the City Boards & Committees liaison, who shall notify the member in writing. Unless they attend the next regularly scheduled meeting, the Chair may recommend their resignation from the A. W. Huckle City Beautification Fund Committee.

**Section 5: PARLIAMENTARY PROCEDURE**

The meeting shall be guided by the most recent edition of Robert's Rules of Order.

**ARTICLE V. -AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the A. W. Huckle City Beautification Fund Committee members present at any regular meeting with a quorum present, provided that the proposed amendment has been presented in writing to each member at least ten days prior to said meeting, and provided further, that the proposed amendment does not conflict with the intent of the July 11, 1960, City Council resolution establishing the A. W. Huckle City Beautification Fund and this Committee.

**ACCOMMODATIONS TAX/TOURISM COMMISSION  
OF ROCK HILL, SOUTH CAROLINA**

**BYLAWS**

ADOPTED: 1984

AMENDED: 10-1994, 03-2004, 7/19/2011 and 1/17/2012

**ARTICLE I –GENERAL**

**Section 1: ESTABLISHMENT**

There shall be a Commission known as the Accommodations Tax/Tourism Commission.

**Section 2: PURPOSE**

To make recommendations to the City Council of Rock Hill on the expenditure of revenue generated from the Accommodations Tax as required by Chapter 4, Title 6 of the Code of Laws of South Carolina, 1976. (Hereafter referred to as “The Act”).

**ARTICLE II –ORGANIZATION AND COMPOSITION**

**Section 1: MEMBERSHIP**

The Commission shall consist of seven (7) members appointed by the Rock Hill City Council. Members shall reside inside the Rock Hill City Limits. The majority of the Commission shall come from the hospitality industry, two members of which must be from local hotels/accommodations. One member must represent arts & culture.

**Section 2: TERMS OF OFFICE**

The terms of office of the members of the Commission shall be three years, or until their successors are appointed and qualified. The only exception will be the first year of the organization when 2 members will be appointed for a one-year term, 2 members will be appointed for a two-year term, and 3 members will be appointed for a three-year term.

**Section 3: VACANCIES**

Vacancies on the Commission, other than the expiration of the term, shall be filled by the City Council for the unexpired term.

**Section 4: ATTENDANCE BY COMMISSION MEMBERS**

If any member of the Commission is absent from five (5) or more of the regular monthly meetings or has three (3) successive unexcused absences, it will be deemed that the member has voluntarily resigned, and the Commission will request the City Council to appoint a successor to fill the vacancy.

**Section 5: VOTING**

Each member shall be entitled to cast one vote; each member designee may not cast a vote. The role of Secretary to the Commission - filled by the Director of Parks, Recreation, and Tourism Department (or their designee) - serves as a non-voting ex-officio member.

Section 6: LIMITATION OF AUTHORITY

Members of the Commission shall serve without pay and are subject to the rules, policies, and procedures established by the Rock Hill City Council for agencies, boards, commissions, and committees.

**ARTICLE III –MEETINGS**

Section 1: REGULAR MEETINGS

The Accommodations Tax/Tourism Commission shall hold regular meetings at such times and places as it may fix.

Section 2: NOTIFICATION OF MEETINGS

All Commission members shall be given one week’s notice of all regular meetings.

Section 3: SPECIAL OR CALL MEETINGS

Special or Call Meetings may be held whenever requested by the Chairman, or when requested by a majority of the members of the Commission, but the call of such meetings must state the object of the meetings, and no other business shall be transacted unless all members present consent hereto.

Section 4: EXECUTIVE SESSION

The Commission shall enter into executive session at the request of any member when appropriate.

Section 5: QUORUMS

At any duly called meeting of the Commission, one more than half (or a majority) of the active members shall constitute a quorum for the transaction of ordinary routine business.

Section 6: ORDER OF BUSINESS

1. Call to Order
2. Approval of Minutes
3. Citizen Comments
4. Old Business
5. New Business
6. Adjournment

**ARTICLE IV –OFFICERS**

Section 1: DETERMINATION OF OFFICERS

- A. At the January meeting, or immediately after the new appointments are made, the Commission shall elect from its membership, by majority vote, a Chairman and Vice-Chairman. These officers shall serve for one year or until their successors are elected and qualified.

- B. The role of Secretary to the Commission shall be filled by the Director of Parks, Recreation and Tourism Department (or his designee) who will serve as a non-voting ex-officio member.

## Section 2: DUTIES OF OFFICERS

- A. Chairman: Shall preside at all meetings of the Commission and shall have the right to vote on all matters of business transacted by the Commission.
- B. Vice-Chairman: Shall perform all the duties of the Chairman whenever, for any reason, they cannot be performed by the elected chairman.
- C. Secretary (or his designee): Shall keep a true and accurate account of the proceedings of each meeting of the Commission and shall be the custodian of all papers and the medium of all communication to and from the Commission.
- D. The Municipal Clerk of the City of Rock Hill shall keep accurate financial records of accommodation tax funds received and allocated.

## **ARTICLE V –POWERS AND DUTIES**

- A. To make bylaws for the management and regulations of its affairs.
- B. To make recommendations annually to City Council on the expenditure of the Accommodation Tax revenues, according to the state law and the guidelines of the Rock Hill Accommodations Tax/Tourism Commission.
- C. To recommend to City Council to receive and expend grants, appropriations, gifts, and donations from any public or private resource for the operation, expansion, or improvement of or creation of projects as determined by the commission or for the acquisition of property, real or personal.
- D. To solicit annually from throughout the City of Rock Hill, from organizations and individual requests or proposals to promote tourism in the City of Rock Hill through advertising, promotion, and providing those facilities and services which enhance the marketability of the city to attract and provide for tourists.
- E. To preview and prioritize the projects, and review previous recommendations not yet acted upon, adjusting priorities as desirable.
- F. Shall develop an application/proposal format and set deadlines for the receipt of these applications/proposals.
- G. To make recommendations to the City Council based on the budget established, based on the previous year's tax revenues. More specifically, no money will be allocated until after one year's revenues are received. At that time the budget will be set on the actual receipts.
- H. To conduct studies necessary to develop recommendations to the City Council.

- I. To appoint committees and sub-committees. Members of the Commission shall serve on one of the following Tourism Commission sub-committees: Arts & Entertainment; Facilities & Special Development; or Marketing & Promotions. All members of the Commission will review, annually, recommendations from these committees for suggested changes to the Tourism Master Plan.
- J. Revenues received will become part of the Tourism fund of the City of Rock Hill. Revenues and expenditures will be recorded in City financial records and reports.
- K. May, at its discretion, recommend an increase, decrease, or elimination in the funding of an application of any project. May also recommend funding periodically within the fiscal year.
- L. To establish and implement such policies and carry on such projects as may be advisable to effect and carry out the objectives of these bylaws subject, however, to the availability of funds; provided further that the Commission shall not make any agreement or contract involving or requiring an expenditure of funds in excess of those funds appropriated by the City Council or available to the Commission from other sources.
- M. Shall submit an annual report to the City Council.
- N. All sections of the Commission shall be in accordance with the Laws of the State of South Carolina and/or the policies of the Rock Hill City Council. In the event of a conflict with State Law, State Law shall prevail.

**ARTICLE VI –PARLIAMENTARY AUTHORITY**

The current edition of Robert’s Rules of Order shall be the final source of authority in all questions of parliamentary procedure at all meetings of the Commission.

**ARTICLE VII –FINAL APPROVAL**

By virtue of “The Act”, final approval of all projects and expenditure of all funds rests with the Rock Hill City Council.

**ARTICLE VIII –AMENDMENTS**

These bylaws may be amended, altered, or repealed at any regular meeting of the Commission by a two-thirds (2/3) vote of the members present, provided 10 days notice of intention has been given in writing to each member of the Commission. Anything in these bylaws inconsistent or in conflict with the Laws of South Carolina, or the policies of the City Council of the City of Rock Hill, is hereby rescinded and annulled.

# ROCK HILL—YORK COUNTY AIRPORT COMMISSION

## BYLAWS

ADOPTED: 12-3-1992  
AMENDED: 1-12-1995 and 2-27-12

### ARTICLE I –NAME OF ORGANIZATION

The name of the organization shall be the Rock Hill-York County Airport Commission. The principal office of the Commission is to be located in the Rock Hill City Hall. The Commission may have offices at such other place(s) as the Commission may designate.

### ARTICLE II –PURPOSE

This Commission, organized as a joint agency of the City of Rock Hill and the County of York, shall advise both the County and the City on policy matters including, but not limited to the following:

- A. To recommend revisions to the Airport Regulations, Airport Master Plan, and Capital Improvement Plan;
- B. To advise the City on administrative matters, including contracts, leases, maintenance, safety and security, and the operating budget;
- C. To implement the Agreement on Airport between City and County dated June 8, 1992.
- D. To assist the City and the County to utilize the Airport as an important tool in the strategic growth of the region.

### ARTICLE III –MEMBERSHIP

#### Section 1: MEMBERS/TERMS

The Commission shall consist of seven members, three to be appointed by the County and four to be appointed by the City. *County-appointed members must reside within York County limits and City-appointed members must reside within the City of Rock Hill limits.* The term of office shall be for three years with the initial term to be staggered for two, three, and four years. The respective Councils shall make appointments and shall designate initial term lengths. Reappointment shall be at the discretion of each Council.

#### Section 2: EX OFFICIO MEMBERS

The City and County Managers shall be notified of each Commission meeting and may attend and participate as full voting members but shall not be considered in determining a quorum.

### ARTICLE IV –CONDUCT OF BUSINESS

#### Section 1: JOINT MEETING

There shall be an annual joint meeting of the Commission, City Council, and County Council.

Section 2: REGULAR MEETINGS

Regular meetings of the Commission shall be held for the transacting of such businesses as may come before the Board. The date of each meeting shall be as designated by the Commission.

Section 3: SPECIAL MEETINGS

A special meeting of the Commission may be called by the Chair or any two members.

Section 4: QUORUM

A majority of the Commission, without counting the respective Managers, shall constitute a quorum.

Section 5: NOTIFICATION OF MEETINGS

The Secretary of the Commission is responsible for notifying members of the time, place, and purpose of meetings, whether regular or special, in writing, at least seven (7) days before such meetings.

Section 6: PROCEDURE

Meetings shall be conducted in accordance with these bylaws. Robert's Rules of Order shall control matters of procedure not covered by these bylaws.

Section 7: POLICY-MAKING

The policy-making procedure below shall apply to the documents and matters listed in section 4 of the Agreement which includes the Regulations, Master Plan, and Capital Improvement Plan. The procedures are as follows:

- A. A proposed policy may be submitted to the Airport Commission by either the City or County or developed independently by the Airport Commission.
- B. The Airport Commission shall report to both the City Council and the County Council. In the case of a policy submitted to the Commission, the Commission shall have 35 days in which to present its recommendation.
- C. In the event the Airport Commission fails to respond within 35 days, the City and County may proceed to act.
- D. County Council shall have 35 days to act upon a recommendation of the Airport Commission or a proposal submitted to it in the absence of an Airport Commission recommendation.
- E. City may take final action on any proposal only after allotting both the Airport Commission and County Council opportunities to participate as described above.

**ARTICLE V –OFFICERS**

Section 1: ANNUAL ELECTION

At the January meeting each year, the Commission shall elect for a one-year term a Chair and a Vice-Chair. The Airport Manager shall serve as Secretary to the Commission.

## Section 2: DUTIES OF OFFICERS

- A. The Chair shall preside at all meetings of the Commission, appoint committees as required, and perform all the usual duties of a presiding officer.
- B. The Vice-Chair shall assume the duties of the Chair in his or her absence.
- C. The Secretary shall see to the proper collection and preservation of the records of the Commission and its committees including meeting minutes, maintain membership and attendance records and give the notice required by these bylaws for meetings, and provide the press and the public notice and agenda of meetings as required by law.

## **ARTICLE VI –VACANCIES**

### Section 1: RESIGNATIONS

Resignations from the Commission should be submitted in writing to the appropriate Council at least 30 days prior to the effective date.

### Section 2: UNEXPIRED TERM

Vacancies on the Commission occurring prior to the term end will be filled by City or County Council, as the case may be, for the unexpired term.

### Section 3: ABSENCES

If a member is absent for three consecutive regular or special meetings without cause satisfactory to the Commission, then that member's position shall be declared vacant by a majority vote of the Commission and the Chair shall notify the appropriate Council of the vacancy which is to be filled in accordance with 2), above. Such member shall be notified of the action of the Commission by letter of the Chair. In the event absences prevent the presence of a quorum for two consecutive meetings, the ranking officer present at the two meetings shall notify the respective Councils of the problem and seek the advice of the Councils as to the conduct of the business of the Commission.

## **ARTICLE VII –APPROVAL OF BYLAWS**

### Section 1: SUBMISSION FOR APPROVAL

These bylaws shall be presented for consideration by the Commission at the first meeting that they are available. Upon passage as written or amended, they shall be submitted to the respective Councils for approval as written or amended.

### Section 2: AMENDMENTS

Recommendations for amendments to these bylaws may be submitted for approval of the respective Councils by the affirmative vote of two-thirds of the Commission membership after written notice of proposed amendment sent concurrently with the meeting notice and agenda.

# **ROCK HILL COMMISSION FOR CHILDREN AND YOUTH**

## **CONSTITUTION AND BYLAWS**

ADOPTED: 7-12-1999

AMENDED: 3-21-2005, 1-7-2008 and 7-13-2011

### **ARTICLE I –NAME**

The name of this organization shall be Rock Hill Commission for Children and Youth, hereinafter referred to as the Commission.

### **ARTICLE II –PURPOSE**

The Commission serves to enhance and promote the positive development of all children and youth through comprehensive collaborative action. The Commission will utilize all of the community's resources, public and private agencies, businesses, churches, and civic organizations, to promote the health, safety, education, and social well-being of all children and youth.

### **ARTICLE III –BUSINESS YEAR**

For the purpose of record-keeping and transactions of business, the Commission's business year shall be considered as January 1 to December 31.

### **ARTICLE IV –MEMBERSHIP**

- A. The membership of the Commission shall be composed of 9 individuals from the community; Two members at large and one appointed by each of the seven City Council Members, all appointments approved by the City Council collectively.
- B. Members are appointed by the City Council for 3-year terms, but in such a manner that approximately one-third of the full number shall be appointed each year. Reappointment to the Commission is at the Council's discretion. A member is eligible for reappointment.
- C. Each member is entitled to one vote in all transactions of business brought before the Commission.
- D. Advisory Committees are established by the Commission and appointed as needed

### **ARTICLE V – VACANCIES**

- A. Vacancies on the Commission, other than expiration of term, will be filled by City Council for the unexpired term.
- B. Resignations from the Commission should be submitted in writing to the Chair at least 30 days in advance.

## **ARTICLE VI –ATTENDANCE AT REGULAR MONTHLY MEETINGS**

- A. Each Commission member is expected to attend at least eight (8) of the twelve (12) monthly meetings.
- B. If, for any reason, a Commission member is unable to attend a regular monthly meeting, it is required that the member notify the Commission and request an excused absence.
- C. If any member of the Commission fails to meet requirements as stated in parts (a) and (b) of this section, it will be deemed that the member has voluntarily resigned, and the Commission will request the Council to appoint a successor to fill the vacancy.

## **ARTICLE VII –OFFICERS**

- A. At the December meeting each year, the Commission shall elect its officers who shall be chair and vice-chair.
- B. The chair shall preside at all meetings of the Commission, serve as representative of the Commission when necessary, and appoint advisory committees as approved by the Commission. The vice-chair shall preside in the absence of the chair and may serve as an ex-officio member of any advisory committees as designated by the chair.

## **ARTICLE VIII –MEETINGS**

- A. The regular meetings of the Commission shall be held monthly at a time agreed upon by the members.
- B. Special meetings may be held whenever ordered by the chair, or when requested by one-third of the members of the Board, provided members are informed of the purpose of such meeting and provided three days' notice.
- C. Commission members shall be given timely notice of all regular meetings, as well as special meetings.
- D. For the transaction of business, a majority of the membership, five (5) of the Commissioners shall constitute a quorum.
- E. The meetings shall be guided by the most recent edition of Roberts Rules of Order.
- F. The secretary of the Commission will be a staff representative from the Parks Recreation and Tourism Department.

## **ARTICLE IX – AMENDMENTS**

These bylaws may be altered, amended, or repealed at any regular meeting of the Commission by a two-thirds (2/3) vote of the members present, provided ten (10) days written notice of such intention has been given to each member of the Commission. Anything in these By-laws inconsistent or in conflict with the Laws of the State of South Carolina or the policies of the City Council of the City of Rock Hill is hereby rescinded and annulled.

**CITY OF ROCK HILL**  
**CITIZEN REVIEW BOARD**  
ADOPTED: 3-28-22

**BY-LAWS AND RULES OF PROCEDURE**

**ARTICLE I – NAME**

Section 1.1. Citizen Review Board (“Board”)

**ARTICLE II – Organization**

Section 2.1.

The Board shall consist of eight (8) members appointed by City Council. In addition to these Rules of Procedure, the Board is governed by all applicable local, state, and federal laws including but not limited to the South Carolina Ethics Act (S.C. Code of Laws Section 8-13-10 et. seq.).

**ARTICLE III – Purpose and Responsibilities**

Section 3.1. Purpose of the Board and Authority

Pursuant to City Council Resolution R-2020-9, dated September 14, 2020, the mission of the Board is to serve as a liaison between the Rock Hill Police Department and the public and emphasize transparency, accountability, communication, and trust. The Board advocates fairness, respect for all individuals, accountability of public employees, equal access, and communication of valid concerns that affect the welfare of our citizens. The Board is advisory. Any and all actions, votes, and decisions approved or undertaken by the Board shall be considered as recommendations and advice to the City Manager and accordingly, shall not bind or obligate the City in any legal or formal manner whatsoever.

Section 3.2. Responsibilities of the Board

Promote positive community relationships, promote transparency and citizen input, and receptiveness to community concerns through the following activities and functions:

- a) The Board will achieve these goals through proactive community outreach programs including public forums, community conversations, and related activities.
- b) The Board will assist the Rock Hill Police Department in providing a practical communication strategy for any updates to policies and practices that impact residents.
- c) In accordance with applicable law, the Board will provide a review of citizen complaints as outlined herein.

## **ARTICLE IV – MEMBERSHIP**

### **Section 4.1. Membership Appointment**

Pursuant to the City Council Resolution dated September 14, 2020, the members of the Board shall be appointed by the City Council. The Board shall be composed of eight (8) members – with seven (7) members each being nominated by each member of City Council and the Mayor and one (1) serving in an at-large capacity. For the first year only, the at-large position will be a Rock Hill Police Department supervisor with oversight over Internal Affairs. All members shall be appointed by a majority vote of City Council.

A staff liaison from the Rock Hill Police Department will be appointed by the City Manager to assist the board with logistical needs.

### **Section 4.2. Membership Qualifications & Expectations**

All eight (8) Council appointees must live within the Rock Hill city limits and must complete a standard criminal background check for review by City Council that meets the criteria of the South Carolina Criminal Justice Academy to be a Class I Law Enforcement Officer. Completion of Inside Rock Hill is encouraged, but not mandatory, prior to beginning service. Members shall serve without compensation.

Given the sensitive nature of the matters reviewed by the Board, it is incumbent on all Board members to arrive at meetings fully prepared to discuss and act upon agenda items. Members cannot fairly and prudently advise on matters when they have not adequately reviewed meeting materials prior to the meeting.

### **Section 4.3. Terms of Members**

Terms of the members shall be for a set time to be determined by a vote of the City Council at the time of such appointment, but for no more than two years and run concurrently to the Councilmember's term who appointed them. Members may serve any number of consecutive terms. The appointee's term shall cease should the Councilperson depart office for any reason.

### **Section 4.4. Attendance**

Any member who is unable to attend a meeting, whether regular or special, shall contact the Staff Liaison as soon as possible so that the Staff Liaison can determine and report to the Chair whether a quorum can be established. The Staff Liaison shall maintain a record of attendance for each Board member.

### **Section 4.5: Removal**

Any decision to remove members rests with the City Council. The Staff Liaison of the Board shall be responsible for notifying the City Council liaison of any concerns.

### **Section 4.6. Quorum**

A majority of the members of the Board shall constitute a quorum. A quorum must be present before any business is conducted other than rescheduling the meeting. A quorum shall continue to exist as long as a majority of the members of the Board remain present.

Section 4.7. Completion of Police Department training program by new members

All members are required to participate in orientation and training. The orientation shall include the role, duties, procedures, and authority of the Board. Training on police operations, agency procedures and the Department's General Orders will be provided by the Rock Hill Police Department. Recurrent training will be conducted in conjunction with new member training as board members' terms expire. Each member must also complete two ride-a-longs with the Department every 12 months. The ride-a-longs must be a minimum of 4 hours each and should be scheduled during peak activity times.

Section 4.8. Resignations & Vacancies

Any member of the Board seeking to resign shall submit his or her resignation in writing to the Staff Liaison promptly, who will, in turn, submit such resignation to the City Council Liaison who will, in turn, notify City Council. Upon the creation of a vacancy on the Board because of resignation, death, disqualification, or removal of a member, the Staff Liaison shall advise the City Council Liaison of the vacancy, who shall act accordingly to fill the created vacancy.

**ARTICLE V – OFFICERS**

Section 5.1. Election of Officers

The members of the Board shall annually elect from their membership a Chair and Vice-Chair to serve a one-year term. Such election shall take place at the regular meeting of the Board at the beginning of each year. Nominations shall be made for the election of officers, by any member. The term of the Chair and Vice-Chair shall commence on the date of their election and shall end upon the date when their successors have been elected and qualified. In the event that a vacancy exists outside the time of general elections, the election for that opening shall take place following the aforementioned procedure at the next practicable meeting.

Section 5.2. Powers and Duties of the Chair

The Chair shall preside at all meetings of the Board and shall be authorized to call special and emergency meetings.

Section 5.3. Powers and Duties of the Vice-Chair

In the absence of the Chair, the Vice-Chair shall perform the powers and duties of the Chair and, when so acting, shall have all the powers and duties and be subject to all the restrictions upon the Chair.

Section 5.4. Duties of the Staff Liaison

The Staff Liaison will serve to support the logistics of the Board related to meetings. The Staff Liaison will also receive any citizen complaints following the completion of Police Department investigations, as well as receive information from the Rock Hill Police Department. The Staff Liaison will also keep administrative records including the preparation of the minutes, agendas, reports, records of complaints, and other administrative matters related to the Board attendance, training, etc. In the event of a special or emergency meeting, the Staff Liaison may be directed by the Chair to submit to the members a notice stating the place, date, hour, and agenda either verbally or in writing, as practical, to each member at least 24 hours prior to the special or emergency meeting. The Staff Liaison will also share information between the Board and the City Council Liaison.

## **ARTICLE VI – MEETINGS**

### **Section 6.1. Meetings**

The Board shall adopt a meeting schedule to include dates, times, and locations at the beginning of each year. This shall not prevent the ability of the Board to change meetings as needed so long as appropriate notice is given. If no cases are before the Board, the Chair may cancel scheduled meetings as appropriate. Agendas, meeting minutes, and all other records are subject to Freedom of Information Act (FOIA) laws and should be posted accordingly.

### **Section 6.2. Call of special and/or emergency meetings**

The Chair may call special and/or emergency meetings at their discretion for substantial reasons warranting the convening thereof and shall also call such meetings upon the written request of at least three members of the Board. Notice to the members stating the place, date, hour, and agenda shall be delivered either verbally or in writing, as practicable, to each member at least 24 hours prior to the special or emergency meeting. Where time permits, the Chair shall attempt to disseminate a brief written statement of the matters to be discussed. Special and/or emergency meetings are also subject to FOIA laws, so care should be taken to adhere to the guidelines.

### **Section 6.3. Confidentiality of privileged information**

In order to protect information of a personal nature where public disclosure would constitute an unreasonable invasion of personal privacy, attorney-client privilege matters, and for law enforcement purposes, members of the Board shall maintain the full confidentiality of all information received in the course of their service on the Board. Members shall maintain a thorough knowledge of the legal protection accorded by State and local law to the privacy of police records, including the penalties for the violation of laws that guarantee the security of such records and the individual's rights or privacy and confidentiality. Further, members shall complete a confidentiality agreement prior to their appointment and maintain/adhere to the agreement throughout their service to the Board.

Members of the Board shall make diligent efforts to avoid ex parte discussion of any matter that is or may come before the Board with any person interested in such matter. A member who has had communication concerning an agenda item outside of a public meeting with an interested party, including but not limited to a complainant, an officer or other employee of the Department who is a subject of a complaint, a witness to the events giving rise to such complaint, any person representing or purporting to represent the interests of any such person, or a relative of any such complainant, officer or employee of the Department or witness, shall promptly notify the Staff Liaison of the contact, and furnish to the Staff Liaison the name of such interested party, the nature of the interest and the specifics of the communication, including copies of any correspondence with such party and a written synopsis of any portion of the communication that was verbal. Ex parte communications that may warrant recusal will be forwarded to the Board for a decision on recusal.

### **Section 6.4. Voting**

A member must be present in a manner acceptable for board attendance to vote. Proxy votes are not allowed.

### Section 6.5. Conflict of Interest and Member Recusal

Members shall share any potential conflict of interest, however small. Conflicts of Interest include but are not limited to, a financial interest in an outcome, a familial or business relationship, or closeness that could cause actual or perceived impropriety.

- A. Members who believe they have a conflict of interest on a matter about to come before the Board shall state the reason for the conflict of interest and shall not participate in the discussion of the matter or in any circumstance vote on the matter.
- B. If a member is unsure if they have a conflict of interest, they shall bring the concern to the Board. In this case, the Board may go into executive session to discuss the nature of the potential conflict.
- C. If a board member believes that another member has or may have a potential conflict, they shall bring the concern to the Board. The Board may go into executive session to discuss the nature of the potential conflict.

The Board will decide on recusal matters brought before it and may accept a member's voluntary request for recusal without further action.

## **ARTICLE VII – CONDUCT OF BUSINESS**

### Section 7.1. Regular and Special Meetings

The rules for the conduct of business at regular meetings of the Board are contained in **Appendix I** of this document dealing specifically with *Policies and Procedures*. These *Policies and Procedures* shall be considered a part of and have the same legitimacy as these *By-Laws and Rules of Procedure*.

## **ARTICLE VIII – AMENDMENTS TO THE BY-LAWS and RULES OF PROCEDURE**

### Section 8.1. By-Laws and Rules of Procedure amendments

- A. These By-Laws and Rules of Procedure may be amended only by City Council. The Board may propose or recommend amendments at a regular meeting of the Board, provided that written notice of the proposed amendment(s) be given to each Board member no later than the regular meeting prior to the meeting at which the members will vote on the proposed amendment(s). In no case, however, shall any adopted By-Law and Rules of Procedure be applicable to any complaint commenced prior to the adoption of such amendment, where the application thereof to the complainant, any officer or other employee of the Police Department who is the subject of the complaint or other interested party would result in surprise, hardship, or injustice to any such person.
- B. This document and any associated appendices shall be submitted for approval by City Council. Any amendments to these Bylaws and Rules of Procedures including accompanying appendices are subject to approval by the City Council.

**CITY OF ROCK HILL  
CITIZEN REVIEW BOARD**

**APPENDIX I TO BY-LAWS AND RULES OF PROCEDURES**

**POLICIES AND PROCEDURES**

**ARTICLE I – MEETINGS**

**Section 1.1. Meetings**

Meetings of the Board shall be held as needed and at a convenient time mutually agreed upon by a majority vote of the Board. Meetings may be conducted using a virtual option only when authorized by the City Council.

**Section 1.2. Agenda**

The Staff Liaison shall send a notice of the upcoming meeting, a copy of the proposed agenda, and minutes from the prior meeting for each regular monthly meeting to each member at least five days prior to the meeting. A Board member may request to the Chair in writing (or via email) to add an item of consideration to the agenda. Such request shall be made at least three days prior to the date of the meeting to which it pertains. Pursuant to FOIA, any addition to an agenda must be posted at least 24 hours before the scheduled meeting. The Chair shall be diligent in the enforcement of the provisions of this section so that meetings of the Board shall be conducted in an orderly manner.

**Section 1.3. Meeting Agenda format for the Board:**

1. Call to order
2. Roll call
3. Acceptance of minutes of the last meeting of the Board
4. Approval of agenda
5. Report from the Chair
6. Old business
7. New business
8. Call of Executive Session for Review of complaints (if warranted)
9. Report of actions taken in executive session
10. Adjournment

Such order may be varied at the discretion of the Board Chair.

**Section 1.4. Making of Motions**

Motions may be made or seconded by any member of the Board, excluding the Chair.

**Section 1.5. Voting**

A member must be present in a manner acceptable for board attendance in order to vote. Votes regarding an agenda item must be taken at the same meeting that the Board hears the request unless the Board continues the agenda item to a subsequent meeting. However, motions to

reconsider may only be made at a meeting when the request is heard and originally voted on. A member may not vote on a matter that the member has not heard. The final determination of a matter shall be a vote count of members present at the hearing. The vote count will be reported to the City Manager. If a vote results in a tie vote, the tie vote will be reported to the City Manager.

#### Section 1.6. Robert's Rules of Order

The rules of the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules or order the Board may adopt that are ratified by City Council.

### **ARTICLE II – CONDUCT OF BUSINESS**

#### Section 2.1. Report of the Chair

At each meeting, the Chair shall provide a summary report of the findings made by the Board on citizen complaints at the preceding meeting. The report shall only state the number of investigations the Board reviewed and deliberated upon. The confidentiality that governs the review and deliberation of investigations made on specific cases shall be preserved. The purpose of this report is limited to providing a summary of Board efforts and shall not contain any case-specific information. The Chair may also report on other issues and information relevant to the work of the Board at this time.

#### Section 2.2. Old Business

Under the agenda item of old business, the Board shall consider any unfinished business from previous meetings and members may seek such clarifications of actions taken by the Board at a previous meeting as the member shall deem helpful, taking care not to violate confidentiality requirements and referring to cases by identifying number (rather than names).

#### Section 2.3. New Business

Under the agenda item of new business, the Board shall consider any matters noticed by the Chair under this item as set forth in the distributed agenda as well as any item of new business added to the agenda in accordance with FOIA.

#### Section 2.4. Review of Complaints in Executive Session

At the conclusion of the discussion of new business, the Board shall, if necessary, recess and convene in executive session for the purpose of its review and deliberation, in whole or in part, of the complaint. Nothing herein shall be construed to permit the consideration of any matter in executive session contrary to law.

#### Section 2.5. Board rules to be utilized in the review of the complaint investigation and the making of findings when in executive session

Please refer to Article IV of this Appendix I.

#### Section 2.6.

At the conclusion of its business in any executive session, the Board shall recess and return to the regular order of the agenda.

### **ARTICLE III – DIRECT COMPLAINTS TO THE BOARD**

#### **Section 3.1. Direct Complaints to the Board; Prior Resolution by Police Department**

It is the policy of the Board that persons with complaints of misconduct by an officer or other employee of the Police Department should submit such complaints to the Police Department in any approved manner and not to the Board. If a person comes to any member of the Board with a complaint, that Board member shall instruct the complainant on the proper method of filing his/her complaint directly to the Police Department. Following the disposition of the Department review, the Staff Liaison will take all appeals. The Rock Hill Police Department must address the complaint prior to any action by the Board.

#### **Section 3.2. Advisory opinions of the Board prohibited**

Neither the Board nor individual Board member shall render any opinion or have conversations pertinent to any case of the Board to any complainant, law enforcement officer, or anyone else.

### **ARTICLE IV – BOARD REVIEW OF DISPOSITION OF COMPLAINTS**

#### **Section 4.1. Complaints to be Reviewed**

The Board will, as a matter of course, review completed investigations by the Rock Hill Police Department that are appealed within 30 days of the Chief's disposition letter. The Board may not review appeals on personnel matters of City employees which are governed by the City's grievance procedures adopted in accordance with S.C. Code Ann. § 8-17-110, *et seq.*

Complaints shall be filed with the Staff Liaison. The Staff Liaison shall submit to the Board an investigation packet and findings of the case. The Police Department's Professional Standards Captain or their designee will present any evidence and/or video footage requested in the executive session period of the review.

#### **Section 4.2. Police Department Response**

The Staff Liaison shall submit the appeal request to the Police Department for their review. The Rock Hill Police Department shall review and issue a response for the Board's consideration within 15 days of receipt of the appeal. The Board shall include this response in their review of the complaint materials.

#### **Section 4.3. Acknowledgment to Complainant**

The Staff Liaison shall, within 7 days of receipt of the complaint, submit by written letter and in a manner consistent with the method of receipt, as an acknowledgment of receipt of the appeal to the complainant and advising that the Board will undertake a review of the matter or the reasons for no Board review if the complaint is not eligible for review. Such correspondence shall advise the complainant that they have the right to withdraw their complaint at any time, but any such withdrawal must be in writing. Finally, the complainant shall be advised to ensure that their current name, address, and telephone number are provided to the Staff Liaison during the course of the Board's review of the complaint.

#### **Section 4.4. Record Keeping**

The Staff Liaison shall be responsible for creating a file for each complaint reviewed by the Board and shall ensure that any documents or records used by the Board are maintained in that file. The Staff Liaison shall be the custodian of the files of the Board which may be accessed by any member of the Board during designated hours. No case files or documents contained within

the complaint file should be removed, copied, photographed, or shared outside of the Board's executive session.

Section 4.5. Action to be Taken by Board

The Board shall review the complaint materials on-site in their entirety upon receipt and prepare for discussion at the next available Board meeting or special meeting dependent on the severity of the allegations. During the meeting, the appeal may be discussed during executive session. The recommendation of the Board will be the result of a vote count of members and will include the reasoning for such a recommendation. All members present must support/dissent from the recommendation unless recused from voting. One of the following findings must be issued

- A. **Approval:** Agree with the disposition of the Chief of Police.
- B. **Disapproval:** Disagree with the disposition of the Chief of Police.

The recommendation of "approval" or "disapproval" rendered by a vote of the Board (or no recommendation in the event of a tie vote) is final and shall be sent to the City Manager. There is no appeal process once the recommendation has been submitted.

Section 4.6. Communication of findings: The Chair shall ensure that the Board's decision will include the reasoning for such a recommendation. The Board's written report, signed by the Chair, shall then be promptly provided to the City Manager, and shall remain confidential in accordance with applicable law.

**ARTICLE V – BOARD REPORTS AND REVIEWS**

Section 5.1. Annual report of the Board

An annual report of the prior calendar year, detailing the activities of the Board shall be prepared by the Chair, approved by the Board, and submitted to the Mayor, City Council, City Manager, and Chief of Police. Such a report shall be submitted for approval to the Board at the beginning of the year and shall be acted upon as soon as practicable. The report shall be forwarded to the city officials immediately upon approval by the Board.

Section 5.2: Annual Review by Board

The Board shall conduct an annual review to evaluate the City's citizen complaint investigation and review process. Such review shall include an analysis of trends and patterns in appealed citizen complaints. Upon completion of the annual review, the Board shall transmit to the Mayor, City Council, City Manager, and Chief of Police its written findings incidental to such review and all remedial recommendations, including any proposed amendments to the Departments' General Orders the Board determines advisable. Such a review shall be submitted with the annual report or reasonably soon thereafter.

# **ROCK HILL CLEAN & GREEN BYLAWS**

ADOPTED: 8-3-1987

AMENDED: 3-7-1988, 12-5-1988, 11-4-1991,  
10-5-1992, 1-4-1993, 6-1-1998, 2-3-2003, 4-5-2004, 10-2007, 5-2008, and 5-2012

## **ARTICLE I –NAME**

The organization shall be known as Rock Hill Clean & Green, hereafter referred to as the Board.

## **ARTICLE II –PURPOSE**

The purpose of the Board shall be:

- A. To develop and implement programs in cooperation with government, business, industry, and citizens of the Rock Hill community to produce a sustained reduction of litter;
- B. To study and develop plans for improving cleanliness in the city and aid in the removal and elimination of trash and debris from streets, alleys, lots, and yards;
- C. To review and recommend ordinance changes regarding litter and solid waste handling and encourage strict enforcement;
- D. To promote public interest in litter reduction, recycling, and general beautification of Rock Hill through continuous public awareness and education programs;
- E. To initiate, plan and coordinate efforts to beautify Rock Hill;
- F. To advise and recommend plans to the City pertaining to other issues of general community appearance including, but not limited to, recycling, sign control, historic preservation, entrances, and neighborhood improvement; and
- G. To solicit, accept and use donations of money, services, products, property, and facilities for use by the Board for the accomplishment of its objectives.

## **ARTICLE III –ORGANIZATIONAL STRUCTURE**

### **Section 1: MEMBERSHIP**

The Board shall consist of 15 voting members who will serve without compensation. Members must reside within the Rock Hill School District Three boundaries. In addition, the Public Works Director, Executive Director, Environmental Education Specialist, and Community Improvement Specialist shall serve as advisors.

### **Section 2: TERMS AND APPOINTMENTS**

Members will be appointed by City Council for three-year terms.

### Section 3: VACANCIES

Vacancies occurring in the Board, whether by expiration of the term or otherwise, shall be filled by City Council for the new or unexpired term, as appropriate.

### Section 4: OFFICERS AND ELECTION OF OFFICERS

Officers shall consist of a Chairperson and a Vice-Chairperson elected for two-year terms by the membership at the last regular meeting of the fiscal year. Officers shall serve no more than two consecutive terms in the same office. A nominating committee consisting of the Board Development Subcommittee shall meet to choose a slate of officers. The proposed slate shall be sent in writing to each member of the Board in advance of the general election meeting. Nominations will be accepted from the floor with the written consent of the candidate before calling for a vote.

- A. Chairperson - Shall preside at all regular and special meetings, shall serve as an ex-officio member of each subcommittee, shall appoint ad hoc committees and task forces as needed and upon the direction of the Board, may present the annual report to City Council, serve as spokesperson for the Board at public functions and in media, and perform such other duties as the Board elects.
- B. Vice-Chairperson - Shall act in the absence and with the same powers as the Chairperson and shall exercise such other duties as may be required by the Board. The office of vice-chairman shall be elected for a term of two years. The vice-chairman shall become chairman and then past chairman. This will be a four-year commitment on behalf of the vice-chairman.

### Section 5: SUBCOMMITTEES

The Standing Subcommittees of Rock Hill Clean & Green shall be:

- A. Board Development Subcommittee
- B. Beautification/Litter Subcommittee
- C. Finance Subcommittee
- D. Municipal Subcommittee
- E. Recycling Subcommittee
- F. Education Subcommittee
- G. Cool Cities Subcommittee

The Board may establish any other subcommittees from time to time as are deemed necessary for the purpose of the Board. One or more staff persons shall be assigned to each subcommittee and shall serve as ex-officio members of subcommittees. Board members must actively participate in at least one subcommittee.

Each subcommittee shall: choose a chairperson, recruit members from the general public, set goals and action plans, notify members of subcommittee meeting dates, prepare an agenda for each meeting, submit project plans and funding sources to the Board for approval, report subcommittee activities to the Board, submit annual reports and other duties as may be required.

#### Section 6: VOTING RIGHTS

Only the appointed members of the Board shall vote. Advisors, as provided in Article III, Section 1, shall not vote. All voting shall be by voice vote. However, the Chairperson may call for a secret ballot.

#### Section 7: FISCAL YEAR

The Board's business year shall be July 1 to June 30.

#### Section 8: FUNDING

Funds appropriated by City Council in connection with the program shall be disbursed as are other appropriations through the budget of the Recycling/Community Improvement Division of the Public Works Department of the City of Rock Hill. The Board may also accept and use grants and gifts from private and public sources for the exercise of its functions.

#### Section 9: REPORTS

The Board shall provide full and complete annual reports to City Council and such other reports from time to time as may be necessary or requested. Each subcommittee shall submit a report of its activities each year to the Chairperson.

### **ARTICLE IV –MEETINGS**

#### Section 1: REGULAR MEETINGS

Meetings shall be held once per month, with the exception of July and December, at a day and time agreed upon by the members. Members shall be given timely notice by mail of all regular meetings.

#### Section 2: SPECIAL MEETINGS

Special meetings may be held whenever ordered by the Chairperson or when requested by one-third of the Board members. Notice of time, place, and purpose of each special meeting must be given to each member at least three days prior to the meeting.

#### Section 3: QUORUM

For the transaction of business, a simple majority of the voting members of the Board shall constitute a quorum at any regular or special meeting. Proxy votes shall be allowed at the discretion of the Board.

#### Section 4: ATTENDANCE

If any member of the Board misses two consecutive regular meetings without advance notice, the Chairperson of the Board shall notify the member in writing. Unless the member attends the next regularly scheduled meeting, the Chairperson shall recommend the member's resignation from the Board to the Board Development subcommittee for consideration.

## Section 5: PARLIAMENTARY PROCEDURE

The meetings shall be guided by the most recent edition of Robert's Rules of Order.

## **ARTICLE V –STANDING SUBCOMMITTEES AND DUTIES**

### Section 1: SUBCOMMITTEE MEETINGS

Subcommittees shall hold meetings on a regular basis or at least once per year at such time and place as shall be determined by its members. The Chairperson of the Board and Executive Director or other assigned staff liaison shall be notified of the meeting time and place as ex-officio members.

### Section 2: GOALS AND REPORTS

Each subcommittee shall submit to the Board an annual list of goals and action plans no later than the January general meeting date.

### Section 3: BOARD DEVELOPMENT SUBCOMMITTEE

This subcommittee shall make recommendations to City Council on Board member appointments and reappointments; plan and implement Board training and award functions; regularly review Bylaws and Board policies; govern attendance policy; and serve as the nominating committee for officers. The subcommittee shall be composed of the Board Chairperson, Vice-Chairperson, staff, and two or more at-large members of the Board.

### Section 4: LITTER/BEAUTIFICATION SUBCOMMITTEE

This subcommittee shall be responsible for educating the business sector on litter prevention, ordinances, waste reduction, and recycling; encouraging general appearance improvements; securing commitments from the business sector; developing special projects for business groups that further the purpose of the Board. This subcommittee shall promote litter reduction and beautification through public awareness, education, and special events designed to reach every segment of the population; and assist in the completion of each photometric index analysis.

### Section 5: MUNICIPAL SUBCOMMITTEE

This subcommittee shall review and recommend changes to ordinances relating to signage, litter, solid waste, recycling, and community appearance; encourage enforcement practices; recommend new procedures and technology in waste handling; work to educate groups in the municipal sector on related issues and activities;-work with city departments to further the purpose of the Board.

### Section 6: RECYCLING SUBCOMMITTEE

This subcommittee shall coordinate community activities to raise awareness of recycling and increase participation among residents and businesses; promote waste reduction, reusing recycling by all sectors of the community; promote the purchase of goods with recycled content; develop projects which further the purpose of the Board.

### Section 7: SCHOOLS SUBCOMMITTEE

This subcommittee shall be responsible for developing and implementing educational programs on litter, recycling, and other related issues to involve all public and private schools and colleges including faculty, students, and staff; develop projects which further the purpose of the Board.

Section 8: COOL CITIES SUBCOMMITTEE

This subcommittee shall support the Mayor, City of Rock Hill, and other Cool City participants by researching, developing, and promoting Cool City initiatives. In addition, this subcommittee shall make recommendations on new Cool City initiatives to the Mayor and City Council. At least one representative from this subcommittee will meet with the larger Cool City Committee.

**ARTICLE VI –STAFFING**

Section 1: EXECUTIVE DIRECTOR

The Executive Director shall be the Recycling/Community Improvement Coordinator for the City of Rock Hill, Recycling/Community Improvement Division of the Public Works Department. The director shall serve as the chief administrative officer of the Board; shall be responsible for coordinating the implementation of policies and programs as determined by the Board; shall serve as a resource and advisor in program planning; shall be a non-voting advisor of the Board and all subcommittees;-shall manage the office of the Board; shall be the custodian of all records of the Board, shall serve as a representative of the organization in the community.

Section 2: ENVIRONMENTAL EDUCATION SPECIALIST

This staff member shall assist in the coordination and implementation of Board programs; shall serve as a resource and advisor for educational program planning; shall be an advisor and ex-officio member of the Schools Subcommittee and other subcommittees as directed by the Board and Director; shall coordinate and implement all classroom lessons, field trips, lending library, and school programs.

Section 3: COMMUNITY IMPROVEMENT SPECIALIST

This staff member shall maintain records and reports as necessary for the Keep America Beautiful System; keep minutes of the meetings, and handle correspondence.

Section 4: OTHER STAFF

Other City employees may serve as advisors, ex-officio members of subcommittees, or project chairpersons at the direction of the Chairperson and Director.

**ARTICLE VII –AMENDMENTS**

These Bylaws may be amended by a two-thirds vote of the Board members present at any regular meeting with a quorum present, provided that the proposed amendment has been presented in writing to each member prior to said meeting. The Board Development Subcommittee shall, at least every two years, review current Bylaws and propose to the Board any necessary revisions.

# **CITY OF ROCK HILL COMMUNITY RELATIONS COUNCIL**

## **BYLAWS**

ADOPTED: 5-13-14

### **ARTICLE I - NAME**

The name of this organization shall be the City of Rock Hill Community Relations Council, hereinafter referred to as the Council.

### **ARTICLE II - PURPOSE**

To promote respect, appreciation, and understanding of diversity among all people in our community by promoting positive human relations and reducing discrimination, assessing and responding to the human relations needs of our community, serving as a source of information, and advocating and recognizing change to achieve our mission.

### **ARTICLE III - OBJECTIVES**

- A. Initiate opportunities to work cooperatively with elected officials; civic, business, and community leaders; and other interested citizen groups to develop and promote greater awareness in our community of the principles of diversity, racial harmony, social justice, and nonviolence.
- B. To provide a forum wherein the concerns, issues, and situations that hold the portent for the actuality of racial divisiveness among the citizens of Rock Hill shall be heard, discussed, studied, investigated, and considered in order to enhance understanding.

### **ARTICLE IV – BUSINESS YEAR**

For purposes of record-keeping and transacting business, the Council's business year shall be considered to run from January 1 to December 31.

### **ARTICLE V - COUNCIL OPERATIONS**

- A. The Council shall meet at a time and place determined by the Council Chair and shall meet at least once per quarter during the business year.
- B. Members shall be reminded of all regular meetings at least 24 hours in advance. At least 24-hour notice must be provided for special called or emergency meetings.
- C. Special or emergency change of meetings may be called by the Council Chair.
- D. In addition, the membership may call a special meeting upon request of one-third of the active membership stating the purpose of the special meeting and giving a minimum of 24 hours' notice.
- E. Discussion to obtain consensus will be the prevailing procedure used at meetings.
- F. Robert's Rules of Order will be used to conduct all meetings.

- G. A quorum will consist of one-half the active membership plus one. The Staff Liaison is not a voting member.
- H. Board actions shall be decided by a majority vote of the members present, provided there is a quorum, with each member having one vote.
- I. Meeting minutes shall be recorded for each meeting. Minutes from each meeting will be distributed to each Council member at least 48 hours prior to the next scheduled meeting.
- J. Any matter to be brought before the Council must be placed on the agenda and must be submitted at least 7 business days prior to the regular meeting of the Council with the exception of special called or emergency meetings in which case items for the agenda should be submitted at least 24 hours in advance.
- K. Executive Session shall occur upon the affirmative vote of a majority of the Executive Committee members (*defined in Article VI*) upon the necessity of such a meeting. This vote shall be taken in public and after the Council Chair cites the specific reasons for the need for an Executive Session. The Staff Liaison shall attend the Executive Session.

#### **ARTICLE VI - OFFICERS**

- A. Officers will be elected by a simple majority of the active membership.
- B. Officers will include a Council Chair, Council Vice-Chair, Secretary, and the standing subcommittee chairs. The Executive Committee is comprised of these officers.
- C. Officers will be nominated no later than the January Council meeting. Elections will be held in February. Newly elected officers will assume responsibilities at the March meeting.
- D. No officer shall serve more than two consecutive terms in the same capacity.

#### **ARTICLE VII - SUBCOMMITTEES**

- A. The Council Chair shall serve as an ex-officio member of all subcommittees.
- B. All appointments to the subcommittees shall be made by the Council Chair.
- C. Standing subcommittees shall be established as follows:
  - Martin Luther King Interfaith Prayer Breakfast Subcommittee
  - Black History Month Program Subcommittee
  - Race Equality Week Subcommittee
  - Budget Subcommittee
  - Publicity Subcommittee

- D. The Budget Subcommittee shall be made up of the Council Chair, the Council Vice-Chair, the MLK Subcommittee Chair, the Race Equality Week Subcommittee Chair, and the Black History Month Subcommittee Chair.
- E. The Council may create subcommittees as required for adequate functioning of the organization.

#### **ARTICLE VIII - MEMBERSHIP AND MEMBER RESPONSIBILITIES**

- A. The Council shall be composed of 15 individuals from diverse segments of the community who reside within the boundaries of Rock Hill School District Three. The number of members may be adjusted as necessary and appropriate by the affirmative vote of City Council.
- B. Members shall be appointed by City Council to staggered three-year terms and may be eligible for reappointment by City Council.
- C. Each member is expected to attend meetings and participate in committee activities.
- D. Each member is expected to study the issues or problems that come before the committee in order to contribute to the resolution process.
- E. If any member is absent without just cause for more than three consecutive regular meetings, the Council may recommend to City Council to declare the position vacant and appoint a replacement.
- F. Members may resign from the Council at any time with written notification to the Council Chair.
- G. Any Council member may be removed for neglect of duty or malfeasance in office by the legal procedures set by the City and State.
- H. All vacancies, whether those occurring by term expiration or those occurring prior to term end, shall be filled by City Council. Council members may recruit prospective members to recommend to City Council for consideration and appointment.
- I. All participants (Voting Members, Ad Hoc Participants, and Ad Hoc Resources) must treat all sensitive discussions and correspondence with the utmost confidentiality.

#### **ARTICLE IX - AD HOC**

- A. Ad Hoc Participant: Actively supports events and programs. Receives event-specific information such as flyers and volunteer requests. Has no voting privileges, and therefore their presence does not count toward a quorum.
- B. Ad Hoc Resource: Serves as an event-specific consultant on an as-needed basis. Has no voting privileges, and therefore their presence does not count toward a quorum.

## **ARTICLE X - AMENDMENTS**

- A. These Bylaws (excepting the mission and the number of members) may be amended by a majority vote of active membership provided that the proposed amendment shall have been read at a previous meeting or provided that it has been mailed to each member at least 30 days before action is taken.
  
- B. These Bylaws may be amended or dissolved by an affirmative vote of City Council.

**CITY OF ROCK HILL  
CONSTRUCTION AND FIRE PREVENTION CODE BOARD OF  
APPEALS**

**CONSTITUTION AND BYLAWS**

ADOPTED: 4-8-2019

**ARTICLE I - NAME**

The name of this organization shall be the “City of Rock Hill Construction and Fire Prevention Code Board Appeals,” hereinafter referred to as the Board.

**ARTICLE II -PURPOSE**

The Construction & Fire Prevention Code Board of Appeals hears appeals for the fire prevention code, electrical, gas, plumbing, building, and mechanical codes

**ARTICLE III – OBJECTIVES AND FUNCTIONS**

The Board shall:

- A. Hear grievances and appeals regarding the application, administrative decisions, and interpretations of the International Building code, International Residential Code, International Mechanical Code, International Plumbing Code, International Fuel and Gas Code, International Fire Code, and National Electrical Code.
- B. Provide educational opportunities for contractors, including but not limited to building trades and fire safety contractors, design professionals as well and other interested parties or organizations.

**ARTICLE IV– PROCEDURES**

- A. All appeals must be made to the Board within fifteen (15) business days of the decision rendered by the Building or Fire Official.
- B. All appeals must be submitted in writing on appropriate appeals forms available through the Inspections or Fire Marshal’s office.
- C. The Board must meet and render a decision within ten (10) business days of receipt of the written appeal. Members will be notified of the meeting time by the Building or Fire Official.
- D. A certified letter explaining the Board’s decision must be sent to the appellant immediately after the decision is rendered. A copy of this letter will be maintained by the Building or Fire Marshal.
- E. If the decision is reversed or modified, the Building or Fire Official must take immediate action in accordance with the decision.

**ARTICLE V – BUSINESS YEAR**

For the purpose of record-keeping and transactions of business, the Board’s business year shall be considered as January 1 to December 31.

**ARTICLE VI – MEMBERSHIP**

- A. Five members appointed by City Council. The membership shall be comprised of the following individuals: 1 building contractor, 1 fire safety professional, 1 design professional, and 2 at-large representatives with one of the following expertise: electrical contractor or electrical engineer, mechanical contractor or mechanical engineer, gas contractor plumbing contractor, or structural engineer/architect. The Board shall consist of volunteer members who reside within the City of Rock Hill city limits or whose business is located within the City of Rock Hill city limits.
- B. Members shall serve for a renewable term of three years (staggered terms) and shall be appointed by an affirmative vote of City Council.
- C. Each member of the Board is entitled to one vote in all transactions of business brought before the Board.
- D. Membership shall not be restricted with regard to race, religion, color, gender, national origin, or age.

**ARTICLE VII – VACANCIES**

- A. Vacancies on the Board shall be filled by a majority vote of City Council.
- B. Resignations from the Board should be submitted in writing to the Chair at least 30 days prior to the next regularly scheduled meeting. Vacancies will be filled by a majority vote of City Council for the unexpired term.
- C. If any Member is absent without cause for more than three consecutive regular meetings, the Board may recommend to City Council to declare that position vacant and appoint a replacement.

**ARTICLE VIII – OFFICERS**

- A. There shall be a chairman and vice-chairman elected annually. The Building or Fire Official shall serve as the secretary.
- B. The duties of the officers shall be such as usually pertain to those offices. The Chair shall preside at all meetings of the Boards, serve as a representative of the Board when necessary, and appoint subcommittees. The Vice-Chair shall preside in the absence of the Chair and serve as an ex-officio member of any subcommittees as designated by the Chair.

**ARTICLE IX – MEETINGS**

- A. Meeting of the Board shall occur as needed at a time and place determined by the Chairperson. An annual meeting shall be held on the second Tuesday in the month of

February.

- B. Meetings of the Board for the purpose of reviewing appeals shall be held within ten (10) business days of receipt of any written appeal.
- C. Special meetings or emergency meetings may be called by the Chair, or by request of one-third (1/3) of the members stating the purpose(s) and giving at least 48 hours notice.
- D. Members shall be notified of all regular meetings at least one week in advance. For special meetings and emergency meetings, at least 24 hours must be provided.
- E. For the transaction of business, a majority of the membership of the Board shall constitute a quorum.
- F. Meetings shall be guided to the extent practicable by the most recent edition of Robert's Rules of Order.

**ARTICLE X – AMENDMENTS**

These Bylaws may be amended or dissolved by an affirmative vote of City Council.

# **CITY OF ROCK HILL DOWNTOWN PARKING MANAGEMENT COMMISSION**

## **BYLAWS**

ADOPTED: 1-20-2011

### **ARTICLE I –NAME AND OFFICE**

#### Section 1: NAME

City of Rock Hill Downtown Parking Management Commission (“Commission”)

#### Section 2: PRINCIPAL OFFICE

The principal office of the Commission will be located in Rock Hill City Hall.

#### Section 3: OTHER OFFICES

The Commission may have offices at such other place or places as the Commission may designate from time to time.

### **ARTICLE II – PURPOSE**

The purpose of the organization is to manage and plan for the parking needs of downtown Rock Hill.

### **ARTICLE III –MEMBERSHIP**

#### Section 1: COMPOSITION

Membership of the Commission shall be comprised of representatives of for-profit businesses, government, residents, not-for-profit organizations, and religious institutions located within the boundaries as shown on the Downtown Parking Management Plan (see attached image) who use public resources for the purposes of providing parking for employees, members, residents, visitors, and customers. In addition to having a stake hold in Downtown Rock Hill, members must reside within the Rock Hill City limits.

#### Section 2: MEETINGS

Meetings of the Commission will be called on an as-needed basis for the purpose of transacting business as may come before the Commission. Meetings will be called and scheduled by the designated City of Rock Hill Parking Management Administrator (“Parking Administrator”). Members of the Commission may call a special meeting anytime based on a request from at least four (4) of the Commission members.

#### Section 3: NOTIFICATION OF MEETINGS

The Parking Administrator is responsible for notifying members of the time, place, and purpose of meetings, whether regular or special at least seven (7) days before such meetings.

#### Section 4: QUORUM

A quorum of not less than four (4) members shall be required for the transaction of business at any meeting.

### Section 5: ORGANIZATION

The Chairman, and in his absence, the Vice-Chairman, and in the absence of the Chairman and Vice-Chairman, a chairman chosen by the members present, shall preside at each meeting of the Commission, and shall act as chairman thereof. Meetings of the Commission shall be governed by the current edition of Robert's Rules of Order to the extent that such rules do not conflict with these Bylaws or with any special rules of order that the Commission may adopt.

## **ARTICLE IV –COMMISSION**

### Section 1: POWERS

The corporate powers, business, and property of the Commission shall be exercised, conducted, and controlled by the Downtown Parking Management Commission. In addition to the power and authority conferred upon them, the Commission may exercise all such powers of the Commission and do all such lawful acts and things as are not prohibited by law.

### Section 2: COMPOSITION

There shall be seven (7) members of the Commission not including the Parking Administrator. The Commission shall be appointed by Rock Hill City Council.

### Section 3: TERM OF OFFICE

The term of office of each member of the Commission shall begin immediately upon his/her appointment and shall continue for a period of three (3) years unless otherwise indicated by Rock Hill City Council at the time of appointment. If a Commission member's successor is not elected on the day designated for that purpose, he shall hold his office and discharge his duties until his/her successor is elected.

### Section 4: VACANCIES

In case of vacancies occurring on the Commission through death, resignation, disqualification, disability, or any other cause, such vacancy will be filled by vote of City Council. The newly appointed Commission member shall serve the remaining time provided on the vacant term.

### Section 5: REGULAR MEETINGS

Regular meetings of the Commission shall customarily be held at its principal office and will be held as needed.

### Section 6: QUORUM

A quorum of not less than four (4) members shall be required for the transaction of business at any meeting.

### Section 7: SPECIAL MEETINGS

Special meetings of the Commission for any purpose or purposes shall be called by the Chairman or upon request of at least four (4) Commission members.

### Section 8: ORGANIZATION

The Chairman, and in his absence the Vice-Chairman, and in the absence of the Chairman and Vice-Chairman, a chairman pro tempore, chosen by a quorum of the Commission present, shall

preside at each meeting of the Commission and shall act as chairman thereof. Meetings of the Commission shall be governed by the current edition of Robert's Rules of Order to the extent that such rules do not conflict with these Bylaws or with any special rules of order that the Commission may adopt.

## **ARTICLE V –OFFICERS**

### **Section 1: EXECUTIVE OFFICERS**

The executive officers of the Commission shall be a Chairman, Vice Chairman, and Secretary/Treasurer. The Chairman, Vice-Chairman, and Secretary/Treasurer shall be elected by the Commission at the first meeting of each calendar year.

### **Section 2: DUTIES**

- A. Chairman - The Chairman shall preside at all meetings of the Commission and, except as any such duty may be imposed upon some other officer by resolution of the Commission, the Chairman shall perform all such duties as are customarily entrusted to and performed by the Chairman of the Commission.
- B. Vice-Chairman - The Vice-Chairman shall assume the duties of the Chairman in the absence of the Chairman.
- C. Secretary/Treasurer - The Secretary/Treasurer shall assist the Chairman in establishing and maintaining the Commission's books of account, minutes, roles, and all other paperwork related to the operation of the organization. The Secretary/Treasurer, or his representative, shall also record the proceedings of the Commission meetings and maintain adequate records.

## **ARTICLE VI –SUBCOMMITTEES**

The Commission may by resolution adopted by a majority of the Commission members, designate one or more subcommittees. The Commission may delegate management authority including decisions related to Commission actions to such a subcommittee. The subcommittee(s) shall be subject to the same restrictions that apply to the Commission.

## **ARTICLE VII –GENERAL PROVISIONS**

### **Section 1: FISCAL YEAR**

The fiscal year of the Corporation shall begin on the first day of January in each calendar year and shall terminate on the last day of December.

### **Section 2: INDEMNIFICATION**

Every person who is or has been an officer, Commission Member, or staff member, shall be indemnified by the City of Rock Hill against all expenses reasonably incurred by any such party in connection with any action, suit, or proceeding to which any such party may be a party

defendant, or with which that party may be threatened by reason of or growing out of or in relation to that party being or having been a director, officer, Commission member, or staff member of the Commission. The term "expenses" includes amounts paid in satisfaction of judgments or in a settlement, other than amounts paid to the Commission itself. The Commission shall not, however, indemnify any officer, Commission Member, or staff member in relation to matters as to which that party shall be adjudged liable for negligence or misconduct in the performance of that party's duties as such officer, Commission member, or staff member. Further, the Commission shall not indemnify any officer, Commission member, or staff member in case of settlement unless such settlement shall be approved by a majority of the City Council of Rock Hill then in office other than those involved (regardless of whether or not such majority constitutes a quorum.)

### Section 3: GOVERNING LAW

These Bylaws are subject to and applicable to current law including the City of Rock Hill Municipal Code, Section 18.

### **ARTICLE VIII –ADOPTION AND AMENDMENT**

These Bylaws may be adopted or amended by a majority vote of the Commission members present at a regular meeting of the Commission. However, if the mission of the Commission changes, or the number of required members changes, then only City Council may amend these bylaws.

These Bylaws may be amended or dissolved by an affirmative vote of City Council at any time.

# BOARD OF HISTORIC REVIEW

## BYLAWS

ADOPTED: 5-14-2007

### **ARTICLE I –POWERS AND DUTIES**

In addition to the powers and duties authorized by other laws, the BHR shall have the following powers and duties under this ordinance:

#### Section 1: CERTIFICATES OF APPROPRIATENESS

- A. To review and decide applications for Certificates of Appropriateness for Historic Properties and lands within Historic Overlay (YH) districts (Sections 2-300(G)(1)).
- B. To delegate the review of certain types of applications for Certificates of Appropriateness to the Development Services Direction (Section 2-300(G)(1)).

#### Section 2: CERTIFICATE OF HARDSHIP

To review and decide applications for Certificates of Hardship (Section 2-300(G)(2)).

#### Section 3: APPEALS

To hear and decide appeals on:

- A. Decisions of the Development Services Director on Certificates of Appropriateness (Section 2-300(G)(1)).
- B. Interpretations of the Development Services Director on matters related to the Historic Property and Historic Overlay (YH) district regulations (Section 2-300(G)(6)).

#### Section 4: HISTORIC OVERLAY (YH) DISTRICTS

To recommend to the Planning Commission and City Council the establishment, expansion, reduction, or elimination of Historic Overlay (YH) districts (Section 2-300(A) and Section 3-500(B)(2)).

#### Section 5: HISTORIC PROPERTIES

To recommend to the Planning Commission and City Council the establishment and designation of Historic Properties (Section 2-300(A) and Section 3-500(B)(2)).

#### Section 6: DESIGN GUIDELINES FOR HISTORIC PROPERTIES AND HISTORIC OVERLAY DISTRICTS

To establish and amend design guidelines for each Historic Overlay (YH) district and the Historic Properties, subject to Planning Commission review and recommendation and approval of City Council.

Section 7: INVENTORY OF CITY’S HISTORIC RESOURCES

To maintain an inventory of buildings, structures, objects, sites, and districts that comprise the historic resources of the City.

Section 8: NATIONAL REGISTER NOMINATION

To conduct the first review and evaluation of all proposed National Register nominations within the City in accordance with procedures established by the South Carolina Department of Archives and History, and nominate buildings, structures, sites, objects, or districts to the National Register of Historic Places in accordance with the standards set forth by the United States Department of the Interior and the South Carolina Department of Archives and History.

Section 9: ADVICE AND ASSISTANCE TO LAND OWNERS

To provide advice and assistance to landowners and their agents concerning:

- A. The physical and financial aspects of preservation, renovation, rehabilitation, and re-use of Historic Properties or buildings and structures located in the Historic Overlay (YH) Districts.
- B. The procedures for inclusion of lands on the National Register of Historic Places.
- C. The treatment of the historical and visual characteristics of lands listed on the National Register of Historic Places.
- D. The treatment of the historical and visual characteristics of lands designated as Historic Properties or located within Historic Overlay (YH) Districts.

Section 10: ADVISE CITY COUNCIL

To provide advice to the City Council concerning:

- A. The funding necessary to administer the Historic Properties and Historic Overlay (YH) district regulations.
- B. The retention of experts to assist in the administration and implementation of the Historic Properties and Historic Overlay (YH) district regulations.
- C. Amendments to the Historic Properties and Historic Overlay (YH) district regulations, and additional ordinances and regulations needed to preserve and protect the City’s historic resources.

Section 11: PROPOSE TO CITY COUNCIL SPECIFIC RELIEF FROM UNSAFE BUILDING ABATEMENT CODE

To propose to the City Council the adoption of ordinances and regulations that grant relief to Historic Properties and lands in the Historic Overlay (YH) Districts from the Unsafe Building Abatement Code.

Section 12: OFFER EXPERTISE

To offer and provide expertise to any person or entity on any matter affecting historically or architecturally significant properties in the City.

Section 13: CONFER RECOGNITION

To confer recognition on persons who further the goals of the Historic Properties and Historic Overlay (YH) district regulations.

Section 14: EDUCATION

To engage in educational activities and publish information to further the understanding of historic preservation issues in the City.

**ARTICLE II –MEMBERSHIP**

Section 1: NUMBER

The BHR shall consist of seven (7) members.

Section 2: QUALIFICATIONS

- A. All members of the BHR shall be residents of the City.
- B. No member shall be a member of the City Council or a City employee.

Section 3: APPOINTMENT

Each member shall be appointed by the City Council.

Section 4: OTHER OFFICE

No member shall hold another municipal office in the City.

Section 5: TERMS OF OFFICE

The term of office of the members shall be three (3) years and shall be staggered.

Section 6: RESIGNATION

Any member who resigns from the BHR prior to the end of the member's term shall do so in writing to the Chair.

Section 7: REMOVAL

Any member of the BHR may be removed for cause by the City Council, or for more than four (4) unexcused absences over the course of one (1) calendar year after written charges have been filed, and the member is provided an opportunity to respond at a meeting.

Section 8: FILLING OF VACANCY

Vacancies occurring for reasons other than expiration of terms shall be filled for the period of the unexpired term in the same manner as the original appointment.

Section 9: COMPENSATION

Members of the BHR shall serve without compensation.

**ARTICLE III –CHAIR AND VICE-CHAIR**

Section 1: GENERAL

The BHR shall elect a Chair and Vice-Chair.

Section 2: TERM OF OFFICE

The term of office of the Chair and Vice-Chair shall be one (1) year, or until a new Chair and Vice-Chair is elected by the membership.

Section 3: GENERAL DUTIES

- A. The Chair shall preside at all meetings of the BHR, decide all points of order on the procedure, administer oaths, compel the attendance of witnesses by subpoena, and take such action as shall be necessary to preserve the order and integrity of all proceedings before the BHR.
- B. In the absence of the Chair, the Vice-Chair shall act as Chair and shall have all powers of the Chair. In the absence of the Chair and Vice-Chair, the most senior member of the BHR shall act as Chair and shall have the powers of the Chair.

**ARTICLE IV –STAFF**

The Development Services Director shall serve as the professional staff to the BHR and provide it with administrative support.

**ARTICLE V –MEETINGS AND HEARINGS**

Section 1: GENERAL

Meetings of the BHR shall be held at the call of the Chair and at such other times as the BHR may determine. The BHR shall not be required to meet if the Chair determines that there are no agenda items to consider.

Section 2: OPEN TO PUBLIC

All meetings shall be open to the public.

Section 3: PUBLICATION OF NOTICE

Publication of notice of all BHR meetings shall be provided.

**ARTICLE VI –QUORUM AND NECESSARY VOTE**

Section 1: QUORUM

Four (4) members of the BHR shall constitute a quorum. No official business of the BHR shall be conducted without a quorum present.

Section 2: DECISIONS

An affirmative vote of the majority of the quorum present is required for all decisions of the BHR.

**ARTICLE VII –RULES AND RECORDS**

Section 1: GENERAL

- A. The BHR shall keep minutes of its proceedings, showing its examinations, the vote of each member upon each question or, if absent or failing to vote, indicating that fact, and all other official action.
- B. The minutes of the BHR shall be considered the record of its proceedings and shall be considered a public record. The record shall be filed immediately in the office of the Development Services Director, which is considered the office of the BHR and shall be available to the public for inspection during normal business hours.

Section 2: ADDITIONAL RULES

The BHR may, by a majority vote of the entire membership, adopt such additional rules (including bylaws) governing its procedure as it may deem necessary or advisable, copies of which shall be made available for public inspection in the Development Services Director's office.

# HOUSING AUTHORITY OF THE CITY OF ROCK HILL

## BYLAWS

ADOPTED: 4-30-1965

AMENDED: 6-16-2015

### **ARTICLE I – THE AUTHORITY**

#### Section 1: NAME OF AUTHORITY

The name of the Authority shall be “Housing Authority of the City of Rock Hill”.

#### Section 2: SEAL OF AUTHORITY

The offices of the Authority shall be at 467 South Wilson Street, Rock Hill, South Carolina, or such other location as the Authority may from time to time designate by resolution.

#### Section 3: BOARD OF COMMISSIONERS

There shall be six Board of Commissioners comprising the Authority.

### **ARTICLE II – OFFICERS**

#### Section 1: OFFICERS

The officers of the Authority shall be a Chairman, a Vice-Chairman, and a Secretary.

#### Section 2: CHAIRMAN

The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by the resolution of the Authority, the Chairman shall sign all contracts, deeds, and other instruments made by the Authority. At each meeting, the Chairman shall submit such recommendations and information as he may consider proper concerning the business, affairs, and policies of the Authority.

#### Section 3: VICE CHAIRMAN

The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the Chairman, the Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall appoint a new Chairman.

#### Section 4: SECRETARY

The Secretary shall keep the records of the Authority, shall act as secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his office. He shall keep in safe custody the seal of the Authority and shall have the power to affix such seal to all contracts and instruments authorized to be executed by the Authority. He shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. The Secretary shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys

under the direction of the Authority. He shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or oftener when requested), an account of his transactions and also of the financial condition of the Authority. He shall give such bond for the faithful performance of his duties as the Authority may determine.

The compensation of the Secretary shall be determined by the Authority, provided that a temporary appointee selected from among the commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses).

#### Section 5: EXECUTIVE DIRECTOR

The Secretary shall be the Executive Director of the Authority, shall be appointed by the Authority, and shall have general supervision over the administration of the business and affairs of the Authority, subject to the direction of the Authority. He shall be charged with the management of the housing projects of the Authority. The Executive Director shall be authorized to execute all contracts, deeds, and other instruments made by the Authority subject to any limitations imposed by the Authority or applicable law, currently at \$25,000.00 as approved by the Board of Commissioners.

#### Section 6: ADDITIONAL DUTIES

The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the by-laws, rules, and regulations of the Authority.

#### Section 7: ELECTION OR APPOINTMENT

The Chairman and Vice-Chairman shall be elected at the annual meeting of the Authority from among the commissioners of the Authority and shall hold office for one year or until their successors are elected and qualified.

The Secretary shall be appointed by the Authority. Any person appointed to fill the office of Secretary, or any vacancy therein, shall have such term as the Authority fixes, but no Commissioner of the Authority shall be eligible to this office except as a temporary appointee.

#### Section 8: VACANCIES

Should the offices of Chairman or Vice-Chairman become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary becomes vacant, the Authority shall appoint a successor, as aforesaid.

#### Section 9: ADDITIONAL PERSONNEL

The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions as prescribed by the Housing Authorities Law of South Carolina, as amended, and all other laws of the State of South Carolina applicable thereto. The selection and compensation of such personnel (including the Secretary), shall be determined by the Authority subject to the laws of the State of South Carolina.

## **ARTICLE III – MEETINGS**

### **Section 1: ANNUAL MEETING**

The annual meeting of the Authority shall be held on the third Tuesday in April at 6 o'clock, p.m.

### **Section 2: REGULAR MEETINGS**

Regular meetings will be held on the third Tuesday of each month at 6:00 p.m. at the offices of the Authority or such other time, date, and location as may from time to time be determined by resolution of the Authority.

### **Section 3: SPECIAL MEETINGS**

The Chairman of the Authority may, when he deems it expedient, and shall, upon the written request of two members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered by personal delivery, United States mail, email, facsimile, or other electronic communication and must be delivered at least 24 hours prior to the time of such meeting.

At such a meeting, no business shall be considered other than as designated in the call, but if all of the members of the Authority are present at a special meeting, any and all business may be transacted at such a special meeting.

### **Section 4: QUORUM**

At all meetings of the Authority, a majority of the members of the Authority shall constitute a quorum for the purpose of transacting business; provided that a smaller number may meet and adjourn to some other time or until a quorum is obtained.

### **Section 5: ORDER OF BUSINESS**

At the regular meetings of the Authority, the following shall be the order of business:

1. Roll Call
2. Reading and approval of the minutes of the previous meeting
3. Bills and communications
4. Report of the Secretary
5. Reports of Committees
6. Unfinished business
7. New business
8. Adjournment

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

#### Section 6: MANNER OF VOTING

The voting on all formal resolutions, staff, organizational matters (including salaries), and other questions of unusual import shall be by roll call and the Ayes and Nays shall be fettered upon the minutes of the meeting.

In addition, the Chairman may, at his own discretion, or a majority of the Commissioners may order a roll call vote on any question, the results of which will be entered upon the minutes of such meeting. Questions of a routine nature will normally be voted upon *viva voce*. Voting on the election of officers may be by written ballot.

#### **ARTICLE IV – AMENDMENTS**

The bylaws of the Authority shall be amended only with the approval of at least three of the members of the Authority at a regular or special meeting but no such amendment shall be adopted unless at least seven days written notice thereof has been previously given to all of the members of the Authority.

# **ROCK HILL MAYOR'S COMMITTEE ON PEOPLE WITH DISABILITIES**

## **CONSTITUTION AND BYLAWS**

ADOPTED: 10-26-1982 (as the Mayor's Committee on Employment of People with Disabilities)  
AMENDED: 3-10-2010 (as the Mayor's Committee on People with Disabilities)

### **ARTICLE I –NAME**

The name of the organization shall be the Rock Hill Mayor's Committee on People with Disabilities, affiliated with the South Carolina Governor's Committee on Employment of People with Disabilities and the President's Committee on Employment of People with Disabilities.

### **ARTICLE II –COVERAGE**

The Rock Hill Mayor's Committee on People with Disabilities shall operate to serve persons in the geographic area of York County, South Carolina.

### **ARTICLE III –PURPOSE AND OBJECTIVES**

The purpose and objectives of the Committee shall be to:

- A. Promote public awareness and understanding of the capabilities of persons with disabling conditions;
- B. Provide service information to encourage persons with disabling conditions to use these services;
- C. Communicate with persons with disabling conditions and their families with reference to educational training and counseling opportunities available in the community.
- D. Develop partnerships with public schools, organizations, and other agencies that serve individuals with disabilities.

### **ARTICLE IV –FUNCTIONS**

The function of this Committee shall be to:

- A. Maintain a regular awareness program, through the news media and other resources, on the problems faced by persons with disabling conditions, how they are resolved, and contributions to the growth of the community;
- B. Secure active cooperation and support by employer, labor, veterans, civic and other community groups, as well as persons with disabilities.

- C. Plan and implement activities designed to promote awareness of disabilities. These activities would include, but would not be limited to, employment development, removal of architectural barriers, legislative and legal awareness, recognition and awards, public relations, and public transportation for persons with disabling conditions;
- D. Advocate with existing agencies, public schools, and organizations and, if necessary, promote the establishment of services for persons with disabilities;
- E. Distribute all incoming publicity materials received from the National and State level;
- F. Serve as an information exchange on activities planned and carried out by members and by other community organizations with respect to rehabilitation and services for persons with disabilities; and
- G. Cooperate with the Governor’s Committee on People with Disabilities in conducting specific employment of persons with disabilities.

**ARTICLE V –MEMBERSHIP**

Section 1: MEMBERS

The membership of this Committee shall be composed of nine individuals within the community. The Committee members shall be appointed by the Rock Hill City Council for three-year terms with reappointment at the Council’s discretion. The Committee shall include, but not be limited to, governmental, business, labor, veterans, medical, health, welfare, education, information, fraternal and religious groups, as well as individuals within the community who are interested in problems of persons with disabling conditions.

Section 2: VOTES

Each member is entitled to one vote.

Section 3: ABSENCES

Any member who misses three consecutive meetings without establishing reason with the chairperson shall automatically be removed. Reinstatement shall be at the discretion of the chairperson of the Committee.

Section 4: VACANCIES

Vacancies shall be filled by City Council.

**ARTICLE VI -OFFICERS**

Section 1: OFFICERS

The officers of this Committee shall be a chairman, vice-chairman, and treasurer. They shall be elected annually by the majority of the members present and voting.

Section 2: DUTIES

The duties of the officers shall be those as set forth by Robert’s Rules of Order.

Section 3: SECRETARY

The staff of the Rock Hill Parks, Recreation, and Tourism Department shall serve as secretary to the Committee, maintaining minutes and official records of the Committee, and distributing meeting notices.

**ARTICLE VII –COMMITTEES**

Section 1: SUBCOMMITTEES AND DUTIES

The chairperson, immediately following his or her election, shall appoint subcommittees, if needed.

Section 2: ADDITIONAL SUBCOMMITTEES

The local Committee or chairperson may establish additional sub or ad hoc committees, or task forces, to handle specific assignments. The local Committee or the chairperson may appoint the members of such authorized subcommittees or task forces from existing members of the Rock Hill Mayor’s Committee on People with Disabilities or other identified talented persons.

**ARTICLE VIII –MEETINGS**

Section 1: REGULAR MEETINGS

The Committee shall meet at least four times per year. The first meeting of the calendar year shall be held for the purpose of the election of officers. Members present, upon one week’s notification, shall constitute a quorum at each meeting.

Section 2: SPECIAL MEETINGS

In addition to the regular meetings, the chairperson or at least three members of the Committee may request a special meeting.

Section 3: MEETING GUIDELINES

The meeting shall be guided by the most recent edition of *Robert’s Rules of Order*.

**ARTICLE IX –AMENDMENTS**

These bylaws may be amended at any regular or special meeting of the Committee by a majority vote of those present, providing that a written notice of the proposed amendment shall be sent to all members three days prior to the meeting.

# PLANNING COMMISSION

## RULES OF PROCEDURE AND BYLAWS

ADOPTED: 7-11-2000

AMENDED: 8-9-2011

### **ARTICLE I –ORGANIZATION**

#### **Section 1: RULES**

These rules of procedure are adopted pursuant to S.C. Code subsection 6-29-360 for the City of Rock Hill Planning Commission which consists of seven (7) members appointed by City Council.

In addition to these Rules of Procedure, the Commission is governed by all applicable local, state, and federal laws including but not limited to the South Carolina Ethics Act (S.C. Code of Laws Section 8-13-10 et. seq.).

#### **Section 2: OFFICERS**

The officers of the Commission shall be a Chair and Vice-Chair elected for one-year terms at the May meeting of the Commission in each calendar year, or at the following meeting of the Commission if the Commission does not meet in May. The Commission shall appoint a member of the staff of the City as secretary of the Commission.

#### **Section 3: CHAIR**

The Chair shall be a voting member of the Commission and shall:

1. Call meetings of the Commission;
2. Preside at meetings and hearings;
3. Act as spokesperson for the Commission;
4. Sign documents for the Commission;
5. Transmit reports and recommendations to Council; and
6. Perform other duties approved by the Commission.

#### **Section 4: VICE CHAIR**

The Vice-Chair shall exercise the duties of the Chair in the absence, disability, or disqualification of the chairman. In the absence of the Chair and Vice-Chair, the acting Chair shall be the most senior member present.

#### **Section 5: SECRETARY**

1. The secretary shall:
2. Provide notice of meetings;
3. Assist the chairman in preparation of the agenda;

4. Keep minutes of meetings and hearings;
5. Maintain Commission records as public records;
6. Attend to Commission correspondence; and
7. Perform other duties normally carried out by a secretary.

#### Section 6: CONDUCT

The members of the Commission shall not discuss agenda items or other Commission business with applicants, interested parties, or members of the general public outside of the Commission's meetings.

However, members of the Commission may attend public neighborhood meetings regarding agenda items provided that the members do not participate in the discussions or otherwise act in any way that could be perceived as conducting business outside of a meeting of the Commission.

If a member of the Commission receives an invitation to a neighborhood meeting, he or she should notify staff prior to attending and should only attend if all of the other Commission members also are invited to attend. If a Commission member attends a neighborhood meeting at which all of the other Commission members are not present, he or she should report to the Commission at its next meeting what occurred.

### **ARTICLE II –MEETINGS**

#### Section 1: TIME AND PLACE

Regular meetings shall be held when an application that requires action by the Commission has been submitted. Generally, the regular meeting will be scheduled for the first Tuesday of each month. However, when a regular meeting date conflicts with a holiday, planning conference, or another special event that would result in the lack of a quorum, the regular meeting may be scheduled for a different day of the month. An annual schedule of regular meetings shall be adopted, published, and posted at the designated City office in December of each year.

An alternative meeting date shall be established and advertised for each regular meeting. If circumstances are such that moving the meeting to the alternative date is necessary, a notice of any change will be sent to the applicants and will be posted at City Hall. Such circumstances may include but are not limited to inclement weather or lack of a quorum of members present.

Special meetings may be called by the Chair or at the request of at least three (3) Commission members upon twenty-four (24) hours notice, posted, and delivered to all members and local news media.

Meetings shall be held at City Hall or such location as the Chair designates. The meeting location shall be stated in the notices. Meetings shall be open to the public.

#### Section 2: AGENDA

A written agenda shall be furnished by the secretary to each member of the Commission and the news media and shall be posted at least five (5) days prior to each regular meeting, and at least

twenty-four (24) hours prior to a special meeting. Items may be added to the agenda at the beginning of the meeting by a majority vote.

### Section 3: QUORUM

A majority of the members of the Commission shall constitute a quorum. A quorum shall be present before any business is conducted other than rescheduling the meeting.

A quorum shall continue to exist as long as a majority of the members of the Commission remain present in the room, regardless of whether one or more members has recused themselves from discussing or taking action on an agenda item.

### Section 4: RULES OF ORDER

Robert's Rules of Order shall govern the conduct of meetings except as otherwise provided by these Rules of Procedure.

### Section 5: VOTING

A member must be physically present in the room in order to vote.

Each member shall vote on every question unless disqualified by law. The South Carolina Ethics Act (S.C. Code of Laws Section 8-13-10 et. seq) governs disqualification. In relevant part, it says that a Commissioner “may not make, participate in making, or in any way attempt to use his office to influence a governmental decision in which he, a member of his immediate family, an individual with whom he is associated, or a business with which he is associated has an economic interest.”

- “Economic interest is defined as an interest distinct from that of the general public in a purchase, sale, lease, contract, option, or other transaction or arrangement involving property or services in which a Commissioner may gain an economic benefit of \$50 or more.”
- Immediate family is defined as a child residing in a Commissioner’s household, a spouse of the Commissioner, or an individual claimed by the Commissioner or the Commissioner’s spouse as a dependent for income tax purposes.
- “Business with which he is associated’ means a business of which the Commissioner or a member of his immediate family is a director, an officer, owner, employee, a compensated agent, or hold of stock worth \$100,000 or more at fair market value and which constitutes 5% or more of the total outstanding stock of any class.”
- “Individual with whom he is associated’ means an individual with whom the Commissioner or a member of his immediate family mutually has an interest in any business of which the person or a member of his immediate family is a director, officer, owner, employee, compensated agent, or holder of stock work \$100,000 or more at fair market value and which constitutes 5% or more of the total outstanding stock of any class.

The question of disqualification shall be decided by the member affected, who shall announce the reason for disqualification, give it to the Chair in writing, have it placed in the minutes, remove himself or herself from the dais, and refrain from deliberating or voting on the question.

Section 6: CONDUCT

Except for public hearings, no person shall speak at a Commission meeting unless invited to do so by the Commission.

**ARTICLE III –PUBLIC HEARINGS**

Section 1: NOTICE

The secretary shall give the notice required by statute or ordinance for all public hearings conducted by the Commission.

Section 2: PURPOSE

The purposes of a public hearing are to give all who have a legitimate interest in the matter an opportunity to be heard and to put before the Planning Commission all germane facts and opinions that may assist it in making its decision or recommendation.

Section 3: SIGNING UP TO SPEAK DURING A PUBLIC HEARING

Any interested party who would like to speak about any agenda item should sign a sign-in sheet at the meeting. However, any interested party will be allowed to speak about an agenda item even if he or she neglected to sign the sign-in sheet.

Section 4: PROCEDURES DURING THE PUBLIC HEARING

1. The Chair will call the agenda items in consecutive order.
2. Staff will make a report to the Commission. The Commission will have an opportunity to ask staff questions.
3. The applicant(s) will make an opening statement with a time limit of ten (10) minutes. The Commission will have an opportunity to ask the applicant(s) questions.
4. Each interested party for or against the application will have up to three (3) minutes to address the Commission, unless the person is a designated spokesperson for a Homeowners' Association or another large group, in which case he/she will have up to ten (10) minutes to speak on behalf of the group. The Chair may allot speakers more time. Speakers will be called in the order that they signed up to speak. At the podium, each speaker will need to state his/her name and address for the record and then make his/her comments. No person speaking at a public hearing shall be subject to cross-examination. All questions shall be posed by the members of the Commission.
5. The Commission may consider written comments from interested parties who were unable to attend the meeting.
6. At the Chair's discretion, the Commission may ask the applicant follow-up questions.
7. The planning staff will review the facts and circumstances of the application and give its

recommendation about the agenda item where appropriate.

8. Commission members will have an opportunity to comment and to ask questions of staff, the applicant, or any other speakers.
9. The Commission will take formal action to close the hearing.
10. The Commission will take action on the issue.

## **ARTICLE IV –RECORDS**

### Section 1: MINUTES

The secretary shall record all meetings and hearings of the Commission and such recordings shall be preserved until final action is taken on all matters presented. The secretary shall prepare the minutes of each meeting for approval by the Commission at the next regular meeting. Minutes shall be maintained as public records.

### Section 2: REPORTS

The secretary shall assist in the preparation and forwarding of all reports and recommendations of the Commission in appropriate form. Copies of all notices, correspondence, reports, and forms shall be maintained as public records.

### Section 3: ATTENDANCE

The minutes shall show the members in attendance at each meeting and the reason for absence submitted by any member. The Commission may recommend to the governing body the removal for cause of any member who is absent from three (3) consecutive meetings without adequate reason or who is absent more than four (4) meetings per year.

## **ARTICLE V –REVIEW PROCEDURE**

### Section 1: ZONING AMENDMENTS

Proposed zoning text and district amendments shall be considered and recommendations shall be forwarded to the governing body within thirty (30) days after receipt of the proposed amendments. When so authorized, the Planning Commission shall conduct any required public hearing prior to making a recommendation.

### Section 2: PLATS

Plats submitted for a review pursuant to the Zoning Ordinance shall be reviewed by designated staff members who may approve recording plats of existing lots of record, minor subdivisions of land which meet all zoning requirements, and subdivisions that are exempt from regulation pursuant to S.C. Code subsection 6-29-1110 (4) (a-c). All other plats shall be subject to review and approved by the Commission.

### Section 3: COMPREHENSIVE PLAN

All actions shall be reviewed first for conformity with the comprehensive plan. Conflicts with the comprehensive plan shall be noted in any report to the governing body on a proposed amendment. The elements of the comprehensive plan shall be reviewed and updated on a

schedule adopted by the Commission meeting the requirements of S.C. Code subsection 6-29-510(E).

**Section 4: RECONSIDERATION**

The Commission may reconsider any review when so requested by the governing body, or when an applicant brings to the attention of the Commission new facts, a mistake of fact in the original review, correction of clerical error, or matters not the fault of the applicant which affect the result of the review.

**ARTICLE VI –ADOPTION AND AMENDMENT**

**Section 1: ADOPTION**

These rules were adopted by a vote of a majority of the members of the Commission at a regular public meeting on August 9, 2011.

**Section 2: AMENDMENT**

These rules may be amended at any regular meeting of the Commission by majority vote of the members of the Commission at least three (3) days after the written amendment is delivered to all members.

**PROPERTY MAINTENANCE CODE  
BOARD OF APPEALS**

**BYLAWS**

ADOPTED: 9-25-2007

**ARTICLE I –NAME**

The organization shall be known as the Property Maintenance Code Board of Appeals, hereafter referred to as the Board.

**ARTICLE II –PURPOSE**

The purpose of the Board shall be:

- A. To consider and determine appeals whenever it is claimed that the true intent and meaning of the International Property Maintenance Code or the Amendments to the International Property Maintenance Code, Section 10-202.

**ARTICLE III –ORGANIZATIONAL STRUCTURE**

Section 1: MEMBERSHIP

The Board shall consist of five voting members who will serve without compensation. In addition, the Housing and Neighborhood Services Demolition/Substandard Coordinator will serve as an ex-officio member, and the Neighborhood Inspections Coordinator will serve as board liaison/secretary.

Section 2: TERMS AND APPOINTMENTS

Members will be appointed by City Council for three-year, staggered terms.

Section 3: VACANCIES

Vacancies occurring in the Board, whether by expiration of the term or otherwise, shall be filled by City Council for the new or unexpired term, as appropriate.

Section 4: OFFICERS AND ELECTION OF OFFICERS

Officers shall consist of a Chairperson and a Vice-Chairperson elected for two-year terms by the membership at the last regular meeting of the fiscal year. Officers shall serve no more than two consecutive terms in the same office. Nominations will be accepted from the floor with the written consent of the candidate before calling for a vote.

- A. Chairperson—shall preside at all meetings, shall appoint ad hoc committees and task forces as needed and upon the direction of the Board, may present the annual report to City Council, serve as spokesperson for the Board at public functions and in media, and perform such other duties as the Board elects. The Chairperson is designated and

authorized to approve the final language of orders and to sign written orders on behalf of the Board.

- B. Vice-Chairperson—shall act in the absence and with the same powers as the Chairperson and shall exercise such other duties as may be required by the Board. The office of vice-chairman shall be elected for a term of two years. The vice-chairman shall become chairman and then past chairman. This will be a four-year commitment on behalf of the vice-chairman.

#### Section 5: SUBCOMMITTEES

The Board may establish subcommittees from time to time as deemed necessary for the purpose of the Board. One or more staff persons shall be assigned to each subcommittee and shall serve as ex-officio members of subcommittees.

#### Section 6: VOTING RIGHTS

Only the appointed members of the Board shall vote. Advisors, as provided in Article III, Section 1, shall not vote. All voting shall be by voice vote. However, the Chairperson may call for a secret ballot. Any board member with a personal, professional, or financial interest in an appeal shall disqualify themselves from hearing the appeal.

#### Section 7: FISCAL YEAR

The Board's business year shall be July 1 to June 30.

#### Section 8: REPORTS

The Board may provide reports from time to time as may be necessary or requested.

### **ARTICLE IV –MEETINGS**

#### Section 1: REGULAR MEETINGS

Meetings shall be held on an as-called basis. The Board will meet at least once a year to review bylaws and other matters. Members shall be given timely notice by mail, phone, and/or email of any and all meetings.

#### Section 2: SPECIAL MEETINGS

Special meetings may be held whenever ordered by the Chairperson or when requested by one-third of the Board members. Notice of time, place, and purpose of each special meeting must be given to each member at least three days prior to the meeting.

#### Section 3: QUORUM

For the transaction of business, three voting members of the Board shall constitute a quorum at any regular or special meeting. Proxy votes shall be allowed at the discretion of the Board.

#### Section 4: ATTENDANCE

If any member of the Board misses three consecutive called meetings without advance notice, the Chairperson of the Board shall notify the member in writing. Unless the member attends the

next scheduled meeting, the Chairperson shall recommend the member's resignation from the Board.

#### Section 5: PARLIAMENTARY PROCEDURE

The meetings shall be guided by the most recent edition of Robert's Rules of Order.

#### Section 6: APPEAL HEARING PROCEDURES

The normal order of hearing, subject to modification by the chairperson, shall be:

1. The chairperson will call the agenda items in consecutive order unless the Board changes the order for good cause.
2. Staff will make a report to the Board. The Board will have an opportunity to ask staff questions.
3. The appellant(s) will present their appeal with a time limit of 30 minutes. An extension of time may be allowed only by a motion and a majority vote of the Board. Only relevant information will be allowed and received. The Board will have an opportunity to ask the appellant(s) questions.
4. Each interested party for or against the appeal will have up to 3 minutes to address the Board unless the person is a designated spokesperson for a Homeowners' Association or another large group in which case, he/she will have up to 10 minutes to speak on behalf of the group. Otherwise, a person cannot give their allotted speaking time to another person. The chairperson may allot speakers more time. Speakers will be called in the order that they signed up to speak. At the podium, each speaker will need to state his/her name and address for the record and then make his/her comments. The Board also may consider written comments from interested parties who were unable to attend the meeting. Only relevant information will be allowed and received.
5. The appellant may give a 3-minute rebuttal. An extension of time may be allowed only by a motion and a majority vote of the Board.
6. Board members will have an opportunity to comment and to ask questions of staff, the appellant, or any other speakers.
7. The Board will take formal action to close the hearing. If after this point the Board later desires more input from the public, the Board will reopen the hearing.
8. The Board will take action on the appeal.

### **ARTICLE V –STAFFING**

#### Section 1: BOARD LIAISON

The board liaison will be the Neighborhood Inspections Coordinator for the City of Rock Hill, Neighborhood Inspections Division of the Housing and Neighborhood Services Department. The Neighborhood Inspections Coordinator shall serve as the chief administrative officer of the Board; shall be responsible for coordinating the implementation of policies and programs as determined by the Board; shall serve as a resource and advisor in program planning; shall be a non-voting advisor of the Board and all subcommittees; shall manage the office of the Board;

keep minutes of the meetings, and handle correspondence, and shall be the custodian of all records of the Board.

Section 2: OTHER STAFF

Other City employees may serve as advisors, ex-officio members of subcommittees, or project chairpersons at the direction of the Chairperson and Board Liaison.

**ARTICLE VI –AMENDMENTS**

These bylaws may be amended by a simple majority of the Board members present at any regular meeting with a quorum present, provided that the proposed amendment has been presented in writing to each member prior to said meeting.

# **PUBLIC PARKS AND RECREATION COMMISSION**

## **BYLAWS**

ADOPTED: 6-12-1989

AMENDED: 4-09-2018

### **ARTICLE I—ESTABLISHMENT AND POWER**

There shall be a Commission known as the Public Parks and Recreation Commission (“Commission”). The Commission shall be composed of nine (9) members, who must reside within the City of Rock Hill city limits, appointed by the City Council. The members of the Commission shall serve without compensation for their services.

The City Manager shall appoint a Recreation Director who shall have the qualifications, training, and experience necessary to develop and administer a coordinated program for park and recreation services for the city. The director and all personnel under him shall be responsible to and under the direct supervision of the City Manager.

### **ARTICLE II—TERM, VACANCIES, AND ELECTIONS**

#### **Section 1: TERM**

The terms of appointment of the members of the Commission shall be for three years, or until their successors are appointed and qualified. A member is eligible for reappointment.

#### **Section 2: VACANCIES**

Any vacancy within the Commission that results in an unexpired term shall be filled by the City Council for the remainder of the term.

#### **Section 3: ELECTIONS**

At the January meeting, or immediately after the new appointments are made, the Commission shall elect officers. These officers shall serve for one year, or until their successors are qualified.

#### **Section 4: EX-OFFICIO MEMBERS**

The City Manager and the Recreation Director shall be non-voting ex-officio members of the Commission.

### **ARTICLE III – COMMISSION**

#### **Section 1: OFFICERS**

The officers shall be Chairman and Vice-Chairman.

#### **Section 2: DUTIES OF OFFICERS**

##### **A. Chairman**

1. The Chairman shall preside at all meetings of the Commission, shall set the agenda, and shall have the right to vote on all matters of business transacted by the Commission.

2. The Chairman shall appoint special committees of the Commission from time to time, as are deemed necessary, for the proper conduct of the affairs of the Commission. The Commission Chairman and the Recreation Director shall be ex-officio members of all committees.

B. Vice-Chairman

The Vice-Chairman shall perform the duties of the Chairman whenever, for any reason, they cannot be performed by the duly elected Chairman.

Section 3: POWERS AND DUTIES OF COMMISSION

A. Establish policy

1. The Commission shall have the power to create rules and regulations for the proper conduct of the public parks and recreation department of the City, subject to approval by the City Council.
2. The Commission shall create, direct, and implement policies and procedures for the creation and operation of public park and recreation services, with the assistance of the Recreation Director and staff, and shall cooperate with the similar local, state, or federal government authorities, subject to approval by the City Council.
3. The Commission shall work with such public and private organizations as well as local, state, and federal government agencies that the Commission determines will further the goals of the Commission.
4. The Commission shall make recommendations to the City Council as it deems necessary and provide full and complete annual reports and such other reports as may be necessary or requested to the City Council.
5. No member of the Commission shall make a statement to the media or otherwise on behalf of the Commission except by authority of the Chairman.

B. The Commission shall establish Voluntary Advisory Committees for all organized sports programs, parks, and neighborhood centers. The advisory committees are:

- |  |                                 |
|--|---------------------------------|
| African American Cultural Resources          | Baseball                        |
| Boyd Hill Recreation Center                  | Cherry Park / Softball          |
| Emmett Scott Recreation Center               | Fewell Park Recreation Center   |
| Football                                     | Manchester Meadows / Soccer     |
| Northside Recreation Center                  | Outdoors / Trails & Greenways   |
| Rock Hill Outdoor Center                     | Tennis                          |
| Rock Hill Parks Foundation Fundraising Board | Rock Hill Sports & Event Center |
| Senior Adult                                 | Therapeutic Recreation          |

- C. The Commission shall appoint such other committees as may be necessary to accomplish the goals of the Commission.
- D. The Commission shall appoint the members of the advisory committees.

**Section 4: MEETINGS OF THE COMMISSION**

- A. The Commission shall hold regular monthly meetings at such times and places as it may fix.
- B. Regular meetings shall include a department update and provide opportunities for citizen comments.
- C. Meetings of the Commission shall be conducted in accordance with Robert’s Rules of Order (revised) except as otherwise provided herein.
- D. Quorum Rule: Five (5) members shall constitute a quorum for the transaction of ordinary routine business.
- E. Attendance at Regular Monthly Meetings
  1. Each Commission member is expected to attend at least eight (8) of the twelve (12) monthly meetings.
  2. If for any reason, a Commission member is unable to attend a regular monthly meeting, it is required that the member notifies the Commission and requests an excused absence.
  3. If any member of the Commission fails to meet requirements as stated in parts (a) and (b) of this section, it will be deemed that the member has voluntarily resigned, and the Commission will request the Council to appoint a successor to fill the vacancy.

**ARTICLE IV—VOLUNTEER ADVISORY COMMITTEES**

**Section 1: DUTIES**

- A. The Volunteer Advisory Committees shall act as the liaisons for the participants in the sports programs, parks, and neighborhood centers with the Commission.
- B. The Volunteer Advisory Committees shall advise the Commission of the needs of the participants, as well as the facilities and services provided.
- C. The Voluntary Advisory Committees shall coordinate, together with staff, any fundraising activities, recruitment of volunteers, and program planning.

**Section 2: MEETINGS**

- A. The Volunteer Advisory Committees shall be comprised of a set number of members as provided in the respective committee’s by-laws, subject to approval by the Commission.

- B. Members of the Voluntary Advisory Committees shall be nominated by their respective committees, subject to approval by the Commission.
- C. The Commission Chairman and the Recreation Director or his staff designee shall be non-voting ex-officio members of each Volunteer Advisory Committee.

Section 3: ATTENDANCE

Members of the Volunteer Advisory Committees must attend two-thirds (2/3) of the regularly scheduled yearly meetings.

**ARTICLE V—AMENDMENTS**

These By-Laws may be altered, amended, or repealed at any regular meeting of the Commission by a two-thirds (2/3) vote of the members present, provided ten (10) days written notice of such intention has been given to each member of the Commission. Anything in these By-Laws inconsistent or in conflict with the Laws of the State of South Carolina or the policies of the City Council of the City of Rock Hill is hereby rescinded and annulled.

# **STORM WATER ADVISORY COMMITTEE**

## **BYLAWS**

ADOPTED: 2-28-2012

### **ARTICLE I - NAME**

The name of this organization shall be the Storm Water Advisory Committee, herein referred to as the same.

### **ARTICLE II - PURPOSE**

To review appeals to the Storm Water Utility fee. Make recommendations to City Council on capital improvements to Storm Water Management Utility.

### **ARTICLE III – BUSINESS YEAR**

For the purpose of record-keeping and transitions of business, the Storm Water Advisory Committee's year shall be considered from January 1 to December 31.

### **ARTICLE IV - MEMBERSHIP**

- A. The membership of the Storm Water Advisory Committee shall be composed of three residents from the City of Rock Hill and two representatives from the City government.
- B. Members are appointed by the City Council for three-year terms, but in such a manner that approximately one-third of the full number shall be appointed each year. Reappointment to the Storm Water Advisory Committee is at the Council's discretion.
- C. Each member is entitled to one vote in all transactions of business brought before the Storm Water Advisory Committee.

### **ARTICLE V – VACANCIES**

- A. Vacancies on the Storm Water Advisory Committee, other than by expiration of them, will be filled by City Council for the unexpired term.
- B. Resignations from the Storm Water Advisory Committee should be submitted in writing to the Chair at least 30 days in advance.
- C. If any member is absent without cause for more than three consecutive meetings of the Storm Water Advisory Committee, then the Chair may declare that position vacant and request a new appointment from the City Council. The absent member shall be notified by letter prior to removal from the Storm Water Advisory Committee.

## **ARTICLE VI - OFFICERS**

- A. At the January meeting of each year, the Storm Water Advisory Committee shall elect its officers, who shall be the chair and vice-chair.
- B. Officers shall serve for one year, and no officer shall serve more than two consecutive terms in the same office.
- C. The duties of the officers shall be such as those that usually pertain to their respective offices. The chair shall preside at all meetings of the Storm Water Advisory Committee, serve as a representative of the Storm Water Advisory Committee when necessary, and appoint subcommittees as needed. The vice-chair shall preside in the absence of the chairman and serve as an ex-officio member of any subcommittees as designated by the chair.

## **ARTICLE VII – MEETINGS**

- A. The regular meetings of the Storm Water Advisory Committee shall be held quarterly at a time agreed upon by the members.
- B. Special meetings may be held whenever ordered by the chair or when requested by one-third of the members of the committee, provided members and the public are informed of the purpose of such meetings and, in accordance with South Carolina law, 48 hours prior to the meeting.
- C. Storm Water Advisory Committee members shall be given timely notice of all meetings.
- D. For the transaction of business, a majority of the membership of the Storm Water Advisory Committee shall constitute a quorum.
- E. Meetings of the committee shall be guided by the most recent edition of Robert's Rules of Order.

## **ARTICLE VIII - AMENDMENTS**

Recommendations for amendments to these bylaws may be submitted to City Council after an affirmative vote of two-thirds of the membership of the Storm Water Advisory Committee.

# ROCK HILL TREE COMMISSION

## BYLAWS

ADOPTED: 3-21-1988

AMENDED: 8-14-2023

### ARTICLE I: NAME

The organization shall be known as the Rock Hill Tree Commission.

### ARTICLE II: PURPOSE

The purpose of the Commission shall be:

To provide leadership in the development of programs pertaining to the planting, replacing, care, and preservation of Rock Hill's urban forest,

To give advice to City Council on improvements or revisions to the Tree Ordinance, Community Forestry Management Plan, or other issues related to the urban forestry program,

To assist the City Forester in the development and maintenance of technical specifications and guidelines pertaining to trees,

To assist in developing, periodically evaluating, and updating the Community Forestry Management Plan,

To produce and maintain lists of tree species suitable and desirable for planting in particular areas or conditions,

To disseminate information to the public, government, and businesses about tree protection, planting, and maintenance,

To plan and coordinate an annual Arbor Day observance in cooperation with schools, conservation organizations, and other interested parties,

To accept and use donations and obligate authorized public funds in accordance with established procedures of the City.

### ARTICLE III: ORGANIZATIONAL STRUCTURE

#### Section 1: MEMBERSHIP

The Commission shall consist of seven (7) voting members who shall serve without compensation. In addition, the Landscape Architect, the City Forester, and the City Forester's supervisor(s) shall be ex-officio members.

## Section 2: TERMS AND APPOINTMENTS

Members shall be appointed by City Council for three-year terms. Members must reside within the boundaries of Rock Hill School District Three.

## Section 3: VACANCIES

Vacancies occurring in the Commission, whether by expiration of term or otherwise, shall be filled by the Council for the new or unexpired term, as appropriate.

## Section 4: OFFICERS

Officers shall consist of a Chair and Vice-Chair elected for one-year terms by the membership at the first regular meeting of the fiscal year. Officers shall serve no more than two consecutive terms in the same office.

- A. Chair - shall preside at all regular and special meetings; shall appoint standing and/or ad hoc committees and task forces as needed upon direction of the Commission; if necessary, shall present an annual report to City Council; and perform such other duties as the Commission elects.
- B. Vice-Chair - shall act in the absence and with the same powers as the Chair and shall exercise such other duties as may be required by the Commission.

## Section 5: STAFF DIRECTOR

The staff Director of the Tree Commission shall be the City Forester. The director shall be responsible for the implementation of policies and programs as determined by the Commission; shall serve as resource and advisor in program planning; shall maintain records, reports, and minutes of meetings; shall represent the organization when working with the community; shall perform such other duties as are necessary to the efficient operation of the Commission.

## Section 6: VOTING RIGHTS

All members of the Commission shall have one vote. Ex-officio members shall not vote. All voting shall be by voice vote. However, secret ballots may be called for at the discretion of the Chair.

## Section 7: FISCAL YEAR

The Commission's business year shall be from July 1 to June 30.

## Section 8: FUNDING

Funds appropriated by City Council in connection with tree programs shall be disbursed as are other appropriations through the budget of the City of Rock Hill. The Commission may also accept and use gifts from private sources for the exercise of its functions.

## Section 9: REPORTS

The Commission shall make a full and complete annual report to City Council and such other reports from time to time as may be necessary or requested.

## **ARTICLE IV: MEETINGS**

### **Section 1: REGULAR MEETINGS**

Meetings shall be held at a day and time agreed upon by the members. Members shall be given timely notice by mail, email, or phone of all regular meetings.

### **Section 2: SPECIAL MEETINGS**

Special meetings may be held whenever ordered by the Chair or when requested by one-third of the Commission members. Notice of time, place, and purpose of each special meeting must be given to each member by mail, email, or phone at least three days prior to the meeting.

### **Section 3: QUORUM**

For the transaction of business, a simple majority of the voting members of the Commission shall constitute a quorum at any regular or special meeting.

### **Section 4: ATTENDANCE**

If any member of the Commission misses two consecutive regular meetings without due cause made known in advance, the member shall be notified in writing. Unless the member attends the next regularly scheduled meeting, the Chair may recommend the member's resignation from the Commission. Members may attend meetings electronically when available technology permits.

### **Section 5: PARLIAMENTARY PROCEDURE**

The meeting shall be guided by the most recent edition of Robert's Rules of Order.

## **ARTICLE V: AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the Commission members present at any regular meeting with a quorum present, provided that the proposed amendment has been presented in writing to each member at least ten days prior to said meeting.

# ZONING BOARD OF APPEALS

## PER SECTION 2-100: ADMINISTRATIVE AND DECISION-MAKING BODIES

### ARTICLE I –POWERS AND DUTIES

The Zoning Board of Appeals (ZBA) is hereby established, and shall have the following powers and duties under this Ordinance:

#### Section 1: SPECIAL EXCEPTION PERMITS

To review and decide applications for Special Exception Permits specifically authorized under this Ordinance (Section 2-300(D)).

#### Section 2: VARIANCE PERMITS

To review and decide applications for Variance Permits (Section 2-300(E)).

#### Section 3: APPEALS

To hear and decide appeals on:

- A. Conditional Use Permits (Section 2-300(R)).
- B. Administrative Adjustments (Section 2-300(R)).
- C. Stormwater Management and Sediment Control Plans (Section 2-300(R)).
- D. Grading Permits (Section 2-300(R)).
- E. Land Development Permits (Section 2-300(R)).
- F. Temporary Use Permits (Section 2-300(R)).
- G. Sign Permits (Section 2-300(R)).
- H. Zoning Permits (Section 2-300(R)).
- I. Certificates of Conformity (Section 2-300(R)).
- J. Interpretations by the Planning and Development Director (Section 2-300(R)).
- K. Appeals taken by any aggrieved party by any other decision of the Planning and Development Director related to this Ordinance (Section 2-300(R)).

### ARTICLE II –MEMBERSHIP

#### Section 1: NUMBER

The ZBA shall consist of seven (7) members.

#### Section 2: QUALIFICATIONS

Each member shall be a resident of the City and a qualified voter. No member may be a member of the City Council or a City employee.

Section 3: APPOINTMENT

Each member shall be appointed by the City Council.

Section 4: OTHER OFFICE

No member shall hold another municipal office.

Section 5: TERMS OF OFFICE

A. Terms of office shall be three (3) years. They shall be staggered.

B. A member shall continue to serve until the member is reappointed or replaced.

Section 6: RESIGNATION

Any member who resigns prior to the end of the member's term shall do so in writing to the Chair.

Section 7: REMOVAL

Any member may be removed from office by the City Council for malfeasance, more than four (4) unexcused absences over the course of one (1) calendar year, or failure to carry out the duties of the appointment, after written charges have been filed, and the member is provided an opportunity to respond at a meeting.

Section 8: FILLING OF VACANCY

Vacancies occurring for reasons other than expiration of terms shall be filled for the period of the unexpired term in the same manner as the original appointment.

Section 9: COMPENSATION

The members of the ZBA shall serve without compensation.

**ARTICLE III –CHAIR AND VICE-CHAIR**

Section 1: GENERAL

The ZBA shall elect a Chair and Vice-Chair.

Section 2: TERM OF OFFICE

The term of office of the Chair and Vice-Chair shall be one (1) year, or until a new Chair and Vice-Chair is elected by the membership.

Section 3: GENERAL DUTIES

- A. The Chair shall preside at all meetings of the ZBA, decide all points of order on the procedure, administer oaths, compel the attendance of witnesses, certify to the circuit court of York County that a party or person is in contempt, and take such action as shall be necessary to preserve the order and integrity of all proceedings before the ZBA.
- B. In the absence of the Chair, the Vice-Chair shall act as Chair and shall have all powers of the Chair. In the absence of the Chair and Vice-Chair, the most senior ZBA member shall act as Chair and shall have the powers of the Chair.

## **ARTICLE IV –STAFF**

The Planning and Development Director shall serve as the professional staff to the ZBA and provide it with administrative support.

## **ARTICLE V –MEETINGS AND HEARINGS**

### Section 1: GENERAL

Meetings of the ZBA shall be held at the call of the Chair and at such other times as the ZBA determines necessary. The ZBA shall not be required to meet if the Chair determines that there are no agenda items to consider.

### Section 2: PUBLICATION OF NOTICE

Publication of notice of all ZBA meetings shall be provided.

### Section 3: OPEN TO PUBLIC

All meetings shall be open to the public.

## **ARTICLE VI –QUORUM AND NECESSARY VOTE**

### Section 1: QUORUM

Four (4) members of the ZBA shall constitute a quorum. No official business of the ZBA shall be conducted without a quorum present.

### Section 2: DECISIONS

An affirmative vote of the majority of the quorum present is required for all decisions of the ZBA.

## **ARTICLE VII –RULES**

### Section 1: GENERAL

- A. The ZBA shall keep minutes of its proceedings, summarizing testimony at the hearing, the vote of each member upon each question or, if the member is absent or abstaining from a vote, indicating such fact, and all other official action.
- B. The minutes of the ZBA's proceedings shall be considered the record of its proceedings and shall be considered a public record. The record shall be filed immediately and kept in the office of the Planning and Development Director and shall be available to the public for inspection during normal business hours.

### Section 2: ADOPT BY-LAWS

The ZBA may, by a majority vote of the entire membership, draft and approve such additional by-laws governing its procedure as it deems necessary or advisable, copies of which shall be made available for public inspection in the Planning and Development Director's office.