



STATE OF SOUTH CAROLINA)
)
 COUNTY OF FAIRFIELD)

**A RESOLUTION OF THE
 FAIRFIELD COUNTY COUNCIL**

**AMENDING, RESTATING AND RATIFYING THE ORGANIZATIONAL
 RULES AND BYLAWS OF THE FAIRFIELD COUNTY COUNCIL.**

WHEREAS, the Fairfield County Council (“Council”) deems it good and necessary to amend, restate and ratify the procedures for the organization and conduct of the business of the Council;

NOW THEREFORE, BE IT RESOLVED, BY THE COUNCIL:

1) ORGANIZATION OF THE BOARD

- a) At the first regularly scheduled meeting in January of the odd numbered years, (immediately following the general election), Council shall convene successive Inaugural and Organizational meetings at its customary location for the sole purposes of:
 - (1) Inaugural Meeting: Inducting and administering the oath of office to the newly elected and/or re-elected members and
 - (2) Organizational Meeting: Electing a Chair and Vice Chair.

2) INAUGURAL MEETING: OATH OF OFFICE FOR NEW MEMBERS

- a) The inaugural meeting shall be convened one hour prior to Council’s normal meeting time and concluded prior to the regularly scheduled Council meeting. The agenda for the inaugural meeting shall be limited to the induction and administering of the oath prescribed by law by the Clerk of Court or their designee to the legitimately elected and/or re-elected Council members. The Council Member with the greatest seniority shall call the meeting to order and preside the entire meeting.
- b) The oath shall be administered individually in ascending order by Council district 1,3,5,7 or 2,4,6 (depending upon the election cycle).
- c) After successfully completing the prescribed oath of office, each Council person shall assume his/her seat at the Council dais.
- d) The Council Member with the greatest seniority shall adjourn the Inaugural meeting.

3) ORGANIZATIONAL MEETING: ELECTION OF CHAIR AND VICE CHAIR

- a) Within an hour of adjourning the Inaugural meeting, the Council Member with the greatest seniority shall reconvene Council for the purpose of an Organizational meeting to elect one of its members to serve as Chair by secret ballot by majority vote. The secret ballots shall be distributed by the Clerk to Council. The secret ballots shall be counted jointly by the County Administrator and Clerk to Council. The count shall be announced by the County Administrator. The balloting shall continue until one member receives at least four (4) votes. Four members shall constitute a quorum of Council.
- b) Immediately upon election of a Chair, the Council shall elect one of its members to serve as Vice Chair by secret ballot by majority vote. The secret ballots shall be distributed by the Clerk to Council. The secret ballots shall be counted jointly by the County Administrator and Clerk to Council. The count shall be announced by the County Administrator. The balloting shall continue until one member receives at least four (4) votes. Four members shall constitute a quorum of Council.
- c) Upon election of the Chair and Vice Chair, the newly elected Chairman shall adjourn the meeting.

4) TERM OF OFFICE OF CHAIR AND VICE CHAIR

- a) The Chair and Vice Chair shall be elected for a two year term and shall not be removed from their respective offices unless he or she becomes disqualified to serve as a member of Council.
- b) In the event the Chair shall be temporarily absent or unable to serve, the Vice Chair shall serve as Chair.
- c) Any vacancy in the Chair or Vice Chair shall be filled by the Council for the unexpired portion of the term. This election shall be held at the next regular Council meeting following the vacancy.

5) DUTIES OF THE CHAIR (OR VICE CHAIR IN CHAIR'S ABSENCE)

- a) The Chair shall preside at all meetings of the Council. A member or participant in the meeting must be recognized by the Chair in order to address the Council.
- b) The Chair shall rule without debate on points of order and parliamentary procedure, including ruling out of order motions offered for obstructive purposes; however, the Chair may be overruled by a vote of four (4) members of Council.
- c) The Chair shall determine whether a speaker has gone beyond reasonable standards of courtesy in their remarks and to entertain and rule on objections from other members on this ground.
- d) The Chair shall ensure a member who has not spoken on an issue shall be recognized before someone who has already spoken.
- e) Call a brief recess at any time.
- f) Adjourn in an emergency.
- g) Represent the Council or appoint a designee to represent Council at ceremonial functions.
- h) Assume executive functions typical of a Chief Executive Officer, including, but not limited to, executing official documents on behalf of the Council when directed and authorized by a majority vote of Council.
- i) Within fourteen (14) working days of being elected, the Chair shall notify the Clerk to Council in writing of the seating assignments for Council. The Clerk to Council shall, in turn, notify Council members who shall take their respective seats at the next Council meeting after notification. The Chair may change the assignments at any time by giving the Clerk to Council written notice.
- j) Within fourteen (14) working days of being elected, the Chair shall notify the Clerk to Council in writing of the ex-officio assignments for Council. The Clerk to Council shall, in writing, notify Council members and the board Chair of their respective boards of the appointments. The Chair may change the assignments at any time by giving the Clerk to Council written notice.
- k) The Chair shall have such other duties and perform such other functions as may be established by Council.

6) CLERK TO COUNCIL

The Council shall appoint a person, not a member of the Council, to serve as Clerk to Council for an indefinite term.

- a) The Clerk to Council shall prepare the agenda packet for each meeting, under the direction of the Chair and participation of the County Administrator. The agenda packet shall include the agenda document, any proposed ordinances or amendments to ordinances and supporting documentation relevant to items on the agenda. The Clerk to Council shall deliver a copy of the agenda packet electronically to each Council member at least twenty-four hours prior to the meeting.
- b) In accordance with Section 4-9-120 of the Code of Laws of South Carolina 1976, as revised, "All proceedings of Council shall be recorded and all ordinances adopted by Council shall be compiled, indexed, codified, published by title and made available to public inspection at the office of the Clerk to Council."
- c) The Clerk to Council shall post an electronic copy of the minutes on the county website within a reasonable time after their adoption.