

**CITY OF FOUNTAIN INN**

---

**COUNCIL RULES**

---

City of Fountain Inn,  
South Carolina  
Quillen Square  
200 N Main Street  
Fountain Inn, SC

<b>SECTION I. OFFICERS OF THE COUNCIL .....</b>	<b>1</b>
<b>A. Mayor .....</b>	<b>1</b>
<b>B. Mayor Pro Tempore .....</b>	<b>1</b>
<b>SECTION II. MEETINGS OF THE COUNCIL .....</b>	<b>1</b>
<b>A. Types of Meetings .....</b>	<b>1</b>
1. Regular Meetings.....	1
2. Special Meetings.....	1
<b>B. Notice to Members.....</b>	<b>1</b>
<b>C. Quorum.....</b>	<b>2</b>
<b>D. Conduct of Meetings.....</b>	<b>2</b>
1. Recognition of a Member. ....	2
2. Decorum in Speaking.....	2
3. Decisions of the Mayor.....	2
4. City Attorney. ....	2
5. Debate. ....	2
6. Interruption of Debate.....	2
7. Required Abstentions.....	3
8. Motions to Reconsider. ....	3
9. Meeting Minutes. ....	3
10. Council Requests. ....	3
11. Parliamentary Procedure not Specified in These Rules.....	4
<b>E. Requests to be Heard.....</b>	<b>4</b>
<b>F. Matters Outside the Jurisdiction of the City Council.....</b>	<b>5</b>
<b>G. Matters Previously Heard at Public Hearing.....</b>	<b>5</b>
<b>SECTION III. COMMITTEES .....</b>	<b>6</b>
<b>A. Standing Committees.....</b>	<b>6</b>
1. Police Committee.....	6
2. Fountain Inn Natural Gas & Economic Development Committee .....	6
3. Judiciary Committee .....	6
4. Recreation Committee .....	6
5. Fire Committee .....	6
6. Public Works Committee.....	6
7. Ways and Means Committee .....	6
<b>B. Appointment to Standing Committees.....</b>	<b>6</b>
1. Time for Appointment & Term.....	6
2. Members. ....	6
<b>C. Special Committees.....</b>	<b>6</b>
<b>D. Committee Reports.....</b>	<b>6</b>
<b>E. Committee Meetings.....</b>	<b>7</b>

<b>SECTION IV. AMENDMENT OR SUSPENSION OF RULES .....</b>	<b>7</b>
<b>A. Amendment of These Rules.....</b>	<b>7</b>
<b>B. Suspension of These Rules.....</b>	<b>7</b>
<b>SECTION V. ADOPTION OF RULES AND CONTINUANCE .....</b>	<b>7</b>

## **RULES OF FOUNTAIN INN CITY COUNCIL**

**The Rules of Fountain Inn City Council are hereby adopted as follows:**

### **SECTION I. OFFICERS OF THE COUNCIL**

#### **A. Mayor**

The Mayor shall preside at all meetings of the Council. With the City Administrator, he shall, on behalf of the Council, execute all ordinances, resolutions, directives, deeds, bonds, contracts, and other official instruments or documents unless execution is otherwise directed by ordinance or other Council action. The Mayor shall have those duties as are set forth in the Fountain Inn Code of Ordinances. The Mayor shall also have such other duties and perform such other functions as these rules specifically set forth or as the Council specifically directs.

#### **B. Mayor Pro Tempore**

The Mayor Pro Tempore shall preside at meetings of the Council when the Mayor is absent or unable to preside.

### **SECTION II. MEETINGS OF THE COUNCIL**

#### **A. Types of Meetings**

##### **1. Regular Meetings.**

The Council shall ordinarily hold its regular meetings for the transaction of official business on the second Thursday of each month at Fountain Inn City Hall.

##### **2. Special Meetings.**

Either the Mayor or a majority of the members of the Council may call special meetings, which may be held after forty-eight hours public notice, which specifies the hour, date, and place of the special meeting and its agenda. No item may be considered at the special meeting unless it appears on this agenda.

#### **B. Notice to Members.**

All members of Council should be furnished copies of all requests requiring Council action in their agenda packets for upcoming meetings. This notice shall include complete copies of each proposal to be considered. Copies of proposed ordinances at second and third reading shall appear as amended from prior readings. This notice requirement shall not apply to items presented to the Council by standing Council committees. The agenda shall be delivered to the

Mayor and each Councilmember at least 48 hours before the next regular meeting. The Council, by majority vote, may for good cause shown permit a matter on its agenda after shorter notice

**C. Quorum.**

Four (4) members of Council shall constitute a quorum for the transaction of business.

**D. Conduct of Meetings.**

1. Recognition of a Member.

Before making a motion or addressing the Council, a member must first address the Mayor by saying, "Mr. (or "Madam") Mayor", and be recognized. When addressed by a member, the Mayor shall name the Council member by using the appropriate title, "Mr., Mrs., or Ms."

2. Decorum in Speaking.

When speaking, no Council member may indulge in personalities, use offensive language, impugn the motives, character or integrity of other Council members, engage in deliberate misrepresentation, or use language tending to hold Council or a member of the Council in contempt. Council members shall confine themselves to the question under consideration.

3. Decisions of the Mayor.

All questions of order shall be determined by the Mayor without debate. Any member may appeal to the Council from the decision of the Mayor. The motion to appeal is debatable.

4. City Attorney.

The City Attorney shall act as parliamentarian who shall advise the Mayor and Council on questions of order.

5. Debate.

All motions except motions to adjourn, to recess, to close debate and to lay on the table, shall be debatable.

6. Interruption of Debate.

When a question is being debated, there can be no other motions other than to adjourn or recess, to lay on the table, to close debate, to postpone, or to amend.

7. Required Abstentions.

- (a) Any member of the Council who has a substantial interest in any business that contracts with the City for the sale or lease of land, materials, supplies, equipment, or services, or who personally engages in such matters shall make known that interest and refrain from voting upon or otherwise participating as a member of Council in matters relating thereto.
- (b) In addition, any Council member required to do so by City Ordinance or by State Law shall recuse himself from the meeting and abstain from any involvement with the matter under consideration as required by ordinance or state law.

8. Motions to Reconsider.

When a question has been decided, a member who voted on the failing side of the question, at the same meeting of the Council, or at the next consecutive regular meeting of the Council, may move for reconsideration. If the Council shall refuse to consider, or upon reconsideration, shall affirm its initial decision, the motion shall not be in order for a period of one year except by a three-fourths vote of those members present and voting. For all meetings subsequent to the meeting at which a question was decided, proper notice must be given of a Council member's intent to move for reconsideration.

9. Meeting Minutes.

The minutes of every meeting of Council or any committee thereof shall be taken as required by the South Carolina Freedom of Information Act. The minutes shall not be verbatim, but shall contain:

- (a) The date, time and place of the meeting.
- (b) The members of the public body recorded as either present or absent.
- (c) The substance of all matters proposed, discussed or decided and, at the request of any member of Council, a record, by an individual member of Council, of any votes taken.
- (d) That the media was duly notified of the meeting.
- (d) Any other information that any member Council requests be included or reflected in the minutes.

10. Council Requests.

- (a) The Mayor and Council shall communicate directly with the City Administrator in any and all matters concerning any department or activity of the City. Therefore, no member of Council shall give direction to, or

make requests of, City staff without making the request through the City Administrator.

- (b) Without the approval of Council, no Council member may make a request of City staff if fulfilling the request would require more than a minimal expenditure of City funds or require more than a reasonable amount of the employee's time considering the existing demands on City staff.
- (c) In the event that a member of Council makes a request for information, a copy of the requested information shall also be given to every other member of Council

#### 11. Parliamentary Procedure not Specified in These Rules

In all particulars not specifically set forth in these rules or by Acts of the South Carolina General Assembly describing rules or procedures to be guided by the City Council, the presiding officer shall be guided by the most recent edition of *Robert's Rules of Order*.

#### **E. Requests to be Heard.**

If a member of Council wishes to be heard on a matter that is not on the Council agenda, the Council member must first address the matter to the appropriate Council committee. After hearing the matter, the Committee may vote to make a recommendation to the full Council. In no event, however, will a matter be addressed to the full Council absent a recommendation to do so by the Council Committee.

Members of the public who wish to address City Council on a matter that involves the City must contact the City Clerk no later than Friday at 12:00 PM (noon) immediately preceding next regular Council meeting and request to be placed on the agenda. Speakers shall be limited to four (4) minutes. The City Administrator, in his discretion, may direct that someone asking to speak on a matter must first address the issue to the appropriate Council Committee.

No speaker may use language that is obscene, disruptive, scurrilous, reckless, or defamatory.

Following a speaker's presentation, no person other than a member of Council (or if the presentation is to a Council Committee, a member of the Committee), will be recognized to question the speaker or to make any other statement unless a member of Council (or a member of the Committee) requests comment from the speaker or a member of staff for clarification. If the matter is heard by full Council, the Mayor may schedule additional opportunities for presentations by the public as he deems appropriate.

**F. Matters Outside the Jurisdiction of the City Council.**

No matter shall be set on the agenda or be heard by Council unless it is within Council's authority or jurisdiction, except that the Council may entertain resolutions and consider requests that it make recommendations to other governmental bodies, departments, or agencies.

**G. Matters Previously Heard at Public Hearing.**

Notwithstanding any other provision of these rules, no person may address the Council about any matter on which Council has previously taken public comment, as long as Council or a Committee of Council has the item on its agenda, including tabled or held items; however, a person may appear a second time before a Committee which is considering the item with the permission of the Committee Chairman.

### **SECTION III. COMMITTEES**

#### **A. Standing Committees.**

Council shall have seven (7) standing committees as follows:

1. Police Committee
2. Fountain Inn Natural Gas & Economic Development Committee
3. Judiciary Committee
4. Recreation Committee
5. Fire Committee
6. Public Works Committee
7. Ways and Means Committee

#### **B. Appointment to Standing Committees**

1. Time for Appointment & Term.

The Mayor shall be a voting member of each standing committee. Not later than the regular Council meeting in September, the Mayor shall appoint the Chairman and one (1) additional Council member to each standing committee. Members of standing committees shall serve until the regular Council meeting in September or until new committee assignments have been made by the Mayor.

2. Members.

Each standing committee shall consist of three (3) persons. The Chairman of each standing committee shall be a voting member of that committee.

#### **C. Special Committees**

The Mayor may, from time to time, appoint such special committees as he shall deem appropriate for the good of the City. The Mayor shall appoint a Chairman of any special committee and shall appoint such other members of Council as he deems appropriate. All special committees shall be bound by all the rules concerning standing committees with regard to meetings and notice of meetings.

#### **D. Committee Reports**

The Chairman of a standing committee shall report upon the a activity of the committee at each regular City Council meeting, and the agenda of every regular meeting shall provide a time for committee chairman to make these reports.

**E. Committee Meetings**

A committee meeting may be held on the call of the Committee Chairman at any time except on Sunday or holidays, or at such time as the Council is in session. All notice provisions set forth in Section II, paragraph B above shall apply to meetings of committees. A quorum of a committee shall be a majority of its members.

**SECTION IV. AMENDMENT OR SUSPENSION OF RULES**

**A. Amendment of These Rules**

Certain of these rules are provisions of South Carolina statutory law and cannot be amended. Except for those provisions, two-thirds of the members of Council may vote to amend these rules at any regular meeting if notice of the proposed amendment is given at the previous regular meeting.

**B. Suspension of These Rules**

Rules required by a South Carolina statute and rules governing quorum and vote requirements cannot be suspended. Notice requirements can be suspended by two-thirds of the members of Council. Rules relating to procedure may be suspended by a majority vote of the members of Council. A motion to suspend the rules may not be amended nor may it have any subsidiary motions applied to it. A motion to suspend shall specify which rule or rules are to be suspended.

**SECTION V. ADOPTION OF RULES AND CONTINUANCE**

In the year following a General Election, Council may adopt rules and rule changes. Should Council take no action on rules by the Second Thursday in February following a General Election, these rules shall remain in full force and effect unless they are amended pursuant to Section IV.

**DONE in Regular Meeting duly assembled this \_\_\_\_\_ day of \_\_\_\_\_ 2008.**

SIGNATURE OF MAYOR:

\_\_\_\_\_  
Gary H. Long