

## RESOLUTION 03-19-04

### APPOINTING MEMBERS TO THE HARTSVILLE CITY COUNCIL COMMITTEES.

**WHEREAS**, the City Council has determined that a Council committee structure will benefit the entire body by allowing no more than three members, with one being appointed as Chair, to serve and report findings to the full body; and,

**WHEREAS**, there are currently two vacancies to be filled.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the City of Hartsville that the following Hartsville City Council Committee System Guidelines and appointments to fill vacancies are as shown below.

### Hartsville City Council Committee System Guidelines

- Appointed Committees are made up of no more than three members of Council with one member appointed as Chair. The members will serve for two years (terms ending June 30 of even number years) or will fill an unexpired term.
- The City Council may entertain motions to defer matters to these Committees.
- Although no actions are taken during Committee meetings, a quorum of committee members is required for the Committee to meet.
- The Chair of each committee will work with the City Clerk to establish a set meeting schedule, which will be noticed to the press in compliance with the South Carolina Freedom of Information Act. Committee Chair must notify City Clerk at least 24 hours in advance of a meeting cancelation or rescheduling.
- Each Chair will designate a Committee member or a staff member to take notes and prepare a written report of the discussion and recommendations. The original is to be provided to the City Clerk for signature and inclusion in the next Council agenda packet. The signed original will become a part of the City's official record.
- The City Manager, under our form of government, will designate a staffer(s) to facilitate assigned committee meetings. Councilmembers may request information from the designated staffer(s), and with the approval of the City Manager, that information may be provided for discussion and recommendation purposes only. Under State Code 5-13-40, Councilmembers serving on these committees, are prohibited from directing employees or interfering with departmental operations.

### Committee Structure and Scheduled Meetings

#### **Administrative/Personnel Committee – Staff: Natalie/Sherron - Meet: As Needed**

*This committee reviews matters related to City Manager, City Attorney and City Judges.*

Chair – Mayor Pro-Tem Johnny Andrews

Member – Councilmember Bernice Wilson

Member - Vacant

#### **African American Cemetery Committee – Staff: Kennedy McGee – Meet: last Tuesday of month at 3:00pm**

*This committee proposes funding sources for the clean-up and ongoing upkeep of the cemetery and its recognition as a cultural and historic resource.*

Chair – Councilmember Tre' Gammage

Member – Mayor Pro-Tem Johnny Andrews

Member - Vacant

**Community Engagement Committee – Staff: Lauren Baker- Meet: last Thursday of month at 4:00pm**

*This committee provides constituents frequent and open forums to express ideas, concerns, and share information.*

Chair - Councilmember Tre' Gammage

Member – Councilmember Teresa Mack

Member – Mayor Pro-Tem Johnny Andrews

**Environmental Committee – Staff: Christopher Morgan – Meet: last Tuesday of month at 10:00am**

*This committee reviews matters related to property maintenance, including rentals, demolitions, and abatements.*

Chair - Councilmember Teresa Mack

Member – Mayor Pennington

Member - Councilmember Tre' Gammage

**Finance, Audit & Budget Committee – Staff: Karen Caulder – Meet: As Needed**

*This committee reviews matters related to City finances, internal and external audit and budget.*

Chair – Mayor Pro-Tem Johnny Andrews

Member – Mayor Pennington

Member - Councilmember Bernice Wilson

**NOW, THEREFORE BE IT HEREBY RESOLVED**, in meeting duly advertised and assembled the 12th day of March, 2019.

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Carl M. (Mel) Pennington IV, Mayor

ATTEST: \_\_\_\_\_  
Sherron L. Skipper, City Clerk