

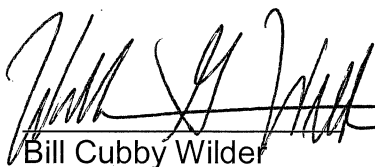
A Rules of Procedure workshop of the James Island Public Service District (District/JIPSD) Commission was held at 2:00 p.m. on August 17, 2016, in the conference room of the District offices located at 1739 Signal Point Road, James Island, South Carolina.

Present at the meeting were the following members: Donald Hollingsworth, Chair, who presided; Inez BrownCrouch, Kay Kernodle, Carter McMillan, Eugene Platt (departed at 3:02 p.m.), June Waring (arrived at 2:08 p.m.) and Bill Cubby Wilder.

Also present were: Robert Wise, District Manager; Tamara Eberhart, Administrative Coordinator; Helen McFadden, Attorney & Parliamentarian; Henry Haskell, Facilities & Project Coordinator and David Major, Facilities Maintenance Specialist.

Mr. Hollingsworth called the meeting to order.

1. The Freedom of Information Act Report – In compliance with the Freedom of Information Act, notice of this meeting and its agenda were provided to all news media and persons requesting notification.
2. The roll was called.
3. Rules of Procedure Workshop
 - A. Ms. McFadden led a presentation on the Rules of Procedure. Discussion followed. The Commission agreed to email their comments to Mr. Hollingsworth who will then forward the comments to Ms. McFadden for review.
 - B. Ms. Kernodle moved to have Ms. McFadden send her draft comments of what she thinks would best suit the Commission, seconded by Ms. BrownCrouch. The motion carried unanimously.
4. **Ms. Kernodle moved to adjourn the meeting, seconded by Mr. Wilder. The motion carried unanimously.**
5. Mr. Hollingsworth adjourned the meeting at 4:04 p.m.



Bill Cubby Wilder
Secretary
BCW/TE

Rules: JIPSD, 8-17-16

Helen T. McFadden, Attorney & Parliamentarian
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FUNDAMENTAL PRINCIPLES OF PARLIAMENTARY PROCEDURE

The majority must be allowed to rule

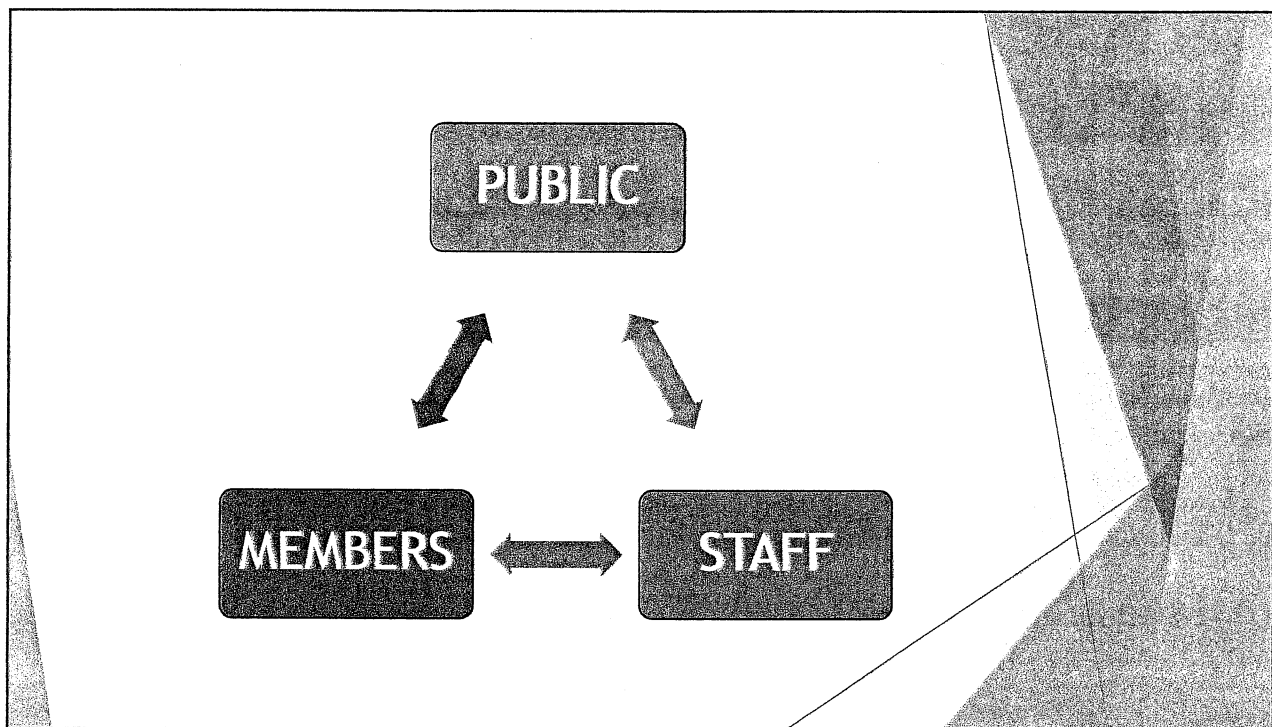
The minority have rights that must be respected

Members have a right to information to help make
decisions

Courtesy and respect for others are demanded

All members have equal rights, privileges and
obligations

Members have rights to an efficient meeting



RULES OF PARLIAMENTARY PROCEDURE:

PURPOSE OF RULES OF PROCEDURE--

To govern the conduct of members during the meeting; to govern the relationship between the members and the public during the meeting; among the members during the meeting; between the members and the staff

To set expectations for these groups and provide for fair exchange of information while bringing resolution to issues and procedures that are necessary for the proper execution of the mission of the Commission.

RULES FOR PUBLIC INTERACTION WITH COMMISSION [RULE 15-17]

This used to be called the right to petition the government—which is generally understood to ask for information, to give information, to seek services, to complain about services. It does not include the right to defame others: the members or staff. It does not include the right to be disruptive. You have rules about getting on the agenda to speak. I assume that a person can orally make a complaint to staff or commissioners or do so in writing.

RECOMMENDED NOTICE/RULE FOR PUBLIC, BUT USELESS IF NOT ENFORCED

III. PUBLIC COMMENT PERIOD

Notes on Comment Period: Comments are limited to two minutes per person and no personal or verbal attacks will be entertained. The Council is interested in hearing your concerns, but speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment Period. Topics requiring further investigation will be referred to the City Administrator and may be scheduled for a future agenda.

RELATIONSHIPS TO STAFF OF COMMISSION: MEMBERS AND PUBLIC [RULE 22-24]

Relationships with Department Heads and their subordinates. Commission members shall deal with District employees solely through the District Manager. Neither the Commission nor individual Commissioners shall give orders or instructions to any employees subordinate to the Manager. Any Commissioner visiting District offices or facilities except on official business will be treated as a member of the general public.

Relationship of Commissioners to subordinates. Commissioners shall direct all requests for information or special reports which would require staff research time to the Chairman who will represent these requests to the Manager.

ELECTRONIC USAGE

ELECTRONIC ATTENDANCE AT MEETINGS:

There is an opinion from the SC Attorney General in 2005 for Tega Cay regarding electronic meetings for that town. There remain the issues of participation in executive session, if any, by electronic means. As one municipal attorney points out, electronic attendance insulates the member from the "fury" of the public at the meeting. There is also the issue of materials distributed at the meeting to the members and having these before the absent member.

ELECTRONIC DEVICES USED FOR COMMUNICATION
WITH COMMISSIONERS, BETWEEN COMMISSIONERS.
WITH THE PUBLIC.

ACCOUNTABILITY: HOW TO MEASURE YOUR PROGRESS

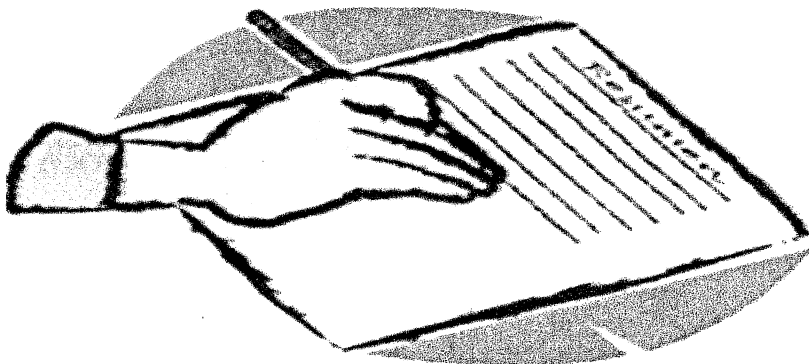
In making motions, consider how you will measure or know that the purpose of the motion has been accomplished. Define in the motion as much as is reasonable for this this purpose:

Who will complete the work?

When is completion or reporting on progress?

How will the work be done?

What resources will be devoted to this task?



I have read your comments and I am hear to listen to your comments now in order to draft a working document for you.