

Charleston County Resilience and Sustainability Advisory Committee
Rules and Procedures
Adopted January 25, 2023

Sec. 1. Location: Authority

The Authority for the Charleston County Resilience and Sustainability Advisory Committee (RSAC) arises from a County Council ordinance approved on September 20, 2022. This committee will act as an advisory board on all matters related to the Climate Action Plan, Sustainability, and Resilience.

Sec. 2. Meetings

- (A) Regularly scheduled meetings of the RSAC will be held in the Public Services Building quarterly. Meetings will be scheduled at least two weeks in advance.
- (B) Special meetings of the RSAC may be authorized by the Chair or a majority of the RSAC members at a time or place designated by same. Twenty-four (24) hours notice or notice as required by provisions of the Freedom of Information Act, SC Code Sec. 30-4-10 et.-seq., shall be given to all members of the Committee, and the public.

Sec. 3. Membership

The RSAC is composed of nine (9) members appointed by County Council. A quorum shall consist of five or more members.

Sec. 4. Voting

- (A) At all meetings of the RSAC, each member attending shall be entitled to cast one vote on each matter before the RSAC. Members having a conflict of interest in an application shall follow procedures for disclosure and disqualification by completing a conflict of interest.
- (A) The Chair shall call for voice votes of the voting members that are present although any member may request a roll call on any vote. Members of the RSAC must be physically present to vote. The Chair, or his designee, will announce the results of the vote. Members may not change their vote once the results have been announced, although they may correct errors in the tallying of their votes.
- (B) The RSAC shall submit its recommendation to the County Council within thirty (30) calendar days of the RSAC meeting at which the topic was introduced. For topics that are approved by the RSAC and will be part of a larger planning document, these topics do not have to individually be submitted to County Council. Instead, County Council will vote on the approval or disapproval of the planning document containing topics previously approved by the RSAC.

Sec. 5. Meeting Procedures

The Chair shall set the agenda for all meetings of the RSAC on or before seven days prior to the next scheduled meeting.

Individuals desiring to appear before the RSAC shall sign in prior to the meeting. This sign in shall include: speaker's name, the agenda item, if appropriate, the speaker plans to

discuss. Speakers shall be allowed to address the RSAC with time limits set at the discretion of the Chair. Extensions or reductions in speaking time are at the discretion of the Chair. If time is a factor, preference may be given to those individuals speaking on an agenda item. Individuals who sign in may not yield their time to another speaker without the Chair's approval.

Sec. 6. Minutes

- (A) A draft of the minutes of all previous meeting(s) of the RSAC shall be provided to each RSAC member for review. After the minutes have been approved by the RSAC, the minutes shall be the RSAC's written report of its decisions and other business of the RSAC.
- (B) Meetings of the RSAC shall be recorded on audio tape or video tape which shall be retained as a permanent record of each meeting.

Sec. 7. Rules of Procedure

Meetings of the RSAC will be conducted in accordance with the latest edition of *Robert's Rules of Order* except when in conflict with these stated Rules and Procedures or with the requirements of state law or local ordinances.

Sec. 8. Officers

The officers of the RSAC shall consist of the Chair and Vice-Chair as elected by the RSAC for terms of one year, with both offices to retain all official duties and responsibilities until the next election of officers as set forth below:

Before the close of the last meeting of the year, the Current Chair (or Vice Chair) shall call for open nominations. Members will select by majority vote of the membership one of its members as Chair and then one of its members as Vice Chair for the new year. The newly elected Chair and Vice Chair shall begin their terms upon completion of the meeting in which they are elected.

Note: In the event that neither the current Chair nor Vice Chair are reappointed (newly appointed members being seated in their stead), the Sustainability Coordinator or Chief Resilience Officer shall open the first meeting of the new RSAC and call for nominations, first for Chair, then for Vice Chair. Members will select by majority vote of the membership one of its members as Chair and then one of its members as Vice Chair for the new year. Terms for the new officeholders will begin immediately thereafter.

- (B) The duties of the Officers of the RSAC shall be as follows:
 - (1) Chair
 - A. To preside at all meetings of the RSAC.

- B. To set the agenda for all meetings of the RSAC.
 - C. To call special and emergency meetings of the RSAC in accordance with these Rules and Procedures.
 - D. To sign documents of the RSAC when authorized.
 - E. To see that all actions of the RSAC are properly implemented and effected.
 - F. To announce the results of any votes of the RSAC.
 - G. To provide an annual, written report of attendance of RSAC members at meetings of the RSAC. A copy of this report shall be provided to each RSAC member and to County Council.
- (2) Vice Chair
During the absence, disability or disqualification of the Chair, the Vice Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

Sec. 9. Powers and Duties

- (A) The RSAC acts in a review and recommending capacity on the following matters:
- (1) Creation and implementation of the Climate Action Plan;
 - (2) Implementation of actions outlined in the Energy & Sustainability Element of the Charleston County Comprehensive Plan;
 - (3) Implementation of the All-Hazard Vulnerability and Risk Assessment;
 - (4) Implementation of actions outlined in the Resilience Element of the Charleston County Comprehensive Plan;
 - (5) Any additional activities the Sustainability Coordinator or Chief Resilience Officer would like the RSAC to review.

Sec. 10. Conduct

- (A) Members Speaking:
- (1) A committee member upon recognition by the Chair, shall have the floor until he/she relinquishes it or the Chair recognizes another committee member.

- (2) Each committee member will be afforded the opportunity to speak.
- (3) No committee member shall interrupt while another is speaking, except where otherwise provided in the rules.
- (B) Only the RSAC Chair or his/her designee may speak on behalf of the RSAC. This does not limit the ability of individual members of the RSAC to speak publicly, but they must clarify that opinions expressed are their own.
- (C) Committee members may express their views or request information without limitation on any subject provided that no member of the RSAC shall speak for the RSAC except as may be directed by the RSAC or the Chair.
- (D) Committee members may request information related to RSAC business from the Sustainability Coordinator or Chief Resilience Officer provided that the Chair is notified of such requests in writing.
- (E) All mobile devices shall be silenced or left outside of the meeting room during the meeting.

Sec. 11. Administration

The Sustainability Coordinator and the Chief Resilience Officer or his/her designee shall be the Administrative Officers of the RSAC. The Administrative Officers shall do the following:

- (A) Provide administrative and technical assistance to the RSAC, where necessary, to conduct the business and fulfill the responsibilities of the RSAC.
- (B) Inform the RSAC of correspondence relating to business of the RSAC and assist the RSAC in attending to such correspondence.
- (C) Prepare analysis and recommendations for topics being presented to the RSAC.
- (D) Prepare the agenda for all meetings of the RSAC at the direction of the Chair.
- (E) Maintain and be custodian of RSAC records.
- (F) Keep the minutes of all meetings of the RSAC.
- (G) Maintain a record of RSAC member's attendance at meetings of the RSAC. Assist the Chair in providing an annual report of RSAC member's attendance.
- (H) Provide members of the RSAC with copies and updates of regulations, ordinances, rules, plans, and policies, which govern or should be considered in the performance of their duties.

- (I) Provide members of the RSAC with publications and notices of seminars, presentations, and instructions on matters which may expand members' knowledge and understanding in areas that would promote the mission of the RSAC.
- (J) Give or serve all notices required by statute or ordinance or by these Rules and Procedures or as directed by the RSAC.
- (K) Provide members of the RSAC with copies of proposed meeting agenda, staff analysis and recommendations, other information and reports on business to be considered by RSAC members at any meeting of the RSAC.
 - (1) Regular meeting information is to be provided to each member of the RSAC at least five (5) days prior to the scheduled RSAC meeting.
 - (2) Special meeting information shall be presented to each member of the RSAC for review at least twenty-four (24) hours prior to the special RSAC meeting in accordance with Section 2.B.

Sec. 12. Vacancies

- (A) Should any vacancy occur in the membership of the RSAC, immediate notice shall be given to the Clerk of County Council by the Sustainability Coordinator, Chief Resilience Officer, or Chair.
- (B) Should any vacancy occur among officers of the RSAC, the vacant office shall be filled by nomination and vote of the RSAC no later than the second meeting following the vacancy.

Sec. 13. Commission Member Attendance

- (A) It is most important that members of the RSAC be present at meetings of the RSAC. When a member is not able to attend a meeting of the RSAC, said member shall notify the RSAC's Administrative Officer in advance, who will inform the Chair of the anticipated absence.
- (B) RSAC members shall be allowed three (3) absences per year. If a member of the RSAC exceeds three (3) absences during a term-year, the Chair will provide written notice to the Clerk of County Council who will work with the Administrative Officer and County Council to appoint a new member.

If a member of the RSAC should leave during a meeting, such actions shall count as an absence subject to this paragraph with the following exceptions: an unforeseen family emergency, an unforeseen health issue, or if the member recuses themselves from a case.

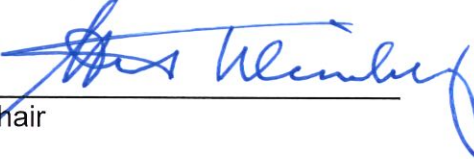
- (C) At least one (1) month prior to the end of every year, the Administrative Officer of the RSAC shall compile a written attendance report detailing the attendance of all RSAC Members for the current year and provide the attendance report to County Council.

Sec. 14. Amending Rules and Procedures

These Rules and Procedures may be amended at any regular meeting of the RSAC provided that the proposed amendment is introduced at the prior regular meeting.

The within Rules and Procedures shall become effective immediately upon its ratification by the Charleston County Resilience and Sustainability Advisory Committee.

Ratified in Charleston County
Resilience and Sustainability Advisory Committee
January 25, 2023



Chair

Attest:



Arielle Gerstein, Sustainability Coordinator



Karen Burney-Green, Chief Resilience Officer