



OCONEE COUNTY COUNCIL
WALHALLA, SOUTH CAROLINA

**BOARDS, COMMISSIONS
& COUNCIL APPOINTED
COMMITTEES**

**GENERAL INFORMATION
ORIENTATION BOOKLET**

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Oconee County has an excellent web site www.oconeesc.com which can provide you with specific information regarding county departments, the county’s fiscal budget, council activities, contact information for departments and other helpful information.

Introduction:

Oconee County council has the responsibility of appointing citizens to serve on boards, commissions and ad hoc committees. Council members view this process and appointment as a trust between Council, the appointee, the agency, and the community; all working together for the betterment of Oconee County.

Therefore, it is Oconee County Council's desire to provide a general orientation regarding the appointee's responsibilities on the board / commission / ad hoc committee. The information contained in this booklet is not a contract, but is information that will assist you in your roll as a public official representing the Oconee County Council.

Some of the boards and commission of Oconee County are jointly appointed with other governing bodies or agencies. Also, some of the boards are more of an advisory nature while some are policy making boards / commissions. The Department Head [or his/her designee] working with your board / commission will give you specific information about your board / commission.

Board and commission members are appointed to govern NOT to manage. The staff is responsible for managing and implementing policy set by the board / commission. There must be trust between the board / commission members and the County Administration.

A board / commission governance responsibilities **may** include, but **is not limited to** some of the following:

1. Setting overall organization strategy and policy objectives for the board / commission
2. Approving plans to achieve the objectives and assisting in evaluating the plans
3. Monitoring the organizations progress toward meeting the objectives
4. Establishing and revising bylaws
5. Review and forward capital expenditures to County Council for action
6. Review contract and agreements and forward to County Council for action
7. Interacting with local governmental officials on different matters
8. Research and development of funding sources for approval by County Council
9. Creation of annual operating budget [if applicable] for approval by County Council

Definitions:

- **“Public Member”** means an individual appointed to a non-compensated part-time position on a board / commission / ad hoc committee. A public member does not lose the status by receiving reimbursement of expenses or a per diem payment for services.
- **“Public Official”** means an elected or appointed official of the State, a county, a municipality, or a political subdivision thereof, including candidates for office. Public Official does not mean a member of the judiciary except that for the purposes of campaign practices, campaign disclosure, and disclosure of economic interests, a probate judge is considered a public official and must meet the requirements of this chapter.
- **“Official Capacity”** means activities which:
 - arise because of the position held by the public official, public member, or public employee;
 - involve matters which fall within the official responsibility of the agency, the public official, the public member, or the public employee; and
 - Are services the agency would normally provide and for which the public official, public members, or public employee would be subject to expense reimbursement by the agency with which the public official, public member or public employee is associated.

Board / Commission Members' Attendance Practices:

It is Council's desire to appoint citizens to boards and commission that have openly acknowledged to serve his/her community in this capacity. Therefore, it is Council's belief that persons who have been appointed to a board, commission or other authority should attend all meetings that are called. Some of the boards / commission have minimum attendance requires listed below:

- Arts & Historical Commission
- ATAX Commission
- Economic Development Commission
- Parks, Recreation & Tourism Commission
- Planning Commission
- Solid Waste Commission
- Water Commission

CONSTITUTION OF THE STATE OF SOUTH CAROLINA

ARTICLE XVII: Miscellaneous Matters

Section 1. Qualifications of officers.

No person shall be elected or appointed to any office in this State unless he possess the qualifications of an elector: Provided, The provisions of this Section shall not apply to the offices of State Librarian and Departmental Clerks, to either of which offices any woman, a resident of the State two years, who has attained the age of twenty-one years, shall be eligible.

SECTION 1A. Qualification for office; two offices.

Every qualified elector is eligible to any office to be voted for, unless disqualified by age, as prescribed in this Constitution. No person may hold two offices of honor or profit at the same time, but any person holding another office may at the same time be an officer in the militia, member of a lawfully and regularly organized fire department, constable, or a notary public. The limitation above set forth "No person may hold two offices of honor or profit at the same time," does not apply to the circuit judges of the State under the circumstances stated in this section, but whenever it appears that any or all of the Justices of the Supreme Court are disqualified or otherwise prevented from presiding in any cause for the reasons set forth in Section 6 of Article V of the Constitution, the Chief Justice or in his stead the Senior Associate Justice when available shall designate the requisite number of circuit judges for the hearing and determination of the hearing. The limitation above set forth does not prohibit any officeholder from being a delegate to a constitutional convention. (1989 Act No. 9, Section 3, eff February 8, 1989.)

SECTION 1B. Property qualifications; term of office; dueling.

No property qualification, unless prescribed in this Constitution, shall be necessary for an election to or the holding of any office. No person shall be elected or appointed to office in this State for life or during good behavior, but the terms of all officers shall be for some specified period, except Notaries Public and officers in the Militia. After the adoption of this Constitution any person who shall fight a duel or send or accept a challenge for that purpose, or be an aider or abettor in fighting a duel, shall be deprived of holding any office of honor or trust in this State, and shall be otherwise punished as the law shall prescribe.

State Ethics Rules of Conduct – General Information:

All public employees, public officeholders, and public members are expected to adhere to and follow the Rules of Conduct as outlined in the Ethics Reform Act. Anyone who is found guilty of violating these rules is subject to prosecution by the State Ethics Commission and the Attorney General's Office.

A public official, public member, or public employee may not knowingly use his official office, membership, or employment to influence a government decision to obtain an economic interest for himself, a member of his immediate family, an individual with whom he is associated, or a business with which he is associated.

A person may not directly or indirectly give, offer, or promise anything of value to a public official, public member, or public employee with intent to influence the public official's, public member's, or public employee's official responsibilities, nor is the public official, public member, or public employee to ask, demand, solicit, or accept anything of value for himself or for another person in return for fulfilling his official responsibilities or duties.

A public official, public member, or public employee may not receive anything of value for speaking before a public or private group in his/her official capacity. A meal can be accepted if provided in conjunction with the speaking engagement where all participants are entitled to the same meal and the meal is incidental to the speaking engagement. A public official, public member or public employee may receive payment or reimbursement for actual expenses incurred.

Public officials, public members, or public employees may not receive money in addition to that received by the public official, public member, or public employee in his official capacity for advice or assistance given in the course of his employment as a public official, public member, or public employee.

No public official, public member, or public employee may disclose confidential information gained as a result of his responsibility as a public official, public member, or public employee that would affect an economic interest held by himself, a member of his immediate family, an individual with whom he is associated, or a business with which he is associated.

No person may serve as a member of a governmental regulatory agency that regulates any business with which that person is associated.

No person shall serve on the governing body of a state; county; municipal; or political subdivision, board, or commission and serve in a position of the same governing body which makes decisions affecting his economic interests.

A public official occupying a statewide office, a member of his immediate family, an individual with whom he is associated, or a business with which he is associated may not knowingly represent another person before a governmental entity.

No member of the General Assembly or an individual with whom he is associated or business with which he is associated may represent a client for a fee in a contested case before an agency, a commission, board, department, or other entity if the member of the General Assembly has voted in the election, appointment, recommendation, or confirmation of a member of the governing body of the agency, board, department, or other entity within the 12 preceding months.

A public member occupying statewide office, an individual with whom associated, or a business with which associated may not knowingly represent a person before the same unit or division of the governmental entity for which the public member has official responsibility.

A public official, public member, or public employee of a county or municipality, an individual with whom associated, or a business with which associated may not knowingly represent a person before any agency, unit, or subunit of that county or municipality.

A public employee, other than of a county or municipality, an individual with whom associated, or a business with which associated may not knowingly represent a person before an entity of the same level of government for which the public employee has official responsibility.

No public official, public member, or public employee may cause the employment, appointment, promotion, transfer, or advancement of a family member to a state or local office or position in which the public official, public member, or public employee supervises or manages. A public official, public member, or public employee may not participate in an action relating to the discipline of the public official's, public member's or public employee's family member.

A former public official, former public member, or former public employee holding office, membership, or employment may not serve as a lobbyist or represent clients before the agency or department on which the public official, public member, or public employee formerly served in a matter in which he directly and substantially participated for one year after terminating his public service or employment.

It is a breach of ethical standards for a public official, public member, or public employee who participates directly in procurement to resign and accept employment with a person contracting with the governmental body if the contract falls or would fall under the public official's, public member's, or public employee's official responsibility.

No person may use government personnel, equipment, materials, or an office building in an election campaign. A person may use public facilities for a campaign purposes if they are available on similar terms to all candidates and committees. Likewise, government personnel may participate in election campaign on their own time and on non-government premises.

A public official, public member, or public employee may not have an economic interest in a contract with the state or its political subdivisions if the public official, public member, or public employee is authorized to perform an official function (including writing or preparing the contract, accepting bids, and awarding of the contracts) relating to the contract.

It is the responsibility of each board / commission member to review and comply with all requirements as outlined on the South Carolina Ethics Commission website <http://ethics.sc.gov/>.

Oconee County

Active Boards / Commissions

It is the responsibility of each board / commission member to review the full description of duties/responsibilities etc. and to review the applicable section of the Oconee County Code of Ordinances referenced.

Copies of Code may be viewed on line at
<http://www.municode.com>

Appalachian Council of Government [ACOG] Board

County Council appoints one citizen member to represent the County on the ACOG Board. In addition, County Council will elect at their first meeting each year one Council member to also sit on the ACOG Board.

Aeronautics Commission

Oconee County Code of Ordinances, Chapter 18
Contact: Airport [882-2959]

Anderson – Oconee Behavioral Health Services Commission

Oconee County Code of Ordinances, Chapter 2

Arts & Historical Commission

Oconee County Code of Ordinances, Chapter 2
Contact: PRT [888-1488]

Board of Assessment Appeals

The Board of Assessment Appeals consists of nine members appointed by the Governor upon recommendation of a majority of the County Delegation.

Building Codes Appeal Board

Oconee County Code of Ordinances, Chapter 6
Contact: Building Codes [718-1005]

Capital Project Advisory Committee

Oconee County Code of Ordinances, Chapter 2
Contact: Clerk to Council [718-1023]

Disabilities & Special Needs Board

Oconee County Code of Ordinances, Chapter 2

The Disabilities & Special needs board consists of nine resident electors. The Board shall be appointed by the Governor upon recommendation of a majority of the County Delegation.

Economic Development Commission

Oconee County Code of Ordinances, Chapter 24
Contact: Economic Development [638-4210]

Emergency Services Commission

Oconee County Code of Ordinances, Chapter 10
Contact: Emergency Services [638-4200]

Firemen's Insurance & Inspection Fund Board

Oconee County Code of Ordinances, Chapter 14

Infrastructure Advisory Commission

Oconee County Code of Ordinances, Chapter 34
Contact: Clerk to Council [718-1023]

Keowee Fire Tax District Commission

Oconee County Code of Ordinances, Chapter 14
The Commission shall consists of five commissioners, each elected to a four year term in the regular November general election in even numbered years.

Library Board

Oconee County Code of Ordinances, Chapter 18
Contact: Library Director [638-4133]

Parks, Recreation & Tourism Commission

Oconee County Code of Ordinances, Chapter 2
Contact: PRT [888-1488]

Planning Commission

Oconee County Code of Ordinances, Chapter 32
Contact: Planning [638-4218]

Scenic Highway Committee

Oconee County Code of Ordinances, Chapter 26
Contact: Planning [638-4218]

WorkLink Workforce Board

County Council appoints members upon recommendation of the WorkLink Board.

Zoning Appeals, Board of

Oconee County Code of Ordinances, Chapter 32
Contact: Channon Chambers, Building Codes [718-1005]