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CHAPTER 2. ADMINISTRATION

ARTICLE I. IN GENERAL

2.101. FORM OF GOVERNMENT.

The form of government of Chesterfield shall be the Mayor-Council.

(1976 SC Code 5-5-10(b), 5-9-10, et seq. Appendix C, this Code. Certificate of Incorporation, this Code)

2.102. COMPOSITION AND ELECTION OF MAYOR AND COUNCIL.

The Town Council shall be composed of a Mayor and six Councilmen, all of whom shall be residents of the town and elected by the qualified electors at an election as provided by Article II of this Chapter. (1976 SC Code 5-15-20) (Ord. #112. 2-10-94)

2.103. TERMS OF OFFICE.

The Mayor and all members of Council shall hold office for four (4) years or until their successors shall be duly elected and qualified. (1976 SC Code 5-15-40)

2.104. COMPENSATION. REIMBURSEMENT FOR ACTUAL EXPENSES.

The Mayor shall be paid a compensation of \$6,000.00 (\$500 per month) per year. All members of Council shall be paid \$3,000.00 (\$250 per month) per year. At no time, shall this ordinance become effective until the commencement date of the term of two or more members elected at the next general election following the adoption of an ordinance increasing said compensation, at which time it will become effective for all members whether or not they were elected in such election.

The Mayor and Council members may receive payment for actual expenses incurred in the performance of their official duties within limitations prescribed by the annual budget ordinance. (1976 SC Code 5-7-170) (Ord. #49. 4-6-89) (Ord. #2016-1)

2.105. MAYOR PRO TEMPORE. DUTIES.

At the first meeting of a newly constituted Council, it shall elect one of its members as Mayor Pro Tempore for a term not to exceed two years. He shall act as Mayor during the absence or disability of the Mayor or in case of a vacancy in the office of Mayor. (1976 SC Code 5-7-190)

(Editor's note. The provisions of this chapter derive primarily from ordinances of June 3, 1976 and June 9, 1977.)

2.106. OATH OF OFFICE REQUIRED.

The Mayor, and each member of Council, before entering upon the duties of their respective offices, shall take the following oath, to-wit:

I do solemnly swear (or affirm) that I am duly qualified, according to the Constitution of this State, to exercise the duties of the office to which I have been elected and that I will, to the best of my ability, discharge the duties thereof, and preserve, protect and defend the Constitution of this State and of the United States.

(S. C. Constitution)

As Mayor (Councilman) of The Town of Chesterfield, I will equally, fairly, and impartially, to the best of my ability and skill, exercise the trust reposed in me, and I will use my best endeavors to preserve the peace and carry into effect according to law the purposes for which I have been elected. So help me, God.

(1976 SC Code 5-15-150)

2.107. ORDINANCES.

It shall be the duty of the Council to pass, from time to time, such ordinances as in its judgment shall best promote the interests of the citizens and property owners of the town.

(1976 SC Code 5-7-30)

2.108. ENACTING CLAUSE OF ORDINANCES.

The enacting clause of all ordinances shall be, in substance, as follows: "Be it ordained by the Mayor and Council of Chesterfield, South Carolina that:"

2.109. ORDINANCES REQUIRED.

The Council shall act by ordinance in all matters required by law to be done by ordinance, in order to:

1. Adopt or amend an administrative code or ordinances, create, alter or abolish any department, office or agency;
2. Provide for a fine or other penalty or establish a rule or regulation in which a fine or other penalty is imposed for the violation thereof;
3. Appropriate funds and adopt a budget;

4. Grant, renew or extend franchises, licenses or rights in public streets or in public property, and close abandoned streets;
5. Authorize the borrowing of money or the issuance of bonds;
6. Levy taxes, assess property for improvements or establish charges for services;
7. Annex areas;
8. Convey or lease or authorize the conveyance or lease of any lands; and
9. Amend or repeal any ordinance described in subparagraphs 1 through 8 above.

In all other matters, the Council may act either by ordinance, resolution, or on motion, written or oral, which shall be recorded in the minutes.

(1976 SC Code 5-7-30 and 5-7-260)

2.110. EMERGENCY ORDINANCES.

Emergency ordinances shall conform to the provisions of 1976 South Carolina Code, Section 5-7-250(d) and Section 2.117(c) hereof.

2.111. CODIFICATION OF ORDINANCES. STANDARD CODES.

All ordinances amending this Code and any other ordinances or portions of ordinances, as may be required by Council, shall be codified annually in this Code.

(1976 SC Code 5-7-290)

Standard codes, technical regulations, business license ordinances and zoning ordinances may be cited in the Code by reference and copies thereof shall be made available by the Clerk for distribution or for purchase at a reasonable price.

(1976 SC Code 5-7-280)

2.112. NOTICE REQUIRED.

Prior to the introduction of an ordinance granting a franchise, license or right for the use of any street or public property, or for the permanent closing of any abandoned street, the applicant for such ordinance shall publish a notice in three separate issues of a newspaper having general circulation in the municipality stating the nature of the franchise, license or right sought or a description of the street sought to be closed, and the date on which the applica-

tion is to be presented to Council which shall be at least one week after the last notice. This requirement shall not apply to the temporary closing of a public street initiated by Council.

2.113. FORM OF ORDINANCES. INTRODUCED IN WRITING.

Every proposed ordinance shall be introduced in writing and in the form required for final adoption which shall include:

1. A number;
2. A title briefly describing the contents;
3. Findings, reasons or basis for the ordinance, if desired and when appropriate;
4. An enacting clause as set forth in Section 2.108 hereof;
5. A repealing provision, when appropriate;
6. The provisions of the ordinance including section numbers, when appropriate;
7. The effective date of the ordinance and dates of first and second readings and approval of Town Attorney as to form, when asked;
8. Space for the signatures of the Mayor or, in the absence of the Mayor, the presiding member of Council and the Clerk attesting notice of adoption. (See Sec. 2.117.f and Appendix B, this Code.)

(1976 SC Code 5-7-270)

2.114. INTRODUCTION OF ORDINANCES.

An ordinance may be proposed by any member of Council. A proposed ordinance shall be referred to the Town Attorney, when appropriate, for approval as to legality and form, and he shall render assistance in the preparation of ordinances when requested to do so. After an ordinance is in proper form and the required notices have been given, the Clerk shall hold the ordinance for public inspection. An ordinance shall be deemed to be introduced when, at a public meeting of Council, its title is read, after appearance on an agenda.

(Editor's Note. See 1976 SC Code, Title 5, Chapter 17, for "Initiative and Referendum" by the Electors.)

2.115. ORIGINAL ORDINANCE TO BE ENTERED IN BOOK.

The Clerk shall enter in an ordinance book the original copy of all ordinances passed by the Council. The book shall be known as the "Ordinance Book," as required by the 1976 S. C. Legislature, bearing Ratification No. 718, and it shall be indexed.

2.116. NOTATION OF AMENDING OR REPEALING ORDINANCES.

The Clerk shall write on the first page of every ordinance, subsequent to entry in the ordinance book, if the same shall be amended or repealed, as the case may be, the words "amended," or "repealed" with a reference on the ordinance in the ordinance book as to where the amending or repealing ordinance can be found.

2.117. ENACTMENT OF ORDINANCES.

a. An ordinance to levy a tax, adopt a budget, appropriate funds, grant a franchise, license or right to use or occupy a public street or public property for commercial purposes shall be complete in the form in which it is finally passed, and in such form remain on file with the Clerk for public inspection at least six days before final adoption.

b. No ordinance shall be adopted until it shall have been read two times and on two separate days with at least six days between each reading.

(1976 SC Code 5-7-270)

c. Emergency ordinances may be adopted on one reading without notice or hearing by affirmative vote of two-thirds of members present. An emergency ordinance may not levy taxes, relate to a franchise or a service rate and shall expire automatically on the sixty-first day following its enactment.

d. The introduction and reading of any ordinance shall be by the reading of the title only unless full reading is requested by a member of Council.

e. After the introduction of an ordinance, any member of Council or any citizen-taxpayer interested therein may request a public hearing which shall be held at a time designated by the Council prior to final adoption.

f. Upon final adoption, by vote of Council, an ordinance shall be signed by the Mayor, or presiding member in the absence of the Mayor, and attested by the Clerk.

2.118. INTRODUCTION OF RESOLUTIONS.

A voice motion of a member of Council shall be considered to be the introduction of an oral resolution which shall require no written record other than a notation by the Clerk in the Council minutes. However, a resolution proposed in writing shall be introduced in the same manner as an ordinance and in such form as may be recommended appropriate by the Town Attorney, when appropriate.

2.119. ADOPTION OF RESOLUTIONS.

Written or oral resolutions may be adopted on one reading unless a public hearing is set by a majority of the members of Council present.

2.120. STATE OF EMERGENCY. EMERGENCY POWERS OF THE MAYOR.

A state of emergency shall be deemed to exist whenever, during times of great public crises, disaster, rioting, civil disturbances, catastrophe, or for any other reason, public safety authorities are unable to maintain public order or afford adequate protection for lives, safety, health, welfare or property.

In the event of a state of emergency threatening or endangering the lives, safety, health and welfare of the citizenry or threatening damage to or destruction of property, the Mayor is hereby authorized and empowered to issue a public proclamation declaring to all persons the existence of such a state of emergency and, in order more effectively to protect lives, safety and property, to define and impose a curfew applicable to all persons within the jurisdiction of the Council.

The Mayor is further authorized and empowered to limit the application of such a curfew to any area specifically designated and described within the jurisdiction of the Council and to specific hours of the day or night and to exempt from the curfew policemen, firemen, doctors, nurses and such others as may be essential to the preservation of public order and immediately necessary to serve the needs of the people within the corporate limits.

(1976 SC Code 5-7-160)

ARTICLE II. MUNICIPAL ELECTIONS

2.201 ELECTION LAWS OF THE STATE TO GOVERN.

All municipal elections shall be conducted in accordance with the election laws of this state.

2.202 NONPARTISAN ELECTIONS ADOPTED.

All regular and special elections for office of Mayor and Town Council, respectively, shall be nonpartisan. No political party affiliation shall be placed on any ballot for any candidate.

2.203 FILING FEES.

For the office of Mayor, a filing fee of fifty dollars (\$50.00) shall be paid, and all candidates for Town-Council shall pay a filing fee of twenty-five dollars (\$25.00). (Ord. #2003-11 9/11/03)

2.204 PUBLIC NOTICE OF ELECTIONS. 60 DAYS REQUIRED.

Public notice of all elections shall be given at least sixty (60) days prior thereto, pursuant to Section 5-15-50, 1976 SC Code.

2.205 DATE OF MUNICIPAL ELECTIONS.

- a. All elections, except special elections, shall be held on the first Tuesday following the first Monday in April in each even numbered year.
- b. Special elections to fill vacancies shall be held pursuant to SC Code 7-13-190, of the 1976 SC Code of Laws as amended.

(Ord. #112, 02/10/94, Ord. #140 05/02/95)

2.206 POLLING PLACES. HOURS POLLING PLACES OPEN.

Polling places shall be designated by the Mayor and Council and shall remain open from 7:00 a.m. to 7:00 p.m.

2.207 AN ELECTION COMMISSION ESTABLISHED. REMUNERATION.

There is hereby established a Municipal Election Commission composed of three (3) electors who shall be residents of the town. They shall be appointed by the Mayor and Council and shall serve six (6) year staggered terms. They shall conduct all municipal elections. (1976 SC Code 5-15-90 et seq.)

Each member of the Commission and each poll worker shall be paid for each election conducted. (Ord. #47. 12-08-88, Ord. #2003-11 9/11/03, Ord. 2018-3 4/12/2018)

2.208. STATEMENT OF CANDIDACY TO BE FILED. FILING

A Statement of Candidacy shall be filed by each candidate for all municipal offices with the Town Clerk. Filing periods for general elections shall begin two weeks after the initial public notice is given of a pending election and shall close two weeks later. Special elections shall conform to Section 7-13-190, subsection (c), of the 1976 S. C. Code of Laws, as amended.

(Ord. #45. 8-11-88)

2.209. NONPARTISAN PLURALITY METHOD DETERMINES ELECTION RESULTS.

Election results shall be determined, pursuant to the nonpartisan plurality method prescribed in Section 5-15-61 of the 1976 Code of Laws of South Carolina.

(Ord. 112. 2-10-94)

2.210. WHEN SUCCESSFUL CANDIDATES ARE QUALIFIED.

Newly elected officers may not be qualified until at least 48 hours after the closing of the polls, to permit contested elections, if any.

2.211. SAME. WHEN TO ASSUME OFFICE.

Newly elected officers shall assume office on the first day of May, immediately following the election, unless said election is contested.

2.212. SAME. CONTESTED ELECTIONS.

Should the results of an election be contested, the incumbent who fills that contested office shall hold over until the contest is finally determined. If not incumbent, the decision shall be rendered by the Election Commission.

2.213. RESERVED.2.214. SPECIAL ELECTIONS.

Special elections, when required, shall be scheduled by the Council. Public notice shall be given at least sixty (60) days prior thereto. Statements of candidacy shall conform to Section 2.208 of this Article

2.215. VOTING DISTRICTS. MAP. MAYOR ELECTED AT-LARGE. COUNCIL MEMBERS FROM DISTRICTS.

The Town of Chesterfield is hereby divided into six distinct districts, based upon the Federal Census of 1990. The districts are shown on an official map hereby duly adopted and which shall remain on file in the office of the Municipal Clerk and open for public inspection during normal office hours.

Other than the Mayor, who shall be elected "at-large," the members of Council shall be reside in his or her respective district and shall be elected by the qualified electors therein.

(Ord. #91. 8-12-93) (Ord. #112. 2-10-94)

(Editor's Note. The voting districts were approved by the United States Department of Justice on February 14, 1994. The 1965 Voting Rights Act requires such approval.)

ARTICLE III. MEETINGS OF COUNCIL

2.301. TIME OF REGULAR MEETINGS. SPECIAL MEETINGS. OPEN TO PUBLIC.

The regular meeting of Council shall be held at the Town Hall the second Thursday of each month at 5:30 p.m. unless otherwise set by the Mayor and reasonable notice given to each Councilman and twenty-four hours notice posted on the town's bulletin board at Town Hall. Special meetings shall be held whenever called by the Mayor in cases of emergency or when, in his judgement, the good of the municipality requires it, or when notice is given in writing, signed by at least three members of the Council. Said notice shall be all the notice required. All Council meetings shall be open to the public as provided by the Freedom of Information Act of 1972, as amended. (See Appendix A.)
(Ord. #120. 07-20-94)

2.302. AGENDA.

Matters to be considered by Council at a regular meeting shall be placed on a written agenda prepared by the Clerk not later than noon of the day prior to the meeting. Matters not on the agenda may be considered upon request of a member unless at least two members object.

2.303. MINUTES OF COUNCIL MEETINGS.

The Clerk shall keep the minutes of all public meetings of the Council, and they shall be a matter of permanent public record. At each Council meeting, the minutes of the previous meeting shall be presented for approval. Minutes shall not be considered the official record of a meeting until approved by the Council. Any member of Council desiring to express a position on a matter voted upon by Council in the minutes may do so by presenting the position in writing to Council not later than the next regular meeting. No person shall make any change in the minutes or remove same from Town Hall without prior approval of the Mayor or Council.

2.304. QUORUM. RULES OF ORDER.

A majority of the Council serving shall constitute a quorum for the transaction of business at any meeting. Except as otherwise provided by state law or this Code, all proceedings of Council shall be governed by Robert's Rules of Order. The Town Attorney shall act as parliamentarian. In his absence, all questions of order shall be decided by the Mayor or, in his absence, the presiding officer, without debate, subject to an appeal to the Council.

2.305. UNLAWFUL TO INTERRUPT MEETINGS.

It shall be unlawful for any person or persons to interrupt the proceedings of Council, the Court or any other official body while in session.

(1976 SC Code 14-1-150, 14-25-90) (See also Section 14.601 of this Code regarding other public meetings.)

2.306. ORDER OF PROCEEDINGS OF COUNCIL.

The order of proceedings of Council meetings shall be substantially as follows:

1. Calling the roll.
2. Approval of the minutes.
3. Petitions and communications.
4. Reports of committees.
5. Old business.
6. New business.
7. Adjournment.

2.307. APPEARANCE OF CITIZENS.

Any citizen of the town shall be entitled to an appearance before the Council at any regular meeting concerning any municipal matter except as may be prohibited by the Freedom of Information Act. Persons desiring to speak shall notify the Clerk prior to the beginning of the meeting.

2.308. VOTING. MAYOR MAY VOTE,

a. A show of hands or a voice vote shall be sufficient to record votes. The "yeas" and "nays" on any question shall be recorded when required by any member. During the voting, no member shall leave the Council chamber.

b. All actions of Council shall be by majority vote of the members present.

c. Every member present, including the Mayor, shall have a vote on every question except when required to refrain from voting by state law. The Mayor shall vote as other members.

d. The result of each vote on every question shall be recorded in the minutes by the Clerk.

(Editor's Note: 1976 SC Code 5-9-30 authorizes the Mayor to vote as other members of Council.)

2.309. HOW OFTEN MEMBERS MAY SPEAK.

No member shall speak more than twice on the same question, except to explain his position, without concurrence of a majority of the Council.

2.310. REASONS FOR VOTING MAY BE RECORDED.

Any member shall have his reasons for voting for or against any measure recorded in the minutes at his request.

2.311. INTERESTED MEMBER OR MAYOR NOT TO VOTE.

Neither the Mayor nor any member of Council shall vote on any question of a private nature in which he is personally or pecuniarily interested.

(1976 SC Code 8-13-410, 8-13-460)

2.312. MAYOR TO PRESIDE. WHEN MAYOR AND MAYOR PRO TEMPORE ABSENT.

The Mayor shall preside at all Council meetings, when present. In the absence of both the Mayor and Mayor pro tempore the duties of the Mayor shall be performed by such member of the Council as the Council may designate.

2.313. EXECUTIVE SESSIONS.

a. Council may hold Executive Sessions as permitted by the South Carolina Freedom of Information Act (see Appendix A) at such times and places as Council may deem necessary and in the public interest.

b. A majority vote of Council shall be necessary to call such sessions.

c. Any formal action taken in Executive Session shall be ratified thereafter in public session, prior to such action becoming effective.

(1976 SC Code 30-4-60, 30-4-70)

2.314. APPOINTMENT OF COMMITTEES.

Council may appoint a committee to assist in or hold a public hearing for Council at any time upon any matter pending before it unless otherwise prohibited by law. Minutes or reports of hearings held by such committees shall be filed with the Clerk as public records. (See 2.405)

2.315. COMMITTEE REPORTS.

Committee reports may be in writing and signed by a majority of the committee. Any report involving the expenditure of money shall be in writing and include the amount to be expended, or an approximation thereof, and the reasons therefor.

2.316. ORDER OF COMMITTEE REPORTS.

Reports of committees, in the order of business, shall be rendered as the presiding officer may determine.

2.317. WHEN MOTIONS TO BE IN WRITING.

All motions shall be reduced to writing at the request of the Mayor or of any member of Council.

2.318. MOTIONS NOT DEBATABLE.

The following motions shall be without debate:

1. To adjourn,
2. To lay on the table,
3. To read any paper,
4. To take the yeas and nays for the previous question, and
5. To reconsider.

2.319. PRECEDENCE OF MOTIONS DURING DEBATE.

When a question is under debate, no motion shall be received except a motion:

1. To adjourn,
2. To lay on the table,
3. For the previous question,
4. To postpone to a certain day,
5. To commit, to amend, or to postpone indefinitely.

The above motions shall have precedence in the order in which they are set forth.

2.320. MOTIONS TO RECONSIDER.

A motion to reconsider shall not be entertained unless it be made by a member of Council who voted with the majority, and such motion shall be made only at the same or next succeeding meeting.

ARTICLE IV. OFFICERS AND EMPLOYEES

2.401. ENFORCEMENT OF ORDINANCES, LAWS, ETC.

All officers and employees shall enforce obedience to all state statutes, provisions of this Code or any resolution, rules and regulations or orders issued thereunder by lawful authority by instituting such procedures as may be necessary to such enforcement.

2.402. RIGHT OF ENTRY.

Subject to lawful entry requirements, whenever any officer or employee is required to enter any premises or vehicle as authorized by statute, the provisions of this Code or any ordinance, resolution, rule, regulation or order issued thereunder, he shall have the right to enter any such premises or vehicle at any reasonable time.

2.403. RESISTING OR INTERFERING WITH TOWN OFFICERS OR EMPLOYEES.

It shall be unlawful for any person to resist or interfere with any member of the Police Department, Fire Department or any other officer or employee in the discharge of his official duties.

2.404. APPOINTMENTS. SUPERVISION. TERMINATION.

The Mayor shall be the Chief Administrative Officer of the town, and he shall be responsible to the Council for the administration of all municipal affairs placed in his charge by state law. He shall be responsible for the appointment, supervision and removal of all municipal employees and appointive administrative officers, except as otherwise provided by law or personnel rules adopted by the Mayor and Council.

(1976 SC Code 5-9-30)

2.405. COUNCIL TO ESTABLISH DEPARTMENTS.

The Council may establish departments, offices and agencies and prescribe the functions thereof.

(1976 SC Code 5-9-40)

ARTICLE V. TOWN CLERK

2.501. APPOINTMENT. TENURE.

There shall be appointed by the Council an officer who shall have the title of Town Clerk and who shall serve at the pleasure of Council.

(1976 SC Code 5-7-220)

2.502. BOND.

Before entering upon the duties of his office, the Clerk shall enter into bond in such sum as may be required by Council with good and sufficient surety for the faithful performance of his duties. The fee therefor shall be paid by the town.

2.503. DUTIES OF CLERK.

The Clerk shall serve as ex-officio clerk of Council, give notice of meetings, prepare and post the agenda, attend regular and special meetings, record votes of Council, attest all ordinances and resolutions, keep minutes of Council meetings and perform such other duties as may be assigned by Council.

(1976 SC Code 5-7-220)

2.504. CLERK TO ACT AS TREASURER.

In addition to all other duties, the Clerk shall act also as the Treasurer of the town and shall perform those duties commonly associated therewith, according to state statutes.

2.505. TREASURER TO BE BONDED.

Should the Treasurer be other than the Town Clerk, he shall be bonded as provided for the Clerk in Section 2.502, hereof.

2.506. DUTIES OF TREASURER.

The Town Treasurer shall collect all taxes levied by the Council, according to the laws and ordinances governing same. He shall collect and receive all revenue of the town derived from all sources and, after receipt thereof, shall be responsible for the same. He shall attest all executions issued for the collection of delinquent taxes due to the town and shall forthwith deposit to the credit of the town all moneys received by him belonging to the town in such bank or banks as may be designated by the Council for that purpose. He shall keep an official bank book wherein all deposits by him, as Treasurer, shall be entered by the proper official of the bank or banks, which book shall always be open for the inspection of the Mayor or any member of the Council or citizens of the town. He shall

keep an account or record of his transactions together with all vouchers therefor, which shall be submitted to the Council for each preceding month.

All disbursements shall be by check which shall be given in numerical order, and corresponding stubs of same shall be kept by the Treasurer. All checks shall be signed by the Treasurer.

ARTICLE VI. TOWN ATTORNEY

2.601. APPOINTMENT. TENURE.

There shall be appointed by the Council a lawyer of good and reputable standing as Town Attorney who shall hold office at the pleasure of Council. The title "Town Attorney" and "Municipal Attorney" may be used interchangeably.

(1976 SC Code 5-7-230)

2.602. DUTIES.

a. The Town Attorney shall attend all meetings of Council unless excused by Council. He shall act as parliamentarian, and, when requested to do so, shall draft all ordinances, resolutions, and review all ordinances, resolutions and documents presented to Council and give opinions upon questions of municipal procedure, form and law to any member of Council and other town officials.

b. It shall be the duty of the Town Attorney to prosecute all cases before the Municipal Court when a jury trial is demanded or the defendant is represented by an attorney and defend the town against all civil suits.

(1976 SC Code 5-7-230)

2.603. SALARY.

The Town Attorney shall be paid such salary as may be fixed by Council.

ARTICLE VII. TOWN ADMINISTRATOR

2.701. APPOINTMENT. TENURE.

There shall be appointed by the Council an officer who shall have the title of Town Administrator and who shall serve at the pleasure of Council.

2.702. BOND.

Before entering upon the duties of his office, the Administrator shall enter into bond in such sum as may be required by Council with good and sufficient surety for faithful performance of his duties. The fee therefore shall be paid by the town.

2.703. DUTIES OF ADMINISTRATOR.

Including the following. Other duties may be assigned.

Administers policies and regulations established by Town Council. Meets with members of the Council and/or Council committees to review key concerns and issues. Makes recommendation to Council on developing realistic goals and objectives. Meets with department heads to discuss any proposed changes or improvements to service delivery.

Meets with Town Council. Prepares agenda for meetings. Prepares weekly reports for Mayor and Council. Attends all meetings of Mayor and Council.

Oversees the supervision of all department heads and employees. Meets with department heads separately on a regular basis to discuss individual department operations. Meets monthly with department heads to update them on any Council decisions and/or policy changes. Reviews personnel policies and programs to insure compliance with state and federal standards.

Provides basic services to the public in the most cost-effective and efficient manner possible. Works with department heads in evaluating appropriate levels of manpower and equipment necessary for service delivery. Investigates innovative methods to accomplish tasks.

Presents annual budget to the Town Council. Works with the Clerk-Treasurer in developing reasonable revenue and expenditure estimates for providing services for the upcoming year. Review budget with Mayor to insure budget reflects goals of administration.

Deals with the public to insure quality delivery of municipal services. Meets with citizens to hear any complaints or concerns about any municipal service or policy.

Prepares special reports for any public forum at which time citizens are allowed to discuss municipal operations.

Works to promote economic development in the community. Maintains a close relationship with business and industrial representatives to evaluate areas for potential recruitment. Works on creating and maintaining a community with a positive environment for economic development. Maintain close relationship with various state, federal and local agencies that affect local government operations. Works with local residents on any annexation efforts. Researches and applies for grants as directed by Mayor and Town Council.

Attempts to create a positive image of the community. Works with employees on how to properly deal with the public. Meets with various civic, social and church groups to discuss municipal operations. Informs the public of town functions and accomplishments.

2.704. SUPERVISORY RESPONSIBILITIES.

Manages subordinate department heads who supervise all town employees. Is responsible for the overall direction, coordination and evaluation of these units. Serves as direct supervisor to all administration department employees. Carries out supervisory responsibilities in accordance with the town's policies and applicable laws. For employees under direct supervision of administrator, the administrator's responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

2.705. EXPERIENCE.

The Administrator shall attend all meetings of the Council and town unless excused by Council. The Administrator shall be responsible for planning, organizing and conducting all aspects of the town's public service functions and perform such other duties as may be assigned by Council. The Administrator shall work to assure the effective institution and continuance of public service activities by planning, developing and coordinating all of the town's activities in accordance with policies approved by the town council. He shall be responsible for maintaining high standards of performance in any and all the town's various departments, and for insuring that all of the town services are provided fairly and equitable to town residents. The Administrator shall serve as department head of the Town's Administration Department and shall be in direct supervisor of each of the Town's department heads. The Administrator or his designated appointee shall be responsible for enforcing all town codes. (Ord 2010-15, 12/9/10)

2.706. DESIRABLE EDUCATION AND EXPERIENCE

Master's degree in Public Administration or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

ARTICLE VIII. POLICE CHIEF

2.800. DUTIES OF CHIEF OF POLICE.

Under policy and administrative direction, plans, organizes and provides administrative direction and oversight for police services, fosters cooperative working relationships with other departments, intergovernmental, regulatory and other outside agencies, various public and private groups, and the public served; performs related work as required.

2.801. DISTINGUISHING FEATURES OF THE CLASS.

Monitor and supervise day-today operations of the police department; oversees recruitment, training and continuous supervision of officers; oversees the initiation, management, investigation and prosecution of criminal offenses; act as a department liaison to the mayor, town administrator and town council to address concerns affecting the police department, it personnel, duties and goals; assist with the formulation, implementation and monitoring of the yearly department budget; manage procurement of equipment and supplies as is needed for operations.

2.802. EXAMPLES OF WORK. (Illustrative only, not all inclusive)

Shall act as the commanding officer and department head; shall perform all of the duties and responsibilities of subordinate officers, plans and supervises the work of all subordinate officers on assigned shifts or assigned areas; take active charge in serious or unusual situations; performs performance of subordinate officers and make suggestions for better execution of work; may be assigned by the mayor, town administrator or town council. Duties are to be continuous throughout the calendar year.

2.803. REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of police principles, methods, and supervision; local controlling laws and rules and regulations of the department; must be familiar with the geography of the jurisdiction. Must possess the ability the ability to direct and supervise the work of others; to deal firmly and courteously with the general public. Must be dependable, utilize good judgment and demonstrate the ability to command the respect of others. Must be familiar with the process of completing an annual departmental budget, as well as, methods of procurement.

2.804. ACCEPTABLE EXPERIENCE AND TRAINING

Considerable experiences as a law enforcement officer at the supervisory level or any combination of experience and training which provides the required knowledge, skills and abilities.

2.805. REQUIRED

Must possess a high school diploma or its equivalent; must possess a valid South Carolina Driver's License; must be a graduate of the South Carolina Criminal Justice Academy; must maintain level of training as relevant to this position. (Ord. 2011-3)