

STATE OF SOUTH CAROLINA )  
TOWN OF IRMO )  
)

**ORDINANCE 24-01**

**AN ORDINANCE OF THE TOWN OF IRMO ESTABLISHING AN EVENTS COMMITTEE AND ADOPTING GENERAL AND SPECIAL RULES PERTAINING THERETO**

**WHEREAS**, the Irmo Town Council wishes to establish a volunteer Events Committee to assist the Council with various issues; and

**NOW, THEREFORE**, be it ordered and ordained, by the Town of Irmo, in council duly and lawfully assembled and by the authority thereof that the Town of Irmo Events Committee is established and the following special rules pertaining to this committee are hereby adopted:

**Section 1. General Power and Duties:**

- A. The Events Committee shall have the general power and duty to render advice and make recommendations about events to the Irmo Town Council and Town Administrator.
- B. The Events Committee shall make regular oral or written reports to the Council, in addition to special reports and recommendations requested by the Town Council, Town Administrator, or deemed necessary by a majority of the members of the Events Committee.
- C. The Events Committee shall meet with the Town Council, at the Council's request, to discuss and report on its goals, projects, accomplishments, and concerns.
- D. The Events Committee shall study its own structure, specific charges and direction, and recommend any changes, if needed, to the Town Council.
- E. The Town Council shall advise the Events Committee of any evaluation made of the committee's actions and direction, and any proposed action to amend the committee's charges.
- F. The Events Committee will send a representative to Town Council Meetings when requested by the Town Council or the Town Administrator.
- G. The Events Committee shall elect one of its own to serve as the Chairperson, Vice-Chairperson, and Secretary.

**Section 2. Appointment to the Committee.** The following general rules shall be applicable to the qualifications of members of the Events Committee and their appointment and removal;

- A. The Events Committee shall consist of five (5) voting members.
- B. Membership shall consist of no more than two (2) Town Council members.
- C. The Mayor shall serve as a voting member on the Events Committee if he/she so desires. This seat counts towards the five (5) voting members and the two (2) council members positions.
- D. The members of the Events Committee, excluding the Mayor, shall be appointed with the approval of a majority of the Town Council.
- E. Each Committee member shall:
  - i. Own or be employed by a business within the Irmo Town Limits or be a resident of the Town of Irmo at the time of their appointment and for so long as they serve.
  - ii. Serve at the pleasure of the Town Council, without compensation, for a term of 4 years. In the case of the Council members serving on the committee as voting members, their term shall not exceed their terms of elected office. Upon leaving

- elected office the Town Council shall appoint other members of the Council to the committee with Council members participating as voting members.
- iii. Be eligible for appointment and/or reappointment upon application to the Town Council, but the Town Council shall encourage new applicants to promote widespread community involvement.
    - a. A Committee member's record of attendance at the committee's meetings may be a factor in determining whether that member shall be reappointed to the committee.
    - b. Notwithstanding the foregoing, the Town Council retains the ability to appoint anyone that it may select by majority vote for membership to the committee.
  - iv. Be considered to have resigned in the event of three consecutive absences from committee meetings, unless the Chairperson of the Committee shall have excused the member's absence and informed the other Committee members of the exception at the third consecutive meeting missed.
- F. The term of office shall be for four (4) years beginning when initially appointed and in concurrence with any appointments in effect on April 1<sup>st</sup>, 2024.
- G. Initial committee appointments will be staggered between 2-year and 4-year terms that will end respectively on March 31.
- H. The Town Administrator shall serve as an ex-officio member of the Events Committee.
- I. Associate members of the Events Committee shall be appointed by a majority vote of the Events Committee. Each Associate member shall:
- i. Serve at the pleasure of the Events Committee without compensation.
  - ii. Have non-voting membership status.
  - iii. Be of assistance to the committee with the charges and duties on an as-needed basis. Residency and regular meeting attendance is not required.
- J. Organization of the Events Committee. The following general rules shall be applicable to the organization and conducting of business:
- i. The committee shall establish a time and place for its regular meetings. Once the committee has established a time and place for its regular meeting, the committee shall request the Town Administrator approve the time and place of the regular meeting. The Town shall cause notice of the schedule of regular meetings to be posted on the bulletin board at the Town Hall and the Town's website. The agenda shall be set by the Chairperson, but upon request of any committee member or the Town Administrator, an item shall be placed on the agenda. Agendas of the meetings shall be posted in compliance with the Freedom of Information Act (FOIA). No committee meeting shall be considered to have been held unless notice of the time and date of the meeting has been properly available pursuant to FOIA, and unless a quorum shall have been present. Special Meetings of the committee may only be called by the Events Committee Chairperson, Mayor, or Town Administrator and must be called in accordance with FOIA.
  - ii. A quorum is a majority of the current appointed voting membership.
  - iii. At its first regular meeting in January, the committee shall elect, by a simple majority of the members present, a Chairperson, Vice-Chairperson, Secretary, and such other officers as the committee deems advisable, who shall serve one (1) year terms.

- iv. All committee leadership (Chairperson and Vice-Chairperson) shall be versed in managing meetings in an effective, fair, open, and transparent manner in compliance with FOIA and Robert's Rules of Order. The Town Administrator will provide training to committee leadership if necessary.
- v. The duties of the Chairperson shall be consistent with those of a presiding officer as they pertain to the conduct of the committee meetings and adherence to the general powers and duties, organization of the committee, committee charges and duties, and procedures set forth in this resolution.
- vi. The Committee Chairperson shall be responsible for monitoring the attendance of committee members and shall meet with committee members whom the Chairperson believes are negatively impacting the operation of the committee, due to absences, to discuss a plan to eliminate future absences. The Chairperson may recommend to the Town Council to either remove the person from the committee or recommend that the Events Committee vote to convert the person to Associate membership status on the Committee.
- vii. The Events Committee shall keep minutes of its meetings, which shall include its determinations, recommendations, attendance of members, and an indication of who prepared the minutes. The minutes shall be public records in accordance with FOIA.

**Section 3. Code of Conduct for all Committee Members:**

- A. Appointees on the committee are volunteers who desire to provide their time, service, and expertise to the town.
- B. Appointment to the committee is contingent upon each prospective appointee's acceptance of this Code of Conduct.
- C. Appointees agree that their service is intended for the greater benefit of the Town and not for any private, commercial, or personal interest.
- D. Appointees will agree to:
  - i. Abide by the laws of the Federal, State, and the Town's regulations and ordinances and follow the direction of legal authorities.
  - ii. Accept and follow the Town Council objectives and requirements and to provide their service, advice, and recommendations to the Council, if approved by the Council, to others.
  - iii. Not disclose confidential information that they may discover during their service unless legally authorized to do so and not to use such confidential information shall not be used to advance the personal, financial, or private interests of themselves or others.
  - iv. Recuse themselves if or when a situation arises in which a member could be perceived to have a conflict of interest.
  - v. Conduct discussions, decisions, and votes in public and in compliance with the provisions of the Freedom of Information Act.
  - vi. Consider issues that come before the body by using objective, responsible, and equitable processes.
  - vii. Treat all persons in a courteous, dignified, and professional manner.
    - a. Confront ideas and issues – but not people.
    - b. A personal attack, in any form, by an appointee to another person(s) is unacceptable behavior.

- viii. Reject any form of gifts or compensation from any entity or person for their service except when authorized by the Town Council.
- ix. Respect and follow established channels of communication with Town staff.
- x. Use Town equipment, supplies, personnel, or facilities for approved Town activities only.
  - a. Such use must be exercised with reasonable care.
- xi. Respect others by being on time and properly prepared to conduct the body's business.

**Section 4. Charges and duties:**

- A. To find, create, and implement events that encourage education, arts, family, health, and diversity through unique experiences that engage the community to make the Town of Irmo an ideal place to live, work, and play.
- B. To coordinate and sponsor regular Town events and Special Events as the Committee may recommend.
- C. Create a work plan for events including a proposed budget.
- D. To actively seek interested volunteers to serve on the Events Committee.
- E. To develop new programs/activities and study the town parks and make recommendations.
- F. To work for preserving and enhancing town parks for the use and enjoyment of all residents.
- G. To make recommendations to the Town Council regarding the maintenance and capital improvements with regard to the Town Parks.
- H. Work with art consultants and/or others to find or create appropriate art for display.
- I. Identify grants and funding opportunities to enhance events within the Town.

Note: The Town is the only entity that can accept a donation of funds or any other items.

**Section 5. Procedures:**

- A. The committee may not enter into contracts or agreements on behalf of the Town.
- B. Any correspondence involving the use of Town letterhead, logos, or branding must first be approved by the Town Administrator.
- C. All press releases, announcements, and social media posts for Town-sponsored events are to be pre-approved by the Town Administrator or the Town Council. Sufficient time should be allowed to obtain the necessary approvals or make necessary changes.
- D. Itemized budgets for events or projects must be submitted at least 30 days in advance to the Town Administrator.
- E. Any new event, program, or project beyond what has been previously approved by the Town Council shall first be submitted to vote by the committee. The recommendation shall then be forwarded to the Town Administrator and then the Town Council for consideration when appropriate.
- F. The Events Committee does not have the authority to speak for the Town. Neither the Committee as a whole nor any individual committee member shall act or speak for the Town unless

authorized to do so by the Town Administrator or Town Council. The Committee should not seek to negotiate or conclude agreements with other organizations without prior approval from the Town Administrator or Town Council. The Events Committee is not authorized to spend any money on behalf of the Town. Any costs incurred by committee members may not be reimbursed by the Town without prior approval by the Town Administrator or Town Council.


**Section 6. Repeals.** This Ordinance hereby repeals and supersedes all previous establishments of an Events Committee for the Town of Irmo.

**BE IT FURTHER ORDERED** that this ORDINANCE 24-01 shall become effective on this 19<sup>th</sup> day of March 2024.



William O. Danielson, *Mayor*

ATTEST:



Renee Caviness, Municipal Clerk

1<sup>st</sup> Reading: February 20<sup>th</sup>, 2024

2<sup>nd</sup> Reading: March 19<sup>th</sup>, 2024



## Staff Report

**DATE:** Council Meeting: February 20, 2024  
Council Meeting: March 19, 2024

**TO:** Irmo Town Council

**FROM:** Courtney Dennis, Town Administrator

**SUBJECT:** Events Committee

**ACTION REQUESTED:** Consideration of an Ordinance to establish an Events Committee

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### Background

Under the previous Mayor, an ad-hoc Events Committee was established to advise him on Events in the Town. This committee was advisory-only and was not formally established by code or Resolution.

### Recommendation

The Town Council should consider an ordinance to form a permanent Events Committee to advise the Council on Events in our Town.

The drafted Ordinance has been structured to have five (5) voting members. Two (2) of those members are from the Council (Mayor & one Councilmember) and the remaining three (3) members would be from the community (restricted to people who own or are employed by a business within the town limits or are a resident of the town).

Their primary function would be to give advice and make recommendations about events to the Town Council.

This ordinance would create structure and sustainability for this committee.