



**Santee Lynches Regional Council of Governments  
Executive Committee Meeting  
Monday, April 1, 2019 - 5:00pm  
CCTC Advanced Manufacturing Technology Training Center  
853 Broad Street, Room 144, Sumter, South Carolina**

**MINUTES**

**Members Present**

Alfred Mae Drakeford, Vivian McGhaney, Jim McCain, Julia Nelson, Travis Windham

**Member Absent**

Alexander Boyd, Senator Kevin Johnson(excused), Sammie Tucker (excused), Dwight Stewart (excused)

1. **Welcome and Call to Order:** Chairman Travis Windham called the meeting to order at 5:26pm.
2. **Invocation/ Pledge of Allegiance:** Ms. Alfred Mae Drakeford provided the invocation.
3. **Quorum Determination:** Chairman Travis Windham determined there was a quorum. Due to the death of Dr. Painter, there are presently 9 committee members. 5 of 9 committee members were present.
4. **Adoption of Agenda:** A motion was made by Ms. Alfred Mae Drakeford to approve the Agenda. Ms. Julia Nelson seconded the motion. The motion was passed unanimously.
5. **Approval of Previous Meeting Minutes:** A motion was made by Ms. Vivian McGhaney to approve the February 4, 2019 meeting minutes. Mr. Jim McCain seconded the motion. The motion was passed unanimously.
6. **Determination on How to Proceed on Motions Coming out of Committees:** Mr. McKinney went over his research on the matter.

It is permissible to have the motion come from committee with or without a second, but according to *Robert's Rules of Order (11<sup>th</sup> Ed.)* no second is required on a motion coming out of committee.

Pages 32-37 of *Roberts Rules of Order (11<sup>th</sup> Ed.)* explain how a "Motion Is Brought Forward Before the Assembly". There are 3 steps required:

1. A member makes a motion (p. 33)
2. Another member must second it (p. 35)

3. The Chairman states the question on the motion
  - a. This is simply restating the exact motion, which is the trigger to open the floor for debate on the stated motion (p. 37)

Without these 3 steps, a motion cannot be legally brought to the assembly.

Pages 514-515 of *Roberts Rules of Order (11<sup>th</sup> Ed.)*, speaks to the procedure for proceeding with a "Report At The Initiative Of A Standing Committee Recommending Action". Page 514 explains how the committee recommends the action. Page 515 states, "The chair then states the question on the resolution (motion), and it is considered just as any other main motion."

No second to the motion presented from committee is required for the motion to go forward to the main assembly. The motion goes from the committee chair to the chairman.

Executive Committee Members discussed and agreed upon the following procedure, based on *Roberts Rules of Order (11<sup>th</sup> Ed.)*: **"Any motion coming out of a committee requires no second, when it is presented to the full board."** A motion was made by Ms. Julia Nelson for approval of the above stated and recorded procedure. Ms. Alfred Mae Drakeford seconded the motion and the motion was passed unanimously.

7. **Establishment of Parliamentarian for Board Meetings:** Mr. McKinney recommended that SLRCOG ECS Chief Kyle Kelly be appointed for Parliamentarian, as Mr. Kelly is versed in *Roberts Rules of Order (11<sup>th</sup> Ed.)*. A motion was made by Mr. Travis Windham to approve the appointment of Kyle Kelly as Parliamentarian. Mr. Jim McCain seconded the motion. The motion was passed unanimously.
8. **Add May Board Meeting:** Recommendation made to hold an Executive Committee Meeting from 5:00pm-6:00pm as well as a Board of Directors Meeting from 6:00pm to 7:00pm on Monday, May 6, 2019, to review a budget amendment for FY 2018-2019 and the proposed budget for FY '19-'20, prepared by CFO Kathy Powell, prior to adoption at the June 2019 Board Meeting. A motion was made by Ms. Alfred Mae Drakeford to add a May Executive Committee and Board of Directors Meeting for May 6, 2019. Mr. Jim McCain seconded the motion. The motion was passed unanimously.
9. **Criteria for Board Members Attending National Association of Development of Directors (NADO):** Mr. McKinney presented information about what criteria could be used to determine NADO attendance:
  1. Bring 4 board members, 1 from each city/county (i.e. Manning and Clarendon County would be able to send 1 person);
  2. Missed no more than 2 of the 6 meeting in the past 12 months prior to the conference;
  3. An "active" member of at least one committee;
  4. Willing to present a report to the full board on take-aways/potential ideas.

SLRCOG will budget for the payment of one (1) representative from each county/city to attend, four (4) persons total. A motion was made by Ms. Vivian McGhaney for approval of

four (4) persons, who meet the above criteria, to attend NADO. Ms. Julia Nelson seconded the motion. The motion was passed unanimously.

**10.Executive Session:** A motion was made by Ms. Alfred Mae Drakeford to go into Executive Session to discuss a contractual matter regarding employment. Mr. Jim McCain seconded the motion.

A motion was made by Ms. Vivian McGhaney to come out of Executive Session. Mr. Jim McCain seconded the motion. The motion was passed unanimously.

Motion to revise the Executive Director's contract was made coming out of Executive Committee by Ms. Julia Nelson. Mr. Jim McCain seconded. The motion was passed unanimously.

**11.Adjournment:** Ms. Alfred Mae Drakeford motioned to adjourn Executive Committee. The motion was seconded by Ms. Vivian McGhaney and passed unanimously. Meeting was adjourned at 6:00pm.

Respectfully Submitted,

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Christopher McKinney  
Executive Director

