

**TOWN OF SEABROOK ISLAND, SOUTH CAROLINA**

**RESOLUTION NO. 2024-02**

**ADOPTED JANUARY 4, 2024**

**A RESOLUTION ESTABLISHING A SPECIAL COMMITTEE ON FINANCE**

**WHEREAS**, pursuant to Section 2-402 of the Town Code, the Town Council is authorized to establish, by resolution, any special committee deemed necessary for a specific purpose and duration; and

**WHEREAS**, Section 2-402 of the Town Code further stipulates that a resolution establishing a special committee shall specify, at a minimum:

- (1) The purpose, powers, and duties of the special committee;
- (2) The number and qualifications of special committee members, as well as their method of appointment;
- (3) The duration or deadline within which the special committee shall complete its work; and
- (4) Any special rules, requirements, provisions, or directives, as deemed necessary by the Town Council; and

**WHEREAS**, the Town Council desires to establish a Special Committee on Finance to assist the Town Council and make recommendations to it in fulfilling the Town Council's responsibilities in finance and budget-related areas;

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council for the Town of Seabrook Island, as follows:

- (1) *Special committee established.* A Special Committee on Finance is hereby established.
- (2) *Purpose; powers and duties.* The purpose of the Special Committee on Finance is to review and provide recommendations on any finance and budget-related matters which may be referred to the committee by the Mayor and/or Town Council.
- (3) *Membership.* The Special Committee on Finance shall consist of not fewer than five (5) and not more than nine (9) members. Committee members shall be appointed as provided herein.

*(a) Appointment; qualifications.*

- i. One member of Town Council shall be appointed by the Mayor and shall serve as chair of the committee.

- ii. The remaining members shall be nominated by the Mayor and appointed by a majority vote of Town Council. It is the intention of Town Council that the remaining members shall be drawn from a diverse group of professional backgrounds and interests. Preference may be given to those with a professional background in accounting, banking, budgeting, finance, law, management, and related fields.
  - (b) *Term.* Unless extended by subsequent resolution of Town Council, all members shall serve for a fixed term expiring on December 31, 2024.
  - (c) *Resignation; removal; vacancies.* Any member who resigns prior to the expiration of his or her term shall do so in writing to the town clerk/treasurer. Any member may be removed for cause by a majority vote of the town council. A vacancy shall be filled for the remainder of the unexpired term in the same manner as the original appointment.
  - (d) *Advisory members.* The Town Council may appoint advisory members to the Special Committee on Finance. Advisory members may attend and participate in all committee meetings in an advisory (i.e. non-voting) capacity.
- (4) *Meetings; quorum; rules of order; voting.* The Special Committee on Finance shall meet on such dates and times as are scheduled by the chair or a majority of the committee's membership. All meetings shall be held at Town Hall, unless otherwise advertised, and shall be open to the public. A majority of committee members must be present to constitute a quorum, and no official business may be conducted without a quorum present. Except as otherwise required by state law or town ordinance, all proceedings of the committee shall be governed by Robert's Rules of Order. Official decisions or actions by the committee shall require a majority vote of those members present and voting. Proxy votes shall not be permitted. Any committee member who has a direct or indirect conflict of interest in any matter before the committee shall be disqualified from participating in any discussion or decision related thereto; provided, this limitation shall not prohibit a committee member from participating in, voting on, or influencing or attempting to influence an official decision if the only economic interest or reasonably foreseeable benefit that may accrue to the committee member is incidental to the committee member's position or which accrues to the committee member as a member of a profession, occupation, or large class to no greater extent than the economic interest or potential benefit could reasonably be foreseen to accrue to all other members of the profession, occupation, or large class.
- (5) *Public notice; public records.* Public notice shall be given for each meeting pursuant to S.C. Code 1976 Sec. 30-4-80. The town clerk/treasurer shall prepare an agenda containing the date, time and location of each meeting, as well as a list of items for action and/or discussion. The town clerk/treasurer shall act as secretary to the committee and shall prepare and keep written minutes of all committee meetings. Unless exempt by state law, all records of the Special Committee on Finance are deemed public records and shall be made available for inspection upon request.

**BE IT FURTHER RESOLVED** that this appointment shall remain in effect until such time as Beth Rinehimer is no longer employed by the Town of Seabrook Island.

**SIGNED AND SEALED** this 25<sup>th</sup> day of January, 2024, having been duly adopted by the Town Council for the Town of Seabrook Island on the 4<sup>th</sup> day of January, 2024.

Signed:

  
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Bruce Kleinman, Mayor

Witness:

  
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Katharine E. Watkins, Town Clerk

