South Carolina Planning Education Advisory Committee
(SCPEAC)

December 16, 2024

NOTICE OF DECISION

Title of Program: Conducting Effective Meetings

Organization: Town of Summerville

The following action has been taken by the SCPEAC on this application:

APPLICATION RECEIVED   Date: December 16, 2024

APPLICATION REVIEWED   Date: December 16, 2024

ACCEPTED WITHOUT OBJECTION   Date: N/A

a)   X   ACCREDITED for: 180 minutes (3 hours)   CE credit hours: 3.0

b)   DENIED ACCREDITATION

c)   RETURNED for more information

If accredited:

a)   Authorized Course No.: 2024-12

b)   Date of accreditation: December 16, 2024

Certification Signature, MASC Administrative Representative: _L. P. Floyd_

Certification Signature, SCPEAC Representative: _Stephanie Monroe Tillerson_

**For further information, contact Urica Floyd at 803-354-4754
or the committee at SCPEAC@masc.sc.**

Application for Accreditation of a Continuing Education Program or as a Sponsor Organization

NOTE: This certification form, together with the required information referenced therein, shall be submitted to the South Carolina Planning Education Advisory Committee. Applications are due no later than 30 days prior to the first scheduled presentation of a program or class. Once submitted, if no objections are raised by a member of the SCPEAC within 10 business days of receipt, the program shall be considered accepted. If an objection is raised, a teleconference meeting shall be scheduled with appropriate public notice, as soon as reasonably possible, to review the application. The Committee will consider extenuating circumstances where the 30-day deadline cannot be met.

Reason for Application

Choose one:
○ Request as a Local Official for Continuing Education Program Approval ○ Request as an Organization for Accreditation of a Continuing Education Training ⊙ Request as an Organization to be an Approved Sponsor of Continuing Education Programs

Applicant Information

Applicants must meet the educational requirements of at least an undergrad degree, plus 5 years experience in the planning field.

Name

Scott	Slatton
First	Last

Municipality/County/Organization

Town of Summerville

Position

Town Administrator

Phone

(843) 851-6000

Email

sslatton@summervillesc.gov

If you are a COG Director, indicate which jurisdiction the certification is being requested for:

<div style="border:1px solid #ccc; height:40px;"></div>

Applicant Resume/Vita
Scott Slatton Resume.pdf

Information About Organization Providing the Training

Organization Name

Town of Summerville

Organization Address

200 S Main St
Address Line 1

Address Line 2

Summerville	South Carolina	29483
City	State	Zip Code

Organization Phone

(843) 851-6000

Organization Website

https://summervillesc.gov

Name of Training Contact

Scott Slatton

Title of Training Contact

Town Administrator

Training Contact's Phone

(843) 851-6000

Training Contact's Email

sslatton@summervillesc.gov

Training Program Information

Title of Planned Training or Program

Conducting Effective Meetings

Date of Training

2/5/2025

Length of Training Session (i.e. 60 minutes, 90 minutes, 3-hours, etc.)

3 hours

Training Location

Summerville town hall

Brief description of the Training or Program and its relevant content:

Each of the town's land use planning committees/boards/commissions will receive training on how to properly conduct their regular meetings, special meetings and public hearings in accordance with their own rules of procedure and generally-applied parliamentary procedures. They will also be presented with several scenarios to challenge how they would address problems if they arise during the course of a meeting. The training sessions will be scheduled for multiple dates so as to accommodate the various schedules of the committee members.

Method of presentation (in-person; virtual; or other):

In person

When will materials be distributed (before or at the time of the program):

Two weeks prior to the proposed training dates.

Description of materials to be distributed:

Copies of each body's adopted rules of procedure, the "How to Conduct Effective Meetings" handbook from the Municipal Association of SC, a Powerpoint presentation on conducting meetings adapted from the Municipal Association of SC and a viewing of the "Council of Errors" training video recorded at the Association's 2023 annual meeting. As a former employee at MASC, I helped author of each of the materials to be used and presented the materials to elected and appointed officials across South Carolina.

Method of Advertisement (Describe how you plan to notify local officials of the program):

We will notify each of them at their regular meetings prior to training dates and then via direct email communication.

Additional Comments

Required Attachments

Brochure, if available:

Course Presenter(s) and credentials (include brief resumes and qualifications, combine into one .pdf document):
Scott Slatton Resume.pdf

Copies of all handouts and course materials (combine into one .pdf document). If the course materials is a video/webinar recording include an informational sheet with video summary, links to the host site of the video, etc.:
Conducting Effective Meetings (TOS Update - Dec 2024).pptx

Evaluation Form and method of evaluation (each program must be evaluated, combine into one .pdf document):

Certification. By submitting this application, the applicant agrees to:

1. Allow in-person observation, without charge, of the Program by the SCPEAC Committee members. Any food, travel, or lodging costs will be the responsibility of the Committee member.

2. The applicant acknowledges that its approval for this Program may be withdrawn for violations of the regulations or failure to comply with the agreements and representations contained herein and as may be required by the SCPEAC.

JEFFREY SCOTT SLATTON

118 Columbia Club Drive West
Blythewood, SC 29016
Phone: 803.800.0418
scottslatton51@gmail.com

PROFESSIONAL EXPERIENCE AND SELECTED ACHIEVEMENTS

Town of Summerville

Town Administrator — September 2024 – Present

- **Provide professional management and guidance to town council and staff in pursuit of policies adopted by the town council.**
  Result: Improved quality of life and economic opportunities for the town's 53,000 residents and those in the surrounding areas.
- **Oversee more than 400 town staff members in order to deliver excellent service to town residents.**
  Result: Provision of quality services at affordable rates including police, fire, sanitation, stormwater management, planning/zoning, engineering, parks and recreation, code enforcement and multiple other support services through an $80+ million annual budget.

Municipal Association of South Carolina

Director of Advocacy and Communications — January 2020 – June 2024
Legislative and Public Policy Advocate — January 2013 – December 2019
Senior Field Services Manager— January 2010 – January 2013
Field Services Manager — October 2008 – January 2010

- **Oversaw the lobbying and communications departments** of the Association.
  Result: Improved advocacy by the Association at the General Assembly through a variety of measures including improved legislative relationships with a new lobbying staff, modernization of the Association's website and its app, development of online training products and a weekly podcast.
- **Built positive, meaningful relationships with members of the SC General Assembly, governor's office state agencies, media and local officials.**
  Result: Advanced legislative priorities important to the state's cities and towns including passage of: Act 84 of 2019 that stabilized the Local Government Fund; Act 36 of 2019 that requires SCDOT to pay for utility relocations; Act 176 of 2020 that preserved local authority to levy a business license tax; Act 218 of 2022 that reformed law enforcement; R213 of 2022 that provided $900 million to the SC Rural Infrastructure Authority; Act 57 of 2023 that provides local funding for affordable housing; Act 159 of 2024 that extended the abandoned buildings tax credit to 2035.
- **Helped lead the Association's COVID response**
  Result: Immediately provided cities and towns online resources to help them navigate the pandemic shutdown, including how to comply with FOIA, how to conduct public meetings virtually and business continuity measures.
- **Coordinated the creation of the nation's first civility campaign for municipal officials.**
  Result: Improved engagement between elected officials and their constituents. More than a dozen state municipal leagues have subsequently adopted similar campaigns.
- **Designed and executed the Hometown Economic Development Grants program.**
  Result: Since 2016, nearly 100 cities and towns have been awarded more than $2 million in grants to assist with economic development efforts in their communities.
- **Designed and executed new training techniques** to deliver lessons on governance to municipal officials.
  Result: Increased participation in training opportunities and raised awareness of municipal law among city officials.
- **Conducted planning retreats with elected officials** allowing them to set goals and execute visions for their cities.
  Result: Improved relationships among sometimes adversarial members of councils that will allow for better execution of council goals by city staff.
- **Delivered training to the public on municipal issues including forms of government, legislative priorities and municipal incorporation.**
  Result: Increased education and awareness among the public about municipal issues and the importance of cities and towns to South Carolina.

City of Woodruff, SC

City Manager — April 2007 – October 2008
May 2003 – January 2007

- **Implemented critical budgeting and financial management practices** in the absence of their prior usage.
  Result: Moved the city's fund balance from a deficit of $100,000 to a surplus over $500,000 in one fiscal year; cut ad valorem property taxes; obtained unqualified audit from outside auditors for first time in three years. Left the city with a $1 million fund balance for an annual $3 million general fund budget.
- **Initiated first-in-city capital improvement plan focused on infrastructure needs.**
  Result: Critical assessment of future infrastructure needs to meet projected growth in next 5-10 years. Enabled city to better entice and manage development.
- **Won and administered over $1.8 million in grant funds** for housing, infrastructure rehabilitation, playground equipment, emergency personnel training and equipment and historical preservation projects.
  Result: Rehabilitated 27 homes with CDBG funds; funded major sewer infrastructure replacement projects; and delivered more than $400K for police and fire department equipment; purchased new playground equipment for municipal parks.
- **Re-financed long-term debt**.
  Result: Saved more than $477,000 in debt payments and shortened term of the debt by ten years.
- **Initiated adaptive reuse projects to provide badly-needed facilities** for city fire and police departments.
  Result: Savings of hundreds of thousands of dollars in construction costs; provided for the departments' long-term capital needs; won the 2005 Municipal Association of South Carolina's Municipal Achievement Award.
- **Negotiated contracts between adversarial governmental bodies and acted as liaison between them**.
  Result: Settlement of lawsuits between bodies and opening of dialogue to achieve common goals.
- **Disputed and fought IRS penalties and assessments** against the city.
  Result: Netted the city an $18,000 refund from the IRS instead of paying it $50,000 in penalties and interest it claimed the city owed.
- **Promoted city through television, print, radio and internet media.**
  Result: Became first city manager in South Carolina to write a daily blog. Reformed Woodruff's negative image around the region with positive television, radio and print interviews and op-ed pieces.

Town of Badin, NC

Town Manager — December 2000 – May 2003

- **Negotiated land acquisition agreements with Aluminum Corporation of America** for public recreation and town operations.
  Result: Improved access to recreational opportunities in the town and improved operations for the town's police and public works departments.
- **Initiated new training programs for municipal employees** to enhance customer service skills and improve safety of workforce.
  Result: First-ever Command Spanish course for EMT/Police personnel in Stanly County, NC.
- **Successfully enforced municipal ordinances** to clear derelict properties of abandoned buildings.
  Result: Raised or maintained surrounding property values and protection of public health and safety.

United Supply Company, Charlotte, NC
Human Resource/Information Systems Manager — August 1998 – December 2000
- **Developed and implemented first-ever personnel policy manual** for the multi-state company with over 200 employees.
  Result: Lowered liability exposure of company due to lack of written personnel policies and inconsistent human resource management.
- **Deployed and managed major information technology upgrade**.
  Result: Made all four locations of the company in three states Y2K compliant to ensure its operations would be uninterrupted by the change in date at the turn of the century.
- **Developed and implemented English as a second language program** for company's foreign-born workforce.
  Result: Improved communications among all workers, improved self-esteem among participants and greater opportunities for success in life for participants.

American Academy for Liberal Education, Washington, DC
Executive Assistant to the President— January 1997 – July 1998
- **Planned and executed the inaugural Jacques Barzun Award Dinner.**
  Result: Establishment of standards for execution of the event bestowing prestigious honor upon winners of the award.

Republican National Committee, Washington, DC
Assistant to the Director of Publications — November 1995 – January 1997
- **Developed and contributed ideas and wrote stories for external publications.**
  Result: Wrote the weekly *RNC Monday Briefing* newsletter and contributed to *Rising Tide* magazine to assist state and local party officials in their efforts to advance candidates for office.

EDUCATION
Master of Public Administration, George Mason University, Fairfax, VA 1998
Bachelor of Arts, Political Science and History, Winthrop University, Rock Hill, SC 1994

PROFESSIONAL REFERENCES
Available upon request

AFFILIATIONS
International City/County Management Association ‐ *Full Member*
    Credentialed Manager — 2009 to present
    Vice-Chair – Governmental Affairs and Policy Committee — 2015-2016
    Member – Conference Planning Committee – 2017
    Mentor — Emerging Leaders Development Program — 2017
S.C. City/County Management Association ‐ *Full Member*
SC Public Employees Benefit Authority Retirement and Pre-Retirement Advisory Panel – *2016-2020, Vice Chairman 2019*
Leadership South Carolina — *Graduate, 2017*
Woodruff Fire Department ‐ *Firefighter of the Year 2004, 2006, 2007*
    Hall of Fame inductee 2012
Western Carolina Regional Sewer Authority Regulatory and Legislative Policy Committee ‐ *2009*
Palmetto Boy Scout Council, Middle Tyger District ‐ *District Chairman, 2006-2008*
    Eagle Scout, 1985 (Blue Ridge Council)

Planning Training Evaluation

	Excellent	Very Good	Good	Fair	Poor
Program materials were accurate, relevant and contributed to the achievement of the learning objectives.					
Time allotted to the training session was appropriate.					
Instructor(s) was effective.					
Facilities and/or technological equipment were appropriate.					
If applicable, handout materials were satisfactory.					
If applicable, audio and video materials were effective.					

* Concurrent session

Comments:

Purpose of Meetings, Types of Meetings, & Laws Relevant to Meetings

Why Meetings

- Conduct your council business
- Make decisions
- Gather public input when needed or required

Types of Meetings

- Council Meetings

- Work Sessions

- Committee Meetings

- Executive Sessions

- Public Hearings

State Laws Relevant to Meetings

- Freedom of Information Act
- Ethics Reform Act

PUBLIC OFFICIAL'S
GUIDE TO COMPLIANCE
WITH
SOUTH CAROLINA'S
FREEDOM OF INFORMATION ACT

Public Notice & Agenda

Public Notice and Open Meetings

- The public must be notified
- Any time a quorum is present it is a meeting
- Work sessions are meetings
- Committee meetings are open

Meeting Agenda

- Now required by state statute for all meetings and must post on website if you have one

- Give in advance of meeting (at least 24 hours)

- Tells your meeting's purpose

- Agenda is a guide for decisions you make

- Can only amend agenda according to procedure in state law

Procedure to add item to a public meeting agenda within 24 hours of the meeting
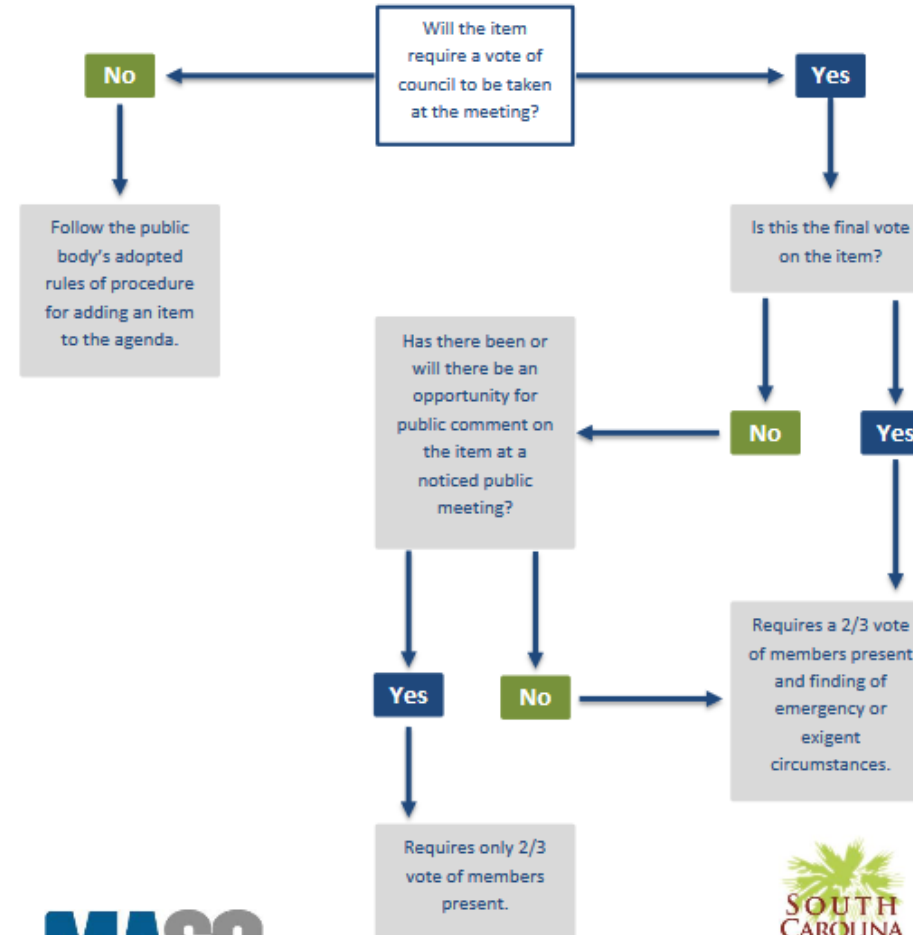
Freedom of Information: Common Problems

- Failing to give notice of work session

- Failing to give reason for executive session

- Discussing matters in executive session that were not publicly stated

Effective Meetings

Elements of Effective Meetings

- Understand the meeting's purpose

- Have the information you need

- Know how a meeting should function by knowing the rules of procedure

- Manage public input

Meeting Preparation

- Review information packet

- Come ready to discuss

- Opening or reading the packet for the first time at meeting sends poor signal and can make meetings last longer

Know How Meetings Should Function

- Civil conduct is essential
- Wait your turn to speak
- Listen
- Focus on issues, not personalities
- Respect fellow council members
- Respect the council's decision

Civility Pledge

"I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of the Town of Summerville."

Pillars of Civility

Concentrate on what you have in common, not what separates you.

Be as eager to listen as to speak.

Your time is valuable. So is everyone else's. Respect it.

Act as you would expect someone to act in your home.

Concentrate on facts, not theories.

Ask questions to learn. Answer questions with respect.

Make your point about the issue, not the person.

Make your case on merits, not on what people want to hear.

Ask "what will persuade people in this room?" not "what will make a great tweet?"

Rules of Procedure

Rules of Procedure

- Required by law:

  S.C. Code of Laws 5-7-250, 6-29-360, 790, 870

- Establish order

- Be clear

- Be user-friendly

- Enforce will of majority while protecting the rights of the minority

Rules of Procedure

- Each committee has adopted rules of procedure

- Each refers to Robert's Rules of Order

- Procedural errors create potential for liability

Basic Principles of Robert's Rules of Order

or Rosenberg's Rules of Order

- One thing at a time, one person at a time, one time per meeting

- Discussions must be germane to the pending question

- No interruptions

- All decisions of the chair may be appealed

- Silence implies consent

- Right to know what will be discussed

- Everyone is equal (including the chair)

- Majority rules

Rosenberg's Rules of Order:
Simple Parliamentary
Procedures for the 21st Century

# Some deviations from Robert's Rules of Order are necessary

- Speak only after being recognized

- Some limits on debate is good

- Chair may make motions and vote (most rules require a vote)

- Motions to close debate should be allowed

- Motions should be seconded

- Keep discussions prior to a motion to a minimum

- Liberal use of "unanimous consent"

- Consent agendas

- Controversy **requires** a high level of formality

Conducting Effective Meetings

(booklet)

- Appendix A - Sample Rules of Order

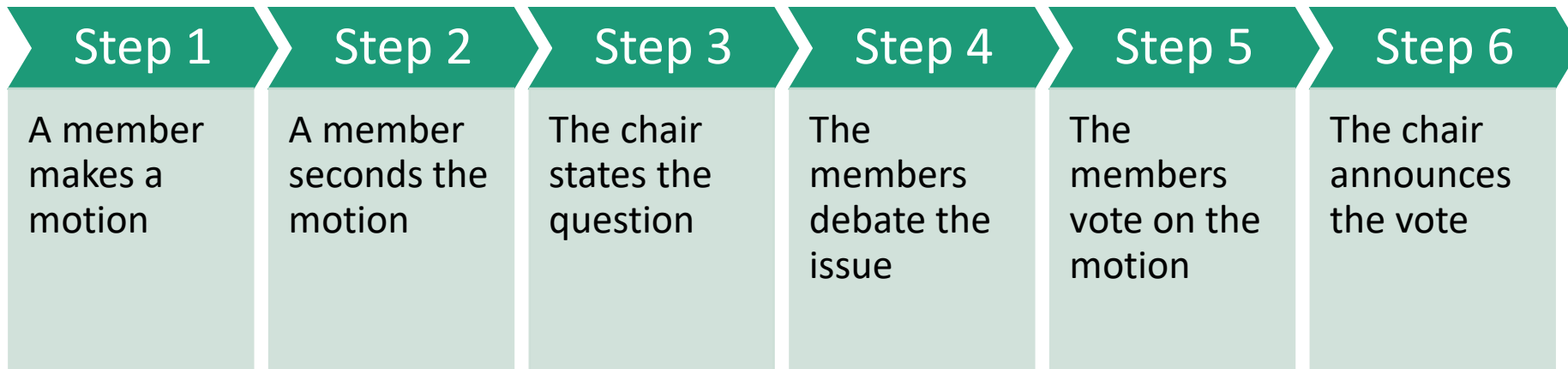**How to Conduct Effective Meetings**

MASC
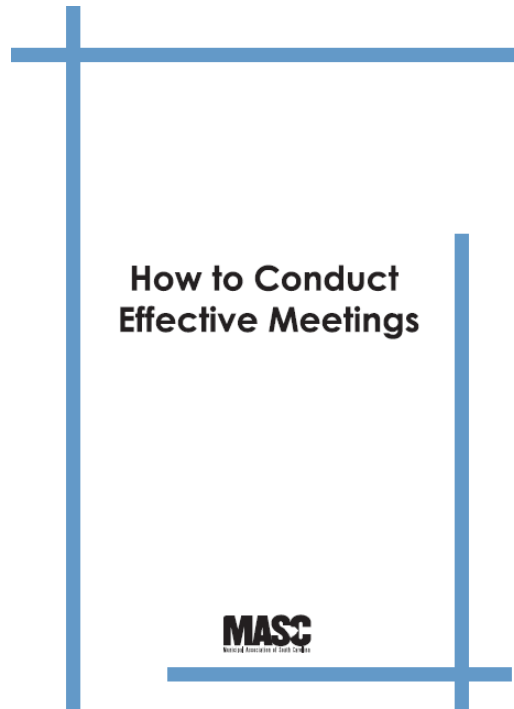
Motions

Types of Motions

- Basic motion—puts forward a decision
- Amended motion—changes your basic motion
- Substitute motion—asks to "throw out" original motion
- Vote on these in reverse order
  - Substitute (if "yes" then you're done)
  - Amendment (if "yes" then you're done)
  - Basic motion (if "yes" then you're done)

Adopting a Motion

There are six steps for adopting a motion:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
A member makes a motion	A member seconds the motion	The chair states the question	The members debate the issue	The members vote on the motion	The chair announces the vote

The Vote & Executive Session

The Vote –
Part of the Public Record

- Voice

- Hand

- Roll Call

- Must be present to vote (telephonic participation)

- No secret ballots

Losing Your Vote

- Majority vote

- Sometimes you lose

- Refusing to move on can damage credibility

Executive Session

- Announce reason for executive session
- Include possibility of action on executive session matter on the agenda
- No voting in executive session
- **Discuss only** matter announced
  - ◆ Security personnel or devices
  - ◆ Confidential information
  - ◆ Employee discipline, promotion, etc.
  - ◆ Contract negotiations
  - ◆ Investigative proceedings
  - ◆ Prospective economic development

Public Input & Conflict of Interest

Manage Public Input

- Public comment not always required but makes for open government
- Ask public to sign-in to speak
- Limit time for comments
- Decide when public should speak

      - beginning or ending of meeting

      - pros and cons

- Effective meetings will include mechanisms to allow delays, interruptions and to handle conflicts of interest

Conflict of Interest

- Announce your conflict

- Follow Ethics Reform Act

- Put your conflict in writing (recusal form)

- Do not participate in deliberations

- Do not vote

- Should you be in the room during deliberations?

Conflict of Interest (continued)

- Do not point out someone else's conflict

- Public announcement could be seen as defamation

- Proper procedure is to notify Ethics Commission

RECUSAL STATEMENT

Member Name: _____

Meeting Date: _____

Agenda Item: Section _____   Number: _____

Topic: _____

_____

The Ethics Act, SC Code §8-13-700, provides that no public official may knowingly use his office to obtain an economic interest for himself, a family member of his immediate family, an individual with whom he is associated, or a business with which he is associated. No public official may make, participate in making, or influence a governmental decision in which he or any such person or business has an economic interest. Failure to recuse oneself from an issue in which there is or may be conflict of interest is the sole responsibility of the council member (1991 Op. Atty. Gen. No. 91-37.) A written statement describing the matter requiring action and the nature of the potential conflict of interest is required.

Justification to Recuse:

_____   **Professionally employed by or under contract with principal**

_____   **Owns or has vested interest in principal or property**

_____   **Other:** _____

_____

Date: _____   _____
                                        Member

Approved by Parliamentarian: _____

Resources

- Municipal Association of South Carolina

  803.799.9574

  www.masc.sc

- S. C. State Ethics Commission

  803.253.4192

  www.ethics.sc.gov

- S. C. Press Association

  803.750.9561

  www.scpress.org