

South Carolina



Planning Education Advisory Committee

Committee Members:

Stephen G. Riley, Chairman
Representing MASC
Term Expires: 2017

Phillip L. Lindler
Representing SCAC
Term expires: 2015

Cliff Ellis
Representing Clemson
University
Term expires: 2016

Dennis Lambries
Representing USC
Term expires: 2016

Wayne Shuler
Representing SCAPA
Term expires: 2018

December 24, 2014

Leah Youngblood, Senior Planner
City of Rock Hill
155 Johnston Street
Rock Hill, SC 29732

Dear Ms. Youngblood:

Re: *Rosenburg's Rules of Order* – 2014-09

On December 10, 2014 I received the Program Materials you submitted for accreditation of the Continuing Education Course detailed above. Upon receipt of your application, I sent an email to confirm receipt by all Committee members and set a deadline for comments.

Under the "no objection policy" adopted on July 8, 2009, your request is considered approved. Your signed "Notice of Decision" is attached. Formal, after-the-fact approval will be handled as part of a Consent Agenda at the regular quarterly meeting of the Committee, which will be scheduled for January 21, 2014 at 1:30 p.m.

Thank you for your efforts to help make this program a success.

Sincerely,

A handwritten signature in black ink that reads "Stephen G. Riley".

Stephen G. Riley, CM
Chairman

cc: Phillip Lindler, Cliff Ellis, Dennis Lambries and Wayne Shuler

South Carolina Planning Education Advisory Committee (SCPEAC)

NOTICE OF DECISION

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

ACCEPTED WITHOUT OBJECTION Date: December 24, 2014

REVIEWED BY FULL COMMITTEE Date:

a) X ACCREDITED for 1.5 CE credits

b) DENIED ACCREDITATION

i. Reason: _____

c) RETURNED for more information

13. If accredited:

a) Authorized Course No.: 2014-09

b) Date of accreditation: 12-24-2014

Signature of SCPEAC Representative: 

**For further information, contact Mr. Stephen Riley, Chairman,
843-341-4701 or steve@hiltonheadislandsc.gov**

**LOCAL OFFICIAL'S CERTIFICATION OF NEED
FOR CONTINUING EDUCATION PROGRAM**

NOTE: The Planning Director of a jurisdiction, or the COG Director serving a jurisdiction, may certify to the SCPEAC that a particular continuing education program is appropriate to meet the needs of that jurisdiction.

This certification form, together with the required information referenced therein, shall be submitted to the Committee. **If no objections are raised** by a member of the SCPEAC within 10 working days of receipt, the continuing education 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.

1. Certifying Official's Information:

- a. Name: Leah Youngblood
- b. Title: Senior Planner
- c. Jurisdiction for which certification is being made: City of Rock Hill
- d. Address of Jurisdiction: 155 Johnston Street
- e. City: Rock Hill
Zip Code 29732
- f. Telephone: 803-329-5569
- g. Email: lyoungblood@cityofrockhill.com
- h. For COG Directors:
 - i. Name of COG: _____
 - ii. Address of COG: _____
 - iii. City: _____
Zip Code: _____
 - iv. Telephone: _____
 - v. Email: _____

2. Information on Educational Program:

- a. Title of Program: Rosenburg's Rules of Order
- b. Name of Organization that is providing or sponsoring the Program:
 - i. Organization: City of Rock Hill
 - ii. Street Address: Same as above

iii. City: _____

State: _____

Zip Code: _____

iv. Contact Person: Same as above

v. Title: _____

vi. Telephone: _____

vii. Email: _____

c. Date(s) and Location(s) of Program:

February 5, 2015

d. Briefly describe the program and why it is relevant to your jurisdiction:

Our ZBA and BHR need a better understanding of Rosenberg's Rules of Order, which they use.

3. Method of presentation (check all that apply. All sessions must have a Coordinator present):

- a. Presentor(s) in room with participants
- b. Live presentation via close circuit TV, video conferencing, or similar; Coordinator present
- c. Videotape or CD/DVD presentation; Facilitator present
- d. Webinar or similar; Coordinator present
- e. Other (describe) _____

4. Description of materials to be distributed (check/fill in all that apply):

a. Powerpoint handout: <input checked="" type="checkbox"/>	number of slides: 13
b. Other handouts: <input type="checkbox"/>	total pages:

c. CD/DVD:

d. Other (describe) Will watch video on how to use the rules.

e. None:

5. When are materials distributed?

a. Sent before the program:

b. Handed out at the program:

c. Other (describe) _____

6. Required attachments (5 copies distributed as described below):

a. Course description and outline including estimated time per section

b. Brochure, if available

- c. Course Presenter(s) and credentials (include brief resumes and qualifications)
- d. Copies of all handouts and course materials
- e. Evaluation Form and method of evaluation (each program must be evaluated)

7. Instruction Time:

a. Indicate the total minutes of instruction time: 90 mins.

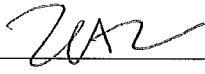
Note: Breaks, meals and introductions should not be counted. A reasonable period of Q and A should be included and counted.

8. Local contact person (if other than Certifying Official):

- a. Name: _____
- b. Title: _____
- c. Jurisdiction: _____
- d. Telephone: _____
- e. Email: _____

9. Certification. By Submitting this application, the applicant agrees to:

- a. 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(s).
- b. The Certifying Official 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.
- c. I do hereby certify that this program satisfies the current continuing education needs of this community.

- i. Name: Leah Youngblood
- ii. Title: Senior Planner
- iii. Signature: 
- iv. Date: December 8, 2014

Application and all Materials may be submitted in one of the following means:

- 1. Electronic submission to each of the committee members listed below via email; or
- 2. Hardcopy via U. S. Mail, 1 copy each to each committee member; or
- 3. Electronic submission of the application via email to all committee members, and submit hardcopy supporting materials via U.S. Mail to each member, if materials not available electronically.
- 4. Please cc all applications to the Chairman's assistant, Vicki Pfannenschmidt at vickip@hiltonheadislandsc.gov

To access committee members email and postal addresses visit the link below:
<http://www.scstatehouse.gov/scpeac/members.htm>



**COURSE DESCRIPTION AND OUTLINE:
CONTINUING EDUCATION SESSION ON
ROSENBERG'S RULES OF ORDER**

This session will help the members of our Zoning Board of Appeals and Board of Historic Review to better understand Rosenberg's Rules of Order, which they have chosen to use in lieu of the more complicated Robert's Rules of Order.

The session will involve watching a video from Judge Rosenberg about his rules, going over a few key points through a PowerPoint presentation, and answering any questions that the Board has about the topic.

a. Rosenberg's video: 50 minutes

This video is available at <http://www.ca-ilg.org/document/parliamentary-procedure-simplified>. We have received permission from the Institute for Local Government to use this video.

b. PowerPoint presentation: 25 minutes

c. Q&A: 15 minutes

Youngblood, Leah

From: Randi Kay Stephens (Institute for Local Government) <rstephens@ca-ilg.org>
Sent: Tuesday, November 25, 2014 2:43 PM
To: Youngblood, Leah
Subject: City of Rock Hill Training

Follow Up Flag: Follow up
Flag Status: Completed

Hi Leah -

Thank you for notifying the Institute that you are doing trainings with your boards and commissions. We welcome use of the Institute's resources as you see fit, including the video that is hosted on our site. If your group is planning to make multiple copies of the League of California Cities document by Judge Rosenberg, you may consider ordering from them directly: www.cacities.org/Resources/Publications.

I'm keen to hear how your training works out and if there are any particular themes that your commissioners are interested in learning more about. We do have a section of orientation materials that is general enough for first-time commissioners or newly elected councilmembers: www.ca-ilg.org/overview/orientation-materials-newly-elected-officials.

Please let me know if there is anything I can do to be of help to you or your colleagues.

Thanks,
Randi Kay

Randi Kay Stephens, MPA | Program Coordinator
INSTITUTE FOR LOCAL GOVERNMENT
1400 K Street, Suite 205
Sacramento, CA 95814

tel 916-658-8207
fax 916-444-7535
email rstephens@ca-ilg.org
web www.ca-ilg.org

[Twitter](#) | [Facebook](#)

From: info@ca-ilg.org [<mailto:info@ca-ilg.org>]
Sent: Tuesday, November 25, 2014 10:51 AM
To: Kristy Jensen (Institute for Local Government)
Subject: Form submission from: Contact us



11/25/2014 -
10:51am

Institute for Local Government »

WEBFORM SUBMISSION

Submitted by anonymous user: [192.168.203.82]

Your name:

Leah Youngblood

Your e-mail:

lyoungblood@cityofrockhill.com

Message:

We use Rosenberg's Rules of Procedure with our Zoning Board of Appeals and Board of Historic Review. I wanted to request your permission to use the video at <http://www.ca-ilg.org/document/parliamentary-procedure-simplified> to train our Boards on these rules.

Thank you,

Leah Youngblood
Senior Planner
City of Rock Hill
South Carolina

CONTEXT INFORMATION

Profile contacted:

[Kristy Jensen](#)

[View results](#)[Download results](#)

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You are receiving this e-mail because signed up at our website: Institute for Local Government. If you did not sign up, or you are receiving this message in error, please [contact us](#) so we can promptly resolve the problem.

Rosenburg's Rules of Order

Joint Continuing Education Session for the
Zoning Board of Appeals and Board of Historic Review

February 5, 2015
Paul Koska & Leah Youngblood



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Always on.

Procedure for Hearing an Agenda Item

- 1) chair announces agenda item number and subject
- 2) the chair invites appropriate person to report item and any recommendations
- 3) chair asks members if they have any questions
- 4) the chair invites public comments
- 5) the chair invites a motion
- 6) the chair determines if anyone will second the motion
- 7) if motion is made, and seconded, the chair should make sure everyone understands the motion
- 8) the chair invites discussion of the motion by the body
- 9) the chair takes a vote
- 10) the chair should announce the result of the vote and what action the body has taken



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How the chair can invite a motion

- Invites the members of the body to make a motion
- Suggests a motion to the members of the body
- Makes the motion as the chair



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3 Basic Motions

- **BASIC:** a decision put forward for the body's decision
- **AMEND:** member wants to change a basic motion that's before the body
- **SUBSTITUTE:** member wants to completely do away with the basic motion that is before the body and propose a new one



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Motions – when to debate

- Generally, motions are subject to discussion and debate
- Following motions are not debatable:
 - Motion to adjourn
 - Motion to recess
 - Motion to fix the time to adjourn
 - Motion to table
 - Motion to limit debate



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Simple majority vs. super majority

- Quorum – 4 members required to be in attendance for matters of procedure
- All motions require a simple majority to pass except the following which require 2/3's (super majority):
 - Motion to limit debate
 - Motion to close nominations
 - Motion to object to the consideration of a question
 - Motion to suspend the rules



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Motion to reconsider

- Requires simple majority vote
- Additional requirements:
 - Must be made at the meeting where the item was first voted upon
 - Can only be made by a member who voted in the majority on the original motion



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Votes

- In event of a tie, the motion fails
- General rule of thumb: count all voters who are “present and voting”
- A vote to abstain is not counted (they are not voting). But abstaining is not discouraged.



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General rules of discussion

- Should be focused, but free and open
- The chair may limit time allotted to speakers and members of the body



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General rules of discussion continued

- Generally, the speaker cannot be interrupted by a member of the body except:
 - “point of privilege” – anything that would interfere with the normal comfort of the meeting
 - “Point of order” – anything that would not be considered appropriate conduct of meeting



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General rules of discussion continued

- ⦿ “Appeal” – the member may appeal the ruling of the chair if that member disagrees
 - ⦿ If motion is seconded, and after debate, it passes by simple majority vote, then the ruling of the chair is overturned



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General rules of discussion continued

- ⦿ “Return to agenda” – a member brings it to the attention of the chair that the discussion has drifted from the agenda items
- ⦿ Withdraw a motion – during debate and discussion of a motion, the maker of the motion at any time may withdraw his/her motion from the floor



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Questions?



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Always on.



**COORDINATORS:
CONTINUING EDUCATION SESSION ON
ROSENBERG'S RULES OF ORDER**

Leah Youngblood, Esq., AICP

Leah Youngblood, who is a licensed attorney in South Carolina as well as a certified planner, has worked in the planning field since graduating with a master's degree in public administration and law from the University of South Carolina in 2007. She worked for the Town of Lexington while in graduate school as a part-time zoning administrator, which became a full-time position upon her graduation. She continued to work for that jurisdiction until 2010, ultimately serving as the town's director of planning, building, and technology. In that capacity, she handled all of the City's planning and zoning functions as well as additional special projects. Since 2010, she has worked as a senior planner for the City of Rock Hill, supervising all current planning functions of the City. Leah also served on the S.C. Chapter of the American Planning Association's Executive Committee from 2010 to 2014.

Paul Koska, LEED Green Associate, Associate AIA

Paul Koska is a new employee of the City of Rock Hill. He is in training to become the City's liaison to the Zoning Board of Appeals. Paul holds a master of architecture degree from the University of North Carolina at Charlotte and a bachelor of arts in visual communications from the University of South Carolina. He worked for four years as an architectural intern at Stewart Cooper Newell Architects in Gastonia, North Carolina, and at LS3P Associates in Charlotte, North Carolina, before deciding to transition to a career in planning.



CONTINUING EDUCATION EVALUATION FORM

Name of Program: _____ Date: _____

Facilitator(s): _____

Please rate the following on a scale from 1 to 5 by circling the appropriate number:
 1= strongly disagree (SA); 2= disagree (D); 3= neutral (N); 4= agree (A); 5 = strongly agree

	SD	D	N	A	SA
1. The topic of this continuing education session was interesting and/or relevant to my role with the City of Rock Hill.	1	2	3	4	5
2. The coordinator demonstrated comprehensive knowledge of the subject matter.	1	2	3	4	5
3. The coordinator conveyed the material effectively.	1	2	3	4	5
4. The coordinator was well-prepared and the session was well-organized.	1	2	3	4	5

What was the most valuable part of this session?

What could have been done to improve this session?

Ideas for future continuing education topics: