

PROCEDURE

Number: 11-07
Title: Area Commission Operations
Responsibility: Office of the President
Original Approval Date: New Policy
Last Cabinet Review:
Last Revision:

Reference (Policy and/or Procedure)

SBTCE:

FDTC: Policy 10-07

Other: H.3473 Session114 Section 5. 59-53-710/SC Code Title30 Section 30-4-80

Procedure Description

I. PURPOSE

The purpose of this procedure is to establish consistent, transparent, and effective operational practices for the Florence-Darlington Technical College Area Commission. These procedures are designed to ensure compliance with applicable laws, including the South Carolina Freedom of Information Act, while supporting the College's mission, maintaining high standards of governance, and fostering public trust.

II. PROCEDURE

1. The Commission meeting schedule will be adopted and published by January of each year, in compliance with the South Carolina Freedom of Information Act. All meetings of the Commission shall be open and public meetings in accordance with the spirit of the Act.
2. The agenda of each meeting will be set by the Commission Chair, with input from Commission members and the College President and published at least twenty-

Four hours prior to such meetings in accordance with South Carolina Code of Laws Section 30-4-80 (Notice of meetings of Public bodies).

3. The Commission Board packets shall be distributed electronically to Commissioners in Boardable no later than two weeks prior to each scheduled Commission meeting.
4. The Commission Chair will give citizens the opportunity to address the Commission, but reserves the right to set the agenda and limit the time allotted for remarks no more than three minutes.
5. The Commission shall elect the Chair, Vice-Chair, and a Secretary for one term (2 years). The Commission By-laws provide specific information on duties, responsibilities, terms of office, and election procedures.
6. The Commission shall approve the annual budget at the June Area Commission meeting, prior to the commencement of each new fiscal year on July 1st. The approved budget shall be aligned with the College's financial practices and strategic objectives.