



City of  
**Tega Cay, South Carolina**

www.tegacaysc.org

7725 Tega Cay Drive  
Tega Cay, SC 29708

Phone: 803.548.3512  
Fax: 803.548.1400

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**RESOLUTION 2024-03**

**A RESOLUTION TO ADOPT LOCAL RULES OF ORDER**

**WHEREAS**, pursuant to South Carolina Code of Laws, 1976 Ann., City Council (the “Council”) of the City of Tega Cay, South Carolina (the “City”), shall determine its own rules and order of business.

**WHEREAS**, the Council has adopted Robert’s Rules of Order.

**WHEREAS**, the Council desires to modify and supplement Robert’s Rules of Order by the adoption of certain local rules; and

**WHEREAS**, pursuant to Ordinance No. 401, the Council may adopt local rules by resolution of Council.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Tega Cay, South Carolina in a meeting duly assembled, the following rules are adopted as rules of procedure to modify and supplement Robert’s Rules of Order:

**A. Public Comment:**

1. The public is welcome to address City Council at designated times during a meeting on matters related to City business. City Council has established a public comment period shortly after the opening of each regularly scheduled meeting. In order to speak, an individual must be recognized by the Mayor. A sign-in sheet/form shall be made available to members of the public at least 15 minutes prior to the scheduled start of the meeting at the meeting in order for them to sign up to speak during the scheduled public comment period on the agenda.
2. Once recognized by the Mayor, the individual may speak for up to 3 minutes. Speakers may not cede their comment time to another speaker. City Council may designate or ask for spokespersons for groups supporting or opposing the same positions.
3. The order of speakers will be determined by the order in which individuals sign up to speak on the signup sheet and shall be called by the Mayor in that order to the floor. Council reserves may limit the time for total public comment, if so desired.
4. Comments should not be presented as questions for immediate response by City Council or Staff. If questions are raised during the comment period, City Staff will gather the individual’s contact information and work to provide an answer to the question at their earliest convenience.

**B. Decorum**

Upon occasion, issues will arise that elicit great emotion. Speakers and members of the public are asked to adhere to the rules of procedure and to exercise civility when attending a meeting. Should decorum not be maintained, City Council reserves the right to instruct the speaker to cease making comment (yield the floor). If the speaker does not yield the floor and/or impedes the process of the meeting, City Council reserves the right to have the speaker removed from the premises. Similarly, should a member of the attending public impede the process of the meeting, Council reserves the right to have the attendee removed from the premises.



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C. Other Information

1. Compliance with Governing Law

- A. City Council meeting will be held in compliance with South Carolina law including the provisions of the South Carolina Freedom of Information Act codified at S.C. Code Ann. § 30-4-10, et seq. (“FOIA”).

2. Agendas

- A. City Council meetings will follow formal agendas. The Municipal Clerk shall create the agenda for each meeting with input from City Council and the City Manager. In addition to agenda items prepared by the Municipal Clerk, items may be added at the request of at least two Council members onto an agenda before it is noticed to the public.

3. Electronic Record of Meetings

- A. The City of Tega Cay may create electronic records of public meetings (video recordings). Electronic records do not constitute official meeting minutes. Only official meeting minutes reflect official actions and/or directives of the City of Tega Cay. If created, the City will retain electronic records in accordance with the State Archives requirements.

Approved this 21 day of October 2024.

*Signature Page to Follow*



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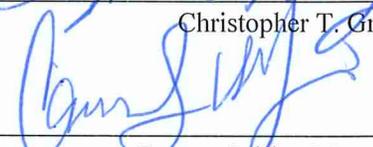
Phone: 803.548.3512  
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SIGNED:

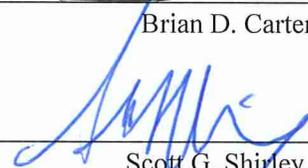


**CITY OF TEGA CAY**

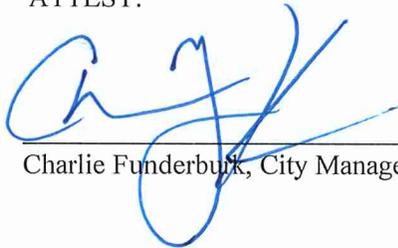
  
\_\_\_\_\_  
Christopher T. Gray, Mayor

  
\_\_\_\_\_  
Carmen Miller, Mayor Pro Tem

  
\_\_\_\_\_  
Brian D. Carter, Councilmember

  
\_\_\_\_\_  
Scott G. Shirley, Councilmember

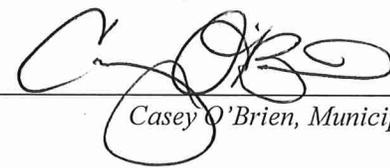
ATTEST:

  
\_\_\_\_\_  
Charlie Funderburk, City Manager

  
\_\_\_\_\_  
Thomas S. Hyslip, Councilmember

*Certificate of Adoption*

I hereby certify that the foregoing is a true copy of the resolution passed at the regular meeting of the City Council of the City of Tega Cay, South Carolina, held on the 21 day of October 2024.

  
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Casey O'Brien, Municipal Clerk