

The Town of James Island Planning Commission met in training on Thursday, August 14, 2025 at 5:00 p.m. Training was held in person at the Town Hall, 1122 Dills Bluff Road, James Island.

The following members of the Planning Commission were present: Deborah Bidwell, Chair, Kelly Hall, Vice-Chair, Patrick Broderick, Zennie Quinn and Ed Steers. Also present: Kristen Crane, Planning Director, Brook Lyon, Mayor, Brian Quisenberry, Town Attorney, and Frances Simmons, Town Clerk and Secretary to the Planning Commission.

Call to Order: Chair Bidwell called the training to order at 5:00 p.m.

Prayer and Pledge: Chair Bidwell asked all present for a Moment of Silence which followed by the Pledge of Allegiance.

Compliance with the Freedom of Information Act: This training was duly held in accordance with the SC Freedom of Information Act and the requirements of the Town of James Island. Training was not live-streamed due to system technical difficulties.

Introductions: Chair Bidwell introduced members of the Planning Commission, staff, Mayor Lyon, and Town Attorney Quisenberry.

Public Comments: No member of the public present.

Training Workshop: *(no discussion of Town business and no votes were taken):*

The purpose of the training workshop was to give an overview of Roberts Rules of Order and How to Conduct Effective Meetings.

Attorney Quisenberry announced that he is present to review the order of a meeting and that the Commission will participate in a mock case. Since this is a public meeting no legal advice can be given but he can answer general or specific questions.

Attorney Quisenberry gave an overview of the following:

- The importance of running effective meetings to avoid legal issues and consequences resulting from a case.
- Transparency
- Reasons for entering into an executive session; how motions are made and followed through
- Emails/Texts constitutes a quorum for a legal meeting under the Freedom of Information Act (FOIA)
- Council must vote to enter executive session, and the motion must state the specific reasons for entering the executive session. During the executive session, no votes or deliberations should take place. Discussions during an executive session should be kept confidential.

- Chair announces that no votes were taken in an executive session. Vote required to return to open session.

Mayor Lyon gave an overview of the following:

- An overview of how Town Council enters into an executive session to discuss matters such as: contract negotiations, lawsuits, and to receive legal advice.
- Town Council election for two (2) members of Council is now open. There may be two appointments to the Planning Commission as a result of this election. New Council members will take office in January.
- Protocol when speaking. One person talks at a time. Do not talk to the Chair. It is important that all members know and are able to conduct effective meetings.
- Motions are to be made in the affirmative and clearly stated. An example was given of the confusion it causes when a negative motion is made. Often a member thinks they voted in favor but actually voted against.
- Members should speak into the mic so discussion is clearly heard.
- Amending Motions: It is easier to withdraw a motion and restate a new one. The person who moves and seconds need to withdraw.
- Encouraged members of the Planning Commission to attend a Town Council meeting or view online to see how Council meetings are run.
- Public Comment is the time for citizens to address a board/commission. Questions are not addressed in order to keep the meeting effective, on-time. Citizens are allotted a time in which to speak and can address the board after a meeting regarding concerns they might have.
- Minutes: Approval can be made for minutes if generally everyone is in favor ("all-in favor") if there are no corrections or discrepancies. Roll call votes may also be done at the discretion of the chair. Any changes/corrections are made and entered into the minutes and they are approved as amended.

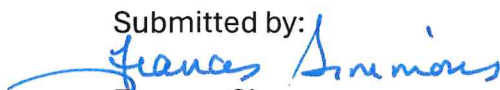
Mock Case: Both Chair Bidwell and Vice Chair Hall participated in a mock meeting followed by discussion. Both Attorney Quisenberry and Mayor Lyon availed themselves to answer from the Planning Commission. Kristen will send training video to the Planning Commission

Materials Provided:

- Script for mock case
- Planning Commission Rules of Procedure
- How to Conduct Effective Meetings

Training ended at 6:02 p.m.

Submitted by:



Frances Simmons

Town Clerk and Secretary to the Planning Commission