

The information provided here is for informational and educational purposes and current as of the date of publication. The information is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

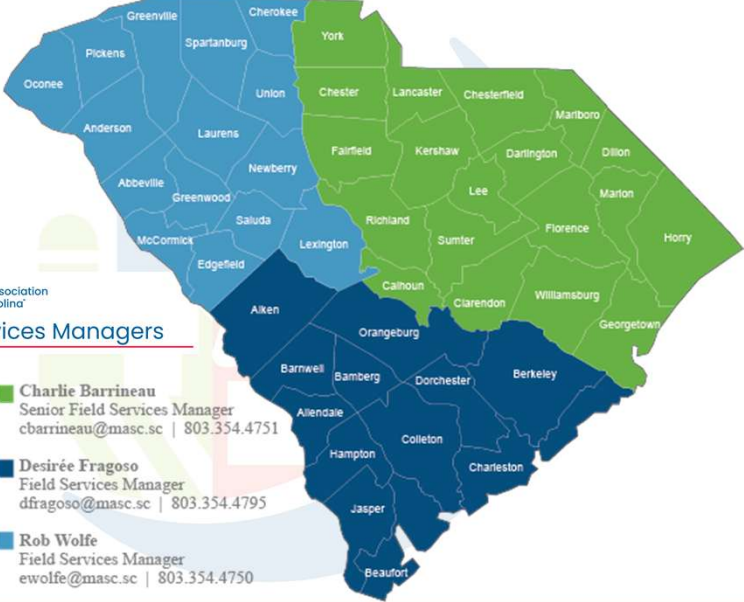


# Orientations for Newly Elected Officials, Board and Commission Members

MFOCTA/BLOA Joint Academy

Charlie Barrineau  
Municipal Association of SC  
October 7, 2025






**Field Services Managers**

- **Charlie Barrineau**  
Senior Field Services Manager  
cbarrineau@masc.sc | 803.354.4751
- **Desirée Fragoso**  
Field Services Manager  
dfragoso@masc.sc | 803.354.4795
- **Rob Wolfe**  
Field Services Manager  
ewolfe@masc.sc | 803.354.4750

@muniassnc    www.masc.sc



Municipal Association  
of South Carolina

## A Reminder of Your Oath

"I do solemnly swear (or affirm) that I am duly qualified, according to the constitution of this state, to exercise the duties of the office to which I have been elected (appointed), and that I will, to the best of my ability, discharge the duties thereof, and preserve, protect, and defend the constitution of this state and of the United States. So help me God."

@muniassnc

www.masc.sc



Municipal Association  
of South Carolina

## A Reminder of Your Oath

"As mayor (councilmember) of the (City/Town) of \_\_\_\_\_, I will equally, fairly, and impartially, to the best of my ability and skill, exercise the trust reposed in me, and I will use my best endeavors to preserve the peace and carry into effect according to law the purposes for which I have been elected. So help me God."

@muniassnc

www.masc.sc



Municipal Association  
of South Carolina



# Civility. Respect. Solutions.



Municipal Association  
of South Carolina

@muniassnsc    www.masc.sc



Municipal Association  
of South Carolina

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 my city or town.


**Civility. Respect. Solutions.**

Municipal Association of South Carolina

@muniassnsc    www.masc.sc




Municipal Association  
of South Carolina



# Onboarding Elected Officials


*MFOCTA/BLOA Joint Academy*



Municipal Association  
of South Carolina

## Municipal Elections

- **182 (67%) Nov. odd year**
- 30 (11%) Nov. even year (state)
- 11 (7%) April odd year
- 19 (4%) April even year
- 29 (11%) others



@muniassnsc    www.masc.sc    Municipal Association  
of South Carolina



YOU NEVER GET  
A SECOND CHANCE  
TO MAKE A GREAT  
FIRST IMPRESSION

*Will Rogers was an American performer, actor, and humorous social commentator.*

@muniassnsc

www.masc.sc



Municipal Association  
of South Carolina

## “You’ve Been Elected, Now What?” Newly Elected Officials Orientation

- Wednesday, December 3
- Virtual
- 9 a.m. to noon

**REGISTER NOW**



@muniassnsc

www.masc.sc



Municipal Association  
of South Carolina



# You've Been Elected, Now What?

Officials Orientation  
Town of Lake View  
September 25, 2025

Charlie Barrineau  
Field Services Manager



Municipal Association  
of South Carolina

*SAMPLE*

## Municipal Elections

- Connect with all candidates early



@muniassnc    www.masc.sc



Municipal Association  
of South Carolina

## Once Election Is Over...Connect



A simple phone call, email, invitation to coffee, etc.

@muniassnsc

www.masc.sc



Municipal Association  
of South Carolina

## Be Mindful...It's Overwhelming



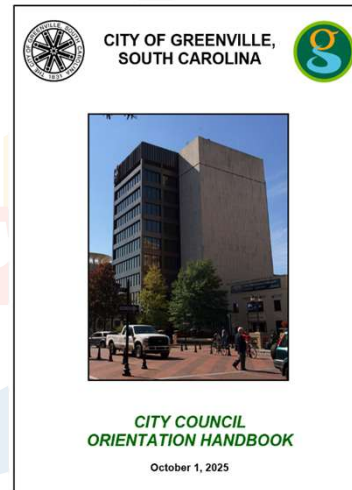
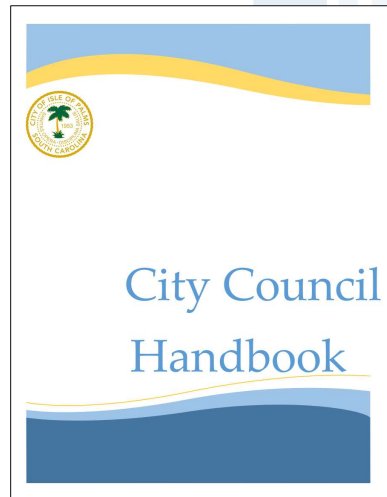
@muniassnsc

www.masc.sc



Municipal Association  
of South Carolina

## There Are Examples



@muniassnsc

www.masc.sc



Municipal Association  
of South Carolina

## Documents You SHOULD Share

- First, ask how they'd like to receive...
- Docs from the Municipal Association
  - Sign them up!
  - Municipal Handbook
  - Forms of Government

@muniassnsc

www.masc.sc



Municipal Association  
of South Carolina



## Breaking Down the Three Forms of Government

South Carolina law allows municipalities to organize under one of three forms of government. It also allows municipalities to change the form of government by referendum.



Municipal Association  
of South Carolina

Although each of the three forms have unique structures, some things remain the same in all instances. For example, in all three forms of municipal government in South Carolina, all legislative and policy making authority rests with the council. All councils must meet at least one time per month and comply with the notice and agenda requirements in the SC Freedom of Information Act. In all cases, the mayor, or a majority of council, can call special meetings.

### Mayor-council form

#### The council

- has four or more councilmembers, plus the mayor.
- Holds all legislative and policy power.
- can hire an administrator to "assist the mayor in his office."
- appoints the municipal clerk, attorney and judge.
- adopts the balanced budget, which is prepared for council by the mayor.

#### The mayor

- votes as a member of council and presides over council meetings.
- serves as chief executive officer, supervising departments, as well as appointing and removing employees in accordance with personnel rules adopted by council.
- prepares and submits the budget and capital program to council, and makes the annual financial report to the public and to council.

### Council form

#### The council

- has either five, seven or nine councilmembers, including the mayor.
- holds all legislative, policy and administrative power.
- can hire an administrator to assist council and can appoint an officer of the city other than a councilmember to administer departments with the direction of council.
- appoints the municipal clerk, attorney and judge.
- prepares and adopts a balanced budget.

#### The mayor

- has no other additional authority compared to other councilmembers.
- performs administrative duties only if authorized to do so by council.
- presides at council meetings by tradition, not statutory authority.
- may exercise informal authority as leader of council and staff as spokesperson for the council.

### Council-manager form

#### The council

- has either four, six or eight councilmembers, plus the mayor.
- holds all legislative and policy power.
- employs a manager, attorney and judge.
- adopts a balanced budget, which is prepared for council by the manager.

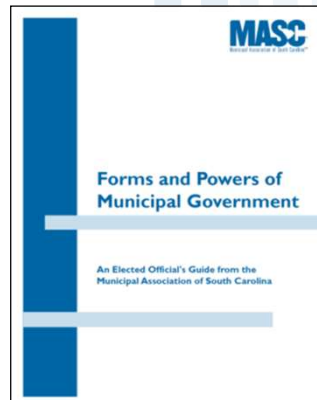
#### The mayor

- has no additional power compared to other councilmembers.
- has no administrative responsibilities.
- presides at council meetings by tradition, not statutory authority.
- may exercise informal authority as leader of council and staff as spokesperson for the council.

#### The manager

- serves as chief executive and head of the administrative branch, appointing and removing employees, including the clerk, and setting salaries.
- prepares and administers the annual budget and makes financial reports.
- Advises council on departments and appointments.

## Forms and Powers of Government Resources



S.C. Code of Laws Title 5  
Chapters 5,9,11,13

Municipal Association  
of SC

[www.masc.sc](http://www.masc.sc)

Keyword: forms of government

@muniassnsc

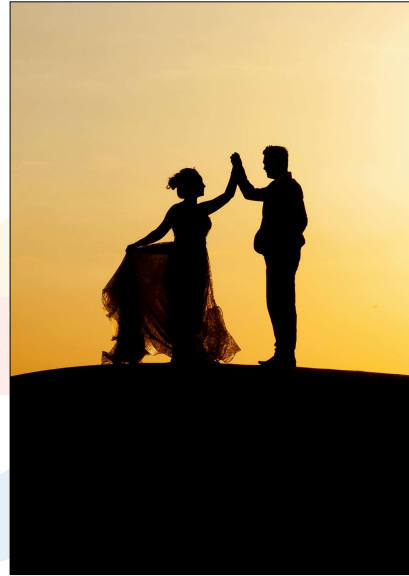
[www.masc.sc](http://www.masc.sc)



Municipal Association  
of South Carolina

## Let's Dance!

- Servant leadership
- Trust
- Communication



@muniassnsc

www.masc.sc



Municipal Association  
of South Carolina

## Documents You SHOULD Share

- Contact Sheet
- Municipal Code Book
- Comprehensive Plan
- Zoning Ordinance
- Personnel Manual
- Strategic Plan

@muniassnsc

www.masc.sc



Municipal Association  
of South Carolina

## Encourage MEO Participation

- Since 1986, the Association has offered the South Carolina Municipal Elected Officials Institute of Government.
- 5 online/in-person sessions:
  - Basic Budgeting and Municipal Finance
  - Forms of Municipal Government
  - Freedom of Information Act in South Carolina
  - Municipal Economic Development
  - Municipal Governance and Policy

@muniassnc

www.masc.sc



Municipal Association  
of South Carolina

## Encourage MEO Participation

- Officials must take Session A before Session B. The classes for Sessions A and B are held in Columbia each winter the day after the Association's Hometown Legislative Action Day.
- **January 21, 2026** - Columbia Metropolitan Convention Center

@muniassnc

www.masc.sc



Municipal Association  
of South Carolina



Summer 2025 Municipal Elected Official Graduates

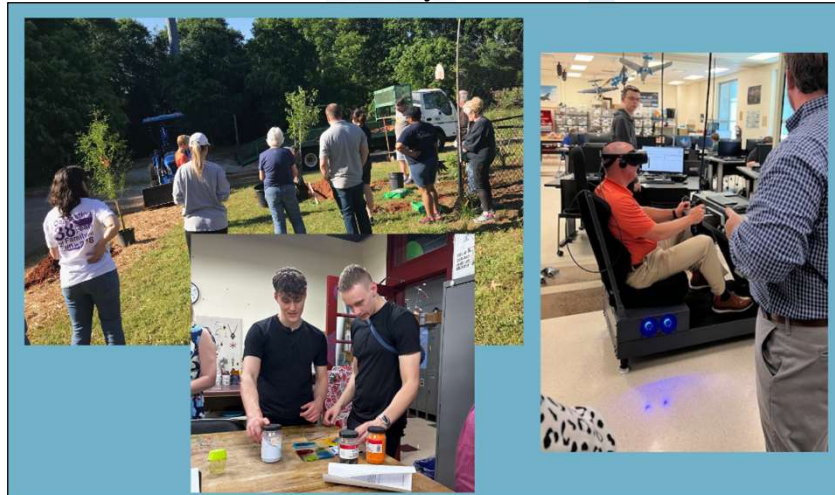
@muniassnsc

www.masc.sc



Municipal Association  
of South Carolina

## Citizens Academy?



City of Clemson

@muniassnsc

www.masc.sc



Municipal Association  
of South Carolina



## Tour/Ride Along/Demonstration



Facility tours City of Greenwood

@muniassnsc

[www.masc.sc](http://www.masc.sc)



Municipal Association  
of South Carolina

## Tour/Ride Along/Demonstration



Use a Council Meeting for show 'n tell! City of Greenwood

@muniassnsc

[www.masc.sc](http://www.masc.sc)



Municipal Association  
of South Carolina

## Tour/Ride Along/Demonstration



Use a Council Meeting for show 'n tell! City of Greenwood

@muniassnc

www.masc.sc



Municipal Association  
of South Carolina

## Tour/Ride Along/Demonstration



Let them truly feel the equipment, wear it, etc.

@muniassnc

www.masc.sc



Municipal Association  
of South Carolina

## Tour/Ride Along/Demonstration



With a ride along policy in place, allow elected officials to participate.

@muniassnc

www.masc.sc



Municipal Association  
of South Carolina

## Early Lunch, etc. With Leadership

- Form of Government
- Expectations
  - Calling staff
  - Obtaining documents
  - Adding items to an agenda
  - What are their priorities?
  - Social media & other communication
  - Ethics

@muniassnc

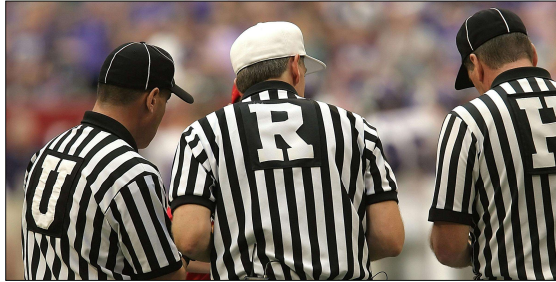
www.masc.sc



Municipal Association  
of South Carolina

## Who's The Referee?

- Council is responsible for ensuring all of its members play by the rules.
- It is important for council to act as soon as problems arise to prevent a situation from escalating.
- Look to S.C. Attorney General opinions for guidance.



@muniassnc

www.masc.sc



Municipal Association  
of South Carolina



## Onboarding Appointed Officials

*MFOCTA/BLOA Joint Academy*



Municipal Association  
of South Carolina



## Take Appointments Seriously

- Application process?
- Elector?
- Background check?
- Social media check?

@muniassnsc

www.masc.sc



Municipal Association  
of South Carolina

## Documents You SHOULD Share

- Contact sheet
- Association's Planning Handbook
  - [www.masc.sc/sites/default/files/uploads/land-use-planning/comp-planning-guide.pdf](http://www.masc.sc/sites/default/files/uploads/land-use-planning/comp-planning-guide.pdf)
- Comprehensive Plan
- Zoning Ordinance
- Zoning Map

@muniassnsc

www.masc.sc



Municipal Association  
of South Carolina

## Planning Six-Hour Orientation

- Complete 1 year from appointment
- [www.masc.sc/required-orientation-training-planning-and-zoning-officials](http://www.masc.sc/required-orientation-training-planning-and-zoning-officials)
- Help them to add themselves as a user on the Association's website

@muniassnsc

www.masc.sc



Municipal Association  
of South Carolina

## General Orientation Video



<https://vimeo.com/934966999>

@muniassnsc

www.masc.sc



Municipal Association  
of South Carolina



# Town of Richburg

## Planning Continuing Education 2025

Charlie Barrineau  
Field Services Manager  
August 28, 2025

@muniassnc | www.masc.sc



**SAMPLE**



# QUESTIONS

