



Mayor
Elise Partin

Mayor Pro-Tem
Tim James

Council Members
Phil Carter
Hunter Sox
Byron Thomas

City Manager
Mike Conley

Assistant City Manager
Wesley Crosby

**City of Cayce
Regular Council Meeting
Wednesday, October 22, 2025
5:00 p.m. – Cayce City Hall – 1800 12th Street
www.caycesc.gov**

**To Access Council Meeting Livestream, click
<https://www.youtube.com/@cityofcayce1137/streams>**

REGULAR COUNCIL MEETING

I. Call to Order

- A. Invocation and Pledge of Allegiance

II. Public Comment Regarding Items on the Agenda

III. Ordinances

- A. Discussion and Approval of Ordinance 2025-08 Amending the Business License Ordinance of the City of Cayce to Update the Class Schedule as Required by Act 176 of 2020 – First Reading

IV. Items for Discussion and Possible Approval

- A. Discussion and Approval to Ratify an Agreement Approved by the City Manager, Under the Emergency Powers of Sec. 2-146, with State Utility Contractors, Inc. for the Emergency Installation of a Sewer Isolation Valve
- B. Discussion and Approval to Amend the November 19, 2025, Council Meeting Date

V. Committee Matters

- A. Appointments
Public Safety Foundation – One (1) Position
- B. Discussion and Approval of By-Laws for the Municipal Election Commission

VI. City Manager's Report

VII. Council Comments

VIII. Executive Session

- A. Discussion of proposed contractual matter regarding MPA Strategies contract extension

NOTE: Items discussed in Executive Session may result in action by City Council upon its return to general session

XI. Reconvene

X. Possible Action by Council in follow up to Executive Session

- A. Discussion and possible approval of MPA Strategies contract extension

XI. Adjourn

SPECIAL NOTE: Upon request, the City of Cayce will provide this document in whatever form necessary for the physically challenged or impaired.

Memorandum

To: Mayor and Council

From: Michael Conley, City Manager

Date: October 22, 2025

Subject: Update of Business License Ordinance Appendix B Class Schedule

Issue

Council approval is needed in order to amend the City's Business License Ordinance to update Business License Ordinance Appendix B Class Schedule of the Business License Ordinance to be in accordance with the Municipal Association of South Carolina's Model Ordinance

Discussion

South Carolina's Act 176, the Business License Standardization Act, requires every municipality and county government with a business license tax to update its business licensing class schedule every odd-numbered year to go into effect the following year. As such, the City is required to update its licensing practices to remain in compliance with State law. As required by Act 176, the class schedule updates use the latest statistical data on business profitability from the IRS, which then receives approval from the SC Revenue and Fiscal Affairs Office.

The City must adopt these by December 31, 2025, to address those licensing renewals that will take place for the license year running from May 1, 2026 – April 30, 2027.

Recommendation

Staff recommends Council approve an update of Business License Ordinance Appendix B Class Schedule.

STATE OF SOUTH CAROLINA	)	ORDINANCE 2025-08
	)	AMENDING THE BUSINESS LICENSE
COUNTY OF LEXINGTON	)	ORDINANCE OF THE CITY OF CAYCE TO
	)	UPDATE THE CLASS SCHEDULE AS
CITY OF CAYCE	)	REQUIRED BY ACT 176 OF 2020

WHEREAS, the City of Cayce (the “Municipality”) is authorized by S.C. Code § 5-7-30 and Title 6, Chapter 1, Article 3 to impose a business license tax on gross income;

WHEREAS, by Act No. 176 of 2020, known as the South Carolina Business License Tax Standardization Act and codified at S.C. Code §§ 6-1-400 to -420 (the “Standardization Act”), the South Carolina General Assembly imposed additional requirements and conditions on the administration of business license taxes;

WHEREAS the Standardization Act requires that by December thirty-first of every odd year, each municipality levying a business license tax must adopt, by ordinance, the latest Standardized Business License Class Schedule as recommended by the Municipal Association of South Carolina (the “Association”) and adopted by the Director of the Revenue and Fiscal Affairs Office;

WHEREAS, following the enactment of the Standardization Act, the Municipality enacted Ordinance No. 2021-23 on November 9, 2021, in order to comply with the requirements of the Standardization Act (as subsequently amended, the “Current Business License Ordinance”);

WHEREAS, the City Council of the Municipality (the “Council”) now wishes to amend the Current Business License Ordinance to adopt the latest Standardized Business License Class Schedule, as required by the Standardization Act;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, as follows:

SECTION 1. Amendments to Appendix B. Appendix B to the Current Business License Ordinance, the “Business License Class Schedule,” is hereby amended as follows:

- (a) Classes 1 through 8 in Appendix B to the Current Business License Ordinance, the “Business License Class Schedule,” are hereby amended and restated as set forth on the attached Exhibit A.
- (b) Class 9 in Appendix B to the Current Business License Ordinance, the “Business License Class Schedule,” shall remain in full force and effect as set forth in the Current Business License Ordinance and restated in the attached Exhibit A.

SECTION 2. Repealer. All ordinances in conflict with this ordinance are hereby repealed as of the effective date. The repeal provided for herein shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance.

SECTION 3. Ongoing Enforcement. This Ordinance shall not affect any previous or pending prosecution or civil action for enforcement of the repealed provisions or City Code sections, or for collection of any business license taxes or penalties or interest arising from the repealed

provisions or City Code sections, and neither shall the repeal prevent such a prosecution or civil action from being commenced for any violation occurring prior to the repealing of the provisions or City Code sections.

SECTION 4. Effective Date. This ordinance shall be effective with respect to the business license year beginning on **May 1, 2026**.

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2025.

Elise Partin, Mayor

Attest:

Mendy Corder, CMC, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

Approved as to form: _____
William C. Dillard, Jr., City Attorney

EXHIBIT A

Amended

APPENDIX B: BUSINESS LICENSE
CLASS SCHEDULE BY NAICS CODE

**APPENDIX B: BUSINESS LICENSE CLASS SCHEDULE
BY NAICS CODE**

CLASSES 1 – 8

NAICS Sector/Subsector	Industry Sector	Class
11	Agriculture, forestry, hunting and fishing	1.00
21	Mining	3.00
22	Utilities	1.00
31-33	Manufacturing	3.00
42	Wholesale trade	1.00
44-45	Retail trade	1.00
48-49	Transportation and warehousing	2.00
51	Information	4.00
52	Finance and insurance	7.00
53	Real estate and rental and leasing	6.00
54	Professional, scientific, and technical services	4.00
55	Management of companies	7.00
56	Administrative and support and waste management and remediation services	3.00
61	Educational services	3.00
62	Health care and social assistance	3.00
71	Arts, entertainment, and recreation	3.00
721	Accommodation	1.00
722	Food services and drinking places	2.00
81	Other services	3.00
Class 8	Mandatory or Recommended Subclasses	
23	Construction	8.10
482	Rail Transportation	8.20
517111	Wired Telecommunications Carriers	8.30
517112	Wireless Telecommunications Carriers (except Satellite)	8.30
517122	Agents for Wireless Telecommunications Services	8.30
5241	Insurance Carriers	8.40
5242	Insurance Brokers for non-admitted Insurance Carriers	8.40
713120	Amusement Parks and Arcades	8.51
713290	Nonpayout Amusement Machines	8.52
713990	All Other Amusement and Recreational Industries (pool tables)	8.60

CLASS 9

Class 9	Optional Subclasses	
423930	Recyclable Material Merchant Wholesalers (Junk)	9.10
522298	Pawnshops	9.20
4411	Automobile Dealers	9.30
4412	Other Motor Vehicle Dealers	9.30
713290	Bingo Halls	9.50
711190	Other Performing Arts Companies (Carnivals and Circuses)	9.60
722410	Drinking Places (Alcoholic Beverages)	9.70
711310/711320	Special Events Promoter. 2 or more days	9.91
711310/711320	Special Events Promoter. One Day on Gross Income up to \$2000.00	9.92
711310/711320	Special Events Promoter. One Day on Gross Income Between \$2,001 and \$10,000	9.93
711310/711320	Special Events Promoter. One Day on Gross Income over \$10,000	9.94

2025 Class Schedule is based on a three year average (2019-2021) of IRS statistical data.

Memorandum

To: Mayor and Council

From: Michael Conley, City Manager

Date: October 22, 2025

Subject: Ratification of City Manager Action

Issue

Council approval is needed to ratify work authorized by the City Manager, under the Emergency Powers of Sec. 2-146, with State Utility Contractors, Inc. on August 22, 2025, for the emergency installation of a 20-inch isolation valve.

Discussion

Improvements to Pump Station #1 are underway and were previously approved through Council. During the course of the planned work, the City of Cayce had to take immediate action in response to a valve failure on the 20-inch sewer forcemain on the east side of Pump Station #1. The planned work required utilizing an existing 20-inch plug valve for isolation of the forcemain so that the valves and piping on the interior of the pump station could be replaced. In the process of doing this work, the existing plug valve failed and there was no way to isolate sewer from entering into the dry pit of the pump station. After discussions with the consulting engineer and the contractor, it was determined that the best course of action was to install an insert valve into the 20-inch forcemain, which would be used to isolate the line and prevent the flow of sewage into the dry pit. A price was agreed upon for the needed emergency work, which included the insert valve, equipment rental, additional bypassing, labor for digging and installation of the valve within asphalt, asphalt repair, and related appurtenances.

The City Manager approved the quote using the Emergency Powers established by City of Cayce ordinance.

Sec. 2-146. - Emergency powers.

In case of accidents or other circumstances creating an emergency, the city manager may, with the consent of the council, award contracts and make purchases for the purpose of repairing damages caused by such accidents or meeting such public emergency; but he shall file promptly with the council a certificate showing such emergency and necessity for such action, together with an itemized account of all expenditures.

(Code 1975, § 2-57)

Recommendation

Staff recommends Council ratify the City Manager's action executing a change order agreement with State Utility Contractors, Inc. for \$194,796.14. The cost for this change order will be funded from Utilities Water/Sewer Capacity reserve funds.

ITEM IV. A.



DESCRIPTION	RATE	QTY	LABOR	EQUIP./MISC	SUBS	MAT'L'S	TOTAL	
PERTINENT DATES INCLUDED IN THIS CHANGE ORDER								
DOWNTIME = 8/20/2025 - 8/22/2025 (8/20 & 8/21 N/C)								
WORKING DAYS = 8/25/25 - 9/5/2025 (Holiday on 9/1/2025, 1/2 Day on 8/29/2025 & 9/5/2025)								
STATE UTILITY EQUIPMENT AND PERSONNEL								
OPERATIONS MANAGER (1/5th Time)	\$1,388/DY	2 DY	\$ 2,772.00	\$ -	\$ -	\$ -	\$ 2,772.00	
PROJECT MANAGER	\$1,044/DY	8.5 DY	\$ 8,874.00	\$ -	\$ -	\$ -	\$ 8,874.00	
SUPERINTENDENT	\$1,332/DY	8.5 DY	\$ 11,322.00	\$ -	\$ -	\$ -	\$ 11,322.00	
M-2 (4 MEN)	\$3,627/DY	8.5 DY	\$ 30,829.50	\$ -	\$ -	\$ -	\$ 30,829.50	
PICKUPS (2 EA)	\$260/DY	8.5 DY	\$ -	\$ 2,210.00	\$ -	\$ -	\$ 2,210.00	
WHEEL LOADER	\$742/DY	8.5 DY	\$ -	\$ 6,307.00	\$ -	\$ -	\$ 6,307.00	
SKID STEER	\$688/DY	8.5 DY	\$ -	\$ 5,848.00	\$ -	\$ -	\$ 5,848.00	
FIXED OPERATING COSTS NOT INCLUDED IN ORIGINAL SCOPE - PRORATED / DAY								
BYPASSING EQUIPMENT RENTAL, FUEL, & MAINT.	\$1,682/DY	8.5 DY	\$ -	\$ -	\$ -	\$ 14,297.00	\$ 14,297.00	
OFFICE TRAILER	\$174.18/DY	8.5 DY	\$ -	\$ 1,480.53	\$ -	\$ -	\$ 1,480.53	
JOBSITE UTILITIES (PORTAJON, INTERNET, PHONES, OFFICE SUPPLIES)	\$72.62/DY	8.5 DY	\$ -	\$ 617.27	\$ -	\$ -	\$ 617.27	
SAFETY EQUIPMENT	\$46.05/DY	8.5 DY	\$ -	\$ 391.43	\$ -	\$ -	\$ 391.43	
SMALL TOOLS AND LIFTING EQUIPMENT	\$341.48/DY	8.5 DY	\$ -	\$ 2,902.58	\$ -	\$ -	\$ 2,902.58	
ON-ROAD FUEL (WITH TRUCKS ABOVE)	N/C	8.5 DY	\$ -	\$ -	\$ -	\$ -	\$ -	
OFF-ROAD FUEL (RENTED EXCAVATOR & COMPACTOR ONLY)	\$549.99/DY	8.5 DY	\$ -	\$ -	\$ -	\$ 4,674.92	\$ 4,674.92	
DUMPSTER	\$41.16/DY	8.5 DY	\$ -	\$ 349.86	\$ -	\$ -	\$ 349.86	
DIRECT OUTSIDE COSTS (15% MARKUP REQUIRED)								
INSERTION VALVE SUBCONTRACTOR (RANGELINE TAPPING)		1 LS	\$ -	\$ -	\$ 64,620.00	\$ -	\$ 64,620.00	
ASPHALT & CURB ESTIMATE (STRIPEWIDE PAVING) - <i>SU WILL COVER 50%</i>		50% LS	\$ -	\$ -	\$ 6,625.00	\$ -	\$ 6,625.00	
STONE AGGREGATE (MARTIN MARIETTA)		21 TN	\$ -	\$ -	\$ -	\$ 977.45	\$ 977.45	
VALVE BOX AND EXTENSION ACCESSORIES (FERGUSON)		1 LS	\$ -	\$ -	\$ -	\$ 1,059.30	\$ 1,059.30	
EXCAVATOR - OUTSIDE RENTAL		1 LS	\$ -	\$ 10,191.75	\$ -	\$ -	\$ 10,191.75	
WALK BEHIND COMPACTOR - OUTSIDE RENTAL		1 LS	\$ -	\$ 1,927.94	\$ -	\$ -	\$ 1,927.94	
MANHOLE BOX AND PLATES - OUTSIDE RENTAL		1 LS	\$ -	\$ 3,224.70	\$ -	\$ -	\$ 3,224.70	
Notes:			\$ 53,797.50	\$ 35,451.06	\$ 71,245.00	\$ 21,008.66	\$ 181,502.22	
We request an additional sixty (60) calendar days be added to the contract time of the project underneath this Change Order, the revised completion milestones would be November 18, 2025 (Substantial) and December 18, 2025 (Final) .			15% Markup On Directs -->		\$ 2,301.66	\$ 10,686.75	\$ 305.51	\$ 13,293.92
			\$ 53,797.50	\$ 37,752.71	\$ 81,931.75	\$ 21,314.17	\$ 194,796.14	
Total Amount of this Proposal =								\$ 194,796.14

City of Cayce **2025 Council Meeting Dates**

ITEM IV.B.

The City of Cayce Council meets the first Tuesday of each month at 6:00 p.m. and the third Wednesday of each month at 5:00 p.m. Date and/or time may change due to conflicts in schedules. Citizens may meet with the Mayor at 5:00 p.m. prior to each Tuesday Council Meeting.

Please note there is only one Council Meeting in January, July, November and December and the October 15 Meeting has been moved to October 22.

**January 15, 2025
February 4, 2025
February 19, 2025
March 4, 2025
March 19, 2025
April 1, 2025
April 16, 2025
May 6, 2025
May 21, 2025
June 3, 2025
June 18, 2025
July 8, 2025
August 5, 2025
August 20, 2025
September 2, 2025
September 17, 2025
October 7, 2025
October 22, 2025
November 19, 2025
December 2, 2025**

**To Access Council Meetings Livestream, click
<https://www.youtube.com/@cityofcayce1137/streams>**

Other meetings may be called on an as needed basis. Meetings are held in Council Chambers located at 1800 12th Street, Cayce, SC unless otherwise noted. All meetings are open to the public.

COUNCIL ACTION REQUIRED

PUBLIC SAFETY FOUNDATION – ONE (1) POSITION

Ms. Trinessa Dubas is currently living in California therefore she recently submitted her resignation. The City has received a potential member application from Ms. Sarah Buckner which is attached for Council's review.

NO COUNCIL ACTION REQUIRED

The following positions have been postponed by Council until receipt of potential member applications.

ACCOMMODATIONS TAX COMMITTEE – ONE (1) POSITION

This position must work in the lodging community within the City. This committee advises City Council on the expenditure of local accommodations tax funds for the purpose of promoting tourism, the arts and cultural affairs in the community.

EVENTS COMMITTEE – FIVE (5) POSITIONS

This committee is actively involved in working with City staff to plan and coordinate City events and works the events with staff.

STANDARD TECHNICAL CODES BOARD OF APPEALS – TWO (2) POSITIONS

This Board rarely meets but is required by State law. The Board reviews citizen appeals to ensure building ordinances are properly interpreted and implemented fairly.

APPOINTMENT PROCESS

Cayce citizens have an opportunity to actively participate in the City through their services on a number of advisory boards, commissions, foundations and committees. These groups help shape and carry out policy.

Applications are accepted at any time for all City of Cayce boards, commissions, foundations and committees. Cayce citizens wishing to apply for appointment may submit a potential member application to the Municipal Clerk, P. O. Box 2004, Cayce, SC 29171. More information and a copy of the application can be found on our website at caycesc.gov or by calling City Hall at 803-796-9020.

City Council considers received applications at a meeting immediately following an opening.



City of Cayce Potential Member Application

Application for committees, boards and commissions within the City of Cayce

Date

12/19/2024

Name

Sarah Buckner

Home Address

██████████ Charleston Highway, Cayce, South Carolina 29033

Phone

(██████████)

Email

████████████████████

Are you a resident of Cayce?

Yes

Number of Years

15

Do you have a business in Cayce?

No

Number of Years

On which Board, Commission or Foundation are you interested in serving*? Information on each can be found at caycesc.boards.

Cayce Public Service Foundation

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?

No

If yes, specify below:

The applicant acknowledges that he or she is aware that a City of Cayce records check will be performed by the Cayce Police Department and that information could be public.

Yes

Work Address

1320 Washington St, Columbia, South Carolina 29201

Phone

(803) 376-2675

Email

sarah.buckner@palmettocitizens.org

Work Experience

Palmetto Citizens Federal Credit Union - 16 years

Community Relations Developer

Member Service Supervisor

Teller

CRC Group - 1 1/2 years

Excess & Surplus Lines Account Manager

Educational Background

University of South Carolina 2001-2006

BA Degree: Hotel, Restaurant and Tourism Management

Membership Information (Professional, Neighborhood and/or Civic Organizations) Volunteer Work and/or Hobbies:

Through my job at Palmetto Citizens, I have participated in multiple volunteer opportunities. Some of these include: RiverKeeper River Clean-up, Homeless No More, Midlands Orphan Relief, South Carolina Youth Advocacy Program Angel Tree, First Steps, Communities in Schools and Transitions.

Please answer the following questions as thoroughly as possible for the indicated committee:

Why do you want to serve on a City of Cayce Board, Commission or Foundation?

I have lived in Cayce for over 15 years, and it truly feels like home. I would like to be a part of the continued growth and improvement process for the City of Cayce.

What specific contributions do you hope to make?

I'd like to be an advocate to continue to build strong bonds between the Public Safety team and our community. I'd also like to assist with any volunteer opportunities to better the City of Cayce.

What community topics concern you that relate to this Board, Commission or Foundation?

Crime prevention, public health and safety and mental health resources

What experience/training do you have for this particular Board?

While I have not served on a Board in the past, I'm hoping to make deeper connections with Cayce neighbors and the Public Safety Team. I have been a part of the Greater CWC Chamber for over a year and have met some wonderful business owners and leaders within the Cayce community.

For additional information please contact Mendy Corder at 803-550-9557 or email mcorder@caycesc.gov

**City of Cayce
Municipal Election Commission
BYLAWS**

**ARTICLE I
ORGANIZATION**

SECTION 1 - RULES

These bylaws apply to the operations of the City of Cayce Municipal Election Commission (Commission), including election protest matters brought before the Commission and conducted according to state law and the rules of procedure set forth herein. The Commission shall perform the duties and functions of a municipal election commission as set forth in Title 5, Chapter 15 of the South Carolina Code of Laws and other applicable law, except such of those duties and functions as have been transferred by Cayce City Council to the County Election Commission pursuant to S.C. Code Section 5-15-145.

SECTION 2 - MEMBERSHIP AND TERMS

This Commission consists of 3 members as provided for in South Carolina Code Section 5-15-90. The terms of the members are six-year terms staggered every two years, with the current terms set to expire on the following dates:

September 1, 2026

September 1, 2028

September 1, 2030

SECTION 3 - OFFICERS

The officers of the Commission shall be a chairman and a vice-chairman elected for one-year terms in the month of September. The chairman may serve a maximum of two successive terms or until his successor is elected. The Commission shall appoint a member of the Staff of the City of Cayce as secretary of the Commission.

SECTION 4 - CHAIRMAN

The chairman shall be a voting member of the Commission and shall

- a. Call meetings of the Commission
- b. Preside at the meetings and hearings; and swear in witness
- c. Act as spokesperson for the Commission

- d. Sign documents for the Commission
- e. Have orders of the Commission served on parties
- f. Perform other duties approved by the Commission.

SECTION 5 - VICE-CHAIRMAN

The vice-chairman shall exercise the duties of the chairman in the absence, disability, or disqualification of the chairman.

SECTION 6 - SECRETARY

The secretary shall

- a. Provide and publish notice meetings as may be required by law
- b. Assist the chairman in the preparation of the agenda
- c. Keep recordings and minutes of meetings and hearings
- d. Maintain Commission records as public records
- e. Serve Commission decisions on parties where required by law
- f. Attend to Commission correspondence
- g. Perform other duties normally carried out by a secretary.

ARTICLE II MEETINGS

SECTION 1 - TIME AND PLACE

Meetings may be called by the chairman or the secretary upon 24 hours notice, delivered to all members and noticed and posted as required for meetings of public bodies under the South Carolina Freedom of Information Act. Meetings shall be held at the place stated in the notices and shall be open to the public.

SECTION 2 - AGENDA

A written agenda shall be furnished by the secretary to each member of the Commission and the news media, and shall be posted in accord with the South Carolina Freedom of Information Act. Items may be removed from the agenda or postponed at a meeting by majority vote.

SECTION 3 - QUORUM

A majority of the members of the Commission shall constitute a quorum. A quorum shall be present before any business is conducted other than rescheduling the meeting.

SECTION 4 - RULES OF ORDER

The latest edition of Robert's Rules of Order shall govern the conduct of meetings except as otherwise provided by State law, the City Code of Ordinances, or by these Rules of Procedure.

ARTICLE III ELECTION PROTEST HEARING PROCEDURE

SECTION 1 – GENERAL PROCEDURE FOR PROTEST HEARINGS

The Commission shall conduct election protest hearings according to the procedure set forth in Sections 5-15-130 and 5-15-140 of the South Carolina Code of Law. Subject to and except where in conflict with those statutory provisions and other applicable state law, the following additional procedures shall apply.

SECTION 2 – NOTICE

The Commission shall serve a copy of the protest and provide a notice of the time and place of the protest hearing to each candidate in the protested race. The Commission shall follow Freedom of Information Act requirements for posting the hearing notice.

SECTION 3 – TRANSCRIPTION OF HEARING

The Commission shall arrange for the services of a court reporter or stenographer at any protest hearing to ensure a written transcription and proper records are created.

SECTION 4 - APPEARANCES

The candidate who is protesting and all other candidates in the protested race have the right to be present at the hearing, to be represented by counsel, to examine and cross-examine witnesses, and to present evidence relevant to the grounds of the protest. Testimony at the hearing must be limited to the grounds stated in the written protest.

SECTION 5 - WITNESSES

Parties in interest and other witnesses may present testimony under oath to be administered by the chairman. Witnesses may be compelled to attend by subpoena signed by the chairman. The Commission may call its own witnesses when deemed appropriate.

SECTION 6 - CROSS-EXAMINATION

The opportunity to examine opposing witnesses may be freely extended when conducted in an orderly manner. Intimidation of witnesses will not be allowed.

SECTION 7 - EVIDENCE

Relevant documents will be received in the record without authentication in the form of legible copies. Relevant testimony, which is not cumulative or hearsay, will be received. The chairman will rule on all evidentiary matters. Evidence may be placed in the record with an objection noted.

SECTION 8 - CONDUCT OF HEARING

The normal order of hearing, subject to modification by the chairman, shall be:

- a. Statement of matter to be heard (chairman or secretary)
- b. Presentation by contesting party
- c. Presentation by other parties
- d. Rebuttal by contesting party

The Commission may question participants at any point in the hearing. All party presentations shall be subject to reasonable time limits as determined necessary by the chairman to allow for an orderly and timely concluded hearing, subject to the requirements that all parties be allowed reasonable and adequate time to present evidence appropriate for the complexity of the issues and all parties be afforded equal time to present their initial evidence (subject to the contesting party's right of rebuttal).

SECTION 9 - DISPOSITION

The Commission must remain in session until it has reached a decision, subject to any proper executive session for the receipt of legal advice or other lawful purpose. The Commission shall deliberate and determine all issues by majority vote of members present and qualified to vote, made in public, open session. The Commission must notify in writing all candidates in the protested race of its decision immediately following the hearing.

ARTICLE IV RECORDS

SECTION 1 - MINUTES

The secretary shall record the audio of all meetings and hearings of the Commission. The secretary shall prepare minutes of each meeting for approval by the Commission at the next regular meeting. Minutes and recordings shall be maintained as public records.

SECTION 2 – ORDERS AND DOCUMENTS

The secretary shall assist in the preparation and service of all orders of the Commission in appropriate form. Copies of all notices, correspondence, documentary, evidence, and forms shall be maintained as public records.

ARTICLE V ADOPTION AND AMENDMENT

SECTION 1 – ADOPTION

These rules were adopted by vote of a majority of the members of the Commission at a public meeting on October 13, 2025.

SECTION 2 – AMENDMENT

These rules may be amended at any regular meeting of the Commission by majority vote of the members of the Commission at least seven (7) days after the written amendment is delivered to all members.

Date adopted: October 13, 2025


Chairman


Vice-Chairman


Secretary