



**TOWN OF SULLIVAN'S ISLAND,  
SOUTH CAROLINA  
APPLICATION TO SERVE ON A TOWN BOARD/COMMISSION**

**Apply by 5PM Friday August 13, 2021**

PLEASE COMPLETE ALL OF THE FOLLOWING FOR POSSIBLE PARTICIPATION

1. NAME: \_\_\_\_\_

2. MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

3. TELEPHONE NUMBER(S):

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

4. E-MAIL ADDRESS: \_\_\_\_\_

5. Are you a registered voter on Sullivan's Island? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Have you ever plead guilty, no contest or been convicted of a crime? If yes, please provide additional information: \_\_\_\_\_

The Town reserves the right to conduct a background check and additional information may be requested from you.

7. Indicate the real properties on Sullivan's Island in which you have a proprietary interest, identifying your primary residence:

\_\_\_\_\_  
\_\_\_\_\_

8. Please disclose any circumstances which might pose a conflict of interest in executing your responsibilities as a member of any Board or Commission for which you are applying:

\_\_\_\_\_

9. Please indicate that you wish to be considered for selection to a Board or Commission and, if selected, you are prepared to serve through the term below.

Planning Commission \_\_\_\_\_ 1 seat (for unexpired term, expiring 08/31/2023)

Tree Commission \_\_\_\_\_ 2 seats (term expiring 8/31/2024)

Election Commission \_\_\_\_\_ 1 seat (term expiring 8/31/2027)

Design Review Board \_\_\_\_\_ 2 seats (term expiring 8/31/2024)

Board of Zoning Appeals \_\_\_\_\_ 5 seats (term expiring 8/31/2024)

**NOTE:**

No member of a Town Board or Commission may hold an elected office in the Town of Sullivan's Island or County of Charleston.

If appointed, you must successfully complete a minimum of six (6) hours State mandated planning and zoning training as soon as possible, plus required continued education thereafter (S.C. Code §§ 6-29-1340-6-29-1370). Failure to complete required training will result in discontinuation of service and ineligibility for re-appointment (§6-29-1380)

(Initial)

(If applying for initial appointment) I agree to complete the required training in a timely manner on initial appointment and annually thereafter.  (Initial)

(If applying for re-appointment) I certify that I have completed the required training during my current term and, if re-appointed, agree to do so annually during my new term.  (Initial)

You must return a completed Town questionnaire for your desired Board/Commission(s) for consideration and a personal resume is encouraged.

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By signing herein, I have read and understand the requirements for serving as a member of the Commission and/or Board requested and attest the information provided is accurate.

Thank you for volunteering your time and energy to your Town.

\_\_\_\_\_  
**Applicant signature**

\_\_\_\_\_  
**Date**



**TOWN OF SULLIVAN'S ISLAND,  
SOUTH CAROLINA**

**MUNICIPAL ELECTION COMMISSION  
QUESTIONNAIRE**

1. Why do you wish to serve on the Municipal Election Commission?
2. The Election Commission meets primarily around regular municipal election cycles (elections are held every two years in May on odd years) and any necessary special elections. Would you be prepared to serve in this cyclical capacity?
3. Please read the attached summary information regarding an Election Commission and review the Town's Code regarding this Commission (Chapter 6, Elections). As you can see, the Election Commission operates within a well-defined framework. Please state how you would apply your judgment, knowledge and experience while working within this type of structure.
4. What do you think should be the role of the Municipal Election Commission in a municipal election? What about a general election? How would you use your knowledge and/or experience to fulfill this role?
5. How would you handle candidates and/or supporters of candidates who campaign in the poll location?
6. What would you do if a business associate, client or family member were to come before you and ask for your endorsement of their candidacy and/or help with the campaign?
7. Do you have any potential conflicts of interest that would keep you from impartially serving as a member of the Municipal Election Commission?

Thank you for taking the time to respond to these questions. Please submit your answers along with the application and your resume to Pamela Otto (843-883-5744 [potto@sullivansisland.sc.gov](mailto:potto@sullivansisland.sc.gov)) at Town Hall (2056 Middle Street or mail to PO Box 427).

**Application package deadline: 5pm Friday, August 13, 2021**

## CHAPTER 6

### ELECTIONS<sup>1</sup>

- Sec. 6-1. Adoption of non-partisan and run-off method.
- 6-2. At-large election of Town Council.
- 6-3. Determination of majority vote.
- 6-4. Run-off election procedure.
- 6-5. Regular election date and beginning of term of office.
- 6-6. Nominations by petition; contents of petition.
- 6-7. Notice of election date and deadline for filing.
- 6-8. Qualification of elected officers; procedure when results are contested.

#### Sec. 6-1. Adoption of non-partisan and run-off method.

All regular and special elections for the offices of Mayor and Town Council of the Town of Sullivan's Island held after this date shall be conducted under the non-partisan election and run-off election method as prescribed in Section 5-15-62, Code of Laws, as amended. (3-19-79)

#### Sec. 6-2. At-large election of Town Council.

Members of the Town Council shall be elected from the Town of Sullivan's Island at large. (3-19-79)

#### Sec. 6-3. Determination of majority vote.

Results in elections conducted on Sullivan's Island shall be determined by a majority of the votes cast. A majority within the meaning of this chapter shall be determined as follows:

A. When more than one person is seeking election to a single office, the majority shall be ascertained by dividing the total votes cast for all candidates by two. Any excess of the sum so ascertained shall be a majority and the candidate who obtains a majority shall be declared elected.

B. When more persons are seeking election to two or more offices (constituting a group) than there are offices to be filled, the majority shall be ascertained by dividing the total votes cast for all candidates by the number of offices to be filled and by dividing the results by two. Any excess of the sum so ascertained shall be a majority and the candidates who obtain a majority shall be declared elected. If more candidates obtain a majority than there are offices to be filled, those having the highest vote (equal to the number of offices to be filled) shall be declared elected.

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<sup>1</sup> For parallel state law, see Title 5, Chapter 15, South Carolina.

Sec. 6-4. Run-off Election procedure.

If no candidate for a single office receives a majority of the votes cast in the first election or if an insufficient number of candidates receives a majority of the votes cast for a group of offices, a run-off election shall be held as herein provided:

A. If no candidate for a single office receives a majority of the votes cast in the first election, a second election shall be conducted two (2) weeks later between the two candidates receiving the largest number of votes in the first election who do not withdraw. The candidates receiving a majority of the votes cast in the run-off election shall be declared elected.

B. If two or more offices (constituting a group) are to be filled and aspirants for some or all of the positions within the group do not receive a majority of the votes cast in the first election, a second election shall be conducted two (2) weeks later between one more than the number of candidates necessary to fill the vacant offices. The candidates receiving the highest number of votes cast in the second election equal in number to the number to be elected shall be declared elected. (3-19-79)

Sec. 6-5 Regular election date and beginning of term.

All regular general elections for the office of Mayor and the offices of Town Council Members shall be held on the first (1st) Tuesday in May. The terms of office of persons elected in a regular election shall begin at the last regular meeting in June, and terms of those elected in special elections shall begin at the first regular meeting of Council following their election and qualification.<sup>2</sup>

Sec. 6-6. Nominations by petition; contents of petition.<sup>3</sup>

Nominations for public office shall be by petition; said petitions shall be filed with the Municipal Election Commission by 12:00 noon 75 days before the election and shall bear the signatures of not less than five (5%) percent of the number of qualified registered electors of the Town of Sullivan's Island. Each petition shall also contain a statement of the purpose of the petition, the name of the candidate, the office sought, the date of the election, signature and printed name of the voter, the address of residence where registered and precinct of the voter of those signing and shall be on good quality original bond paper sized 8-1/2 inches by 14 inches. No single petition should contain the signature of registered voters from different counties. The signatures of registered voters

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<sup>2</sup> See S2-6 of this Code and S5-7-200 of State Code regarding special elections. Also see S2-9 of this Code regarding temporary holdover when successor has not qualified.

<sup>3</sup> For state law requiring filing of economic interest statements with petition, see Act No. 373, approved by Governor April 22, 1980, which amends Section 8-14-610, effective 1-1-81.

should be numbered consecutively. Petitions with more than one page must have pages consecutively numbered when filing with the municipal clerk. All petition candidates must also submit their Statement of Economic Interest to the Municipal Election Commission when filing their petition. (3-19-79) (10-19-04)

Sec. 6-7. Notice of election date and deadline for filing.<sup>4</sup>

The Municipal Election Commission shall give public notice twice of all elections, the first notice published at least sixty (60) days prior thereto, noting therein the date of the election and the deadline for filing petitions with the Municipal Election Commission. The second notice must be published not later than two weeks after the first notice. The notice must contain the following information:

1. The last date one can register to be eligible to vote in the upcoming election;
2. The date, time and location any hearing on challenged ballots will be held;
3. The precincts involved in the election and the polling places in those precincts;
4. The time and place absentee ballots will be counted;
5. Information instructing potential candidates on how to file for office in an election.

(3-19-79)(10-19-04)

Sec. 6-8. Qualification of elected officers; procedure when results are contested.

Newly-elected officers shall not be qualified until at least forty-eight (48) hours after the closing of the polls and in the case a contest is filed, the incumbent shall hold over until the contest is finally determined. (3-18-79)

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<sup>4</sup> For state law as to notice, see S. C. Code, 1976, as amended, Section 5-15-50.