

**TOWN OF ABERDEEN
MAIN STREET ADVISORY BOARD**

RULES OF PROCEDURE

Article I. Name

Section 1. The name of this organization is the Downtown Aberdeen Advisory Board, hereinafter referred to as the "DAAB."

Section 2. The principle office of the organization shall be within the Town of Aberdeen's Planning Department

Article II. Purpose and Powers

Section 1. The general purpose of the Downtown Aberdeen Advisory Board (DAAB) is to serve as an advisor to the Town's Board of Commissioners subject to such limitations as may be imposed by state law or by ordinances of the town. The DAAB shall be embodied for the following purposes:

- (a) Advise, deliberate and make recommendations to the Board of Commissioners to help facilitate the implementation of the Downtown Streetscape Masterplan Plan;
- (b) Serve to support economic development efforts, and the marketing and promotion of downtown;
- (c) Identify appropriate uses for downtown and identify developers/investors for downtown development;
- (d) Recommend to the Board of Commissioner an overall policy for the continued development and sustainability of downtown;
- (e) Develop financial tools for downtown development;
- (f) Promote and facilitate the improvement of downtown infrastructure, including water, public safety, parks, parking, transportation, utilities sidewalks, sewer, and streetscape;
- (g) Promote and facilitate a program to assist in business retention in the downtown;
- (h) Promote and facilitate a marketing program to increase sales, visitors, and awareness of downtown;
- (i) Provide the Board of Commissioners with representative community participation in preparing and implementing plans and reports concerning development of downtown;
- (j) Promote, facilitate, and act as liaison to catalytic developments significantly affecting the downtown area;
- (k) Promote and support downtown as a special event location.
- (l) Encourage the historic preservation, protection and use of Aberdeen's downtown area.

Article III. General Rules

The DAAB shall be governed by the Ordinances of the Town of Aberdeen, the Laws of the State of North Carolina and these rules of procedure. The Chair may from time to time refer to rules set forth in the current edition of *Robert's Rules of Order Newly Revised* to assist in the running of orderly meetings.

Article IV. Jurisdiction

The DAAB's jurisdiction shall apply to the adopted Main Street District, additionally referred to as the "Commercial Business District." This district is formed by the boundaries of N. & S. Sandhills Blvd. to E. Saunders Ave. to S. Sycamore St. to W. South St. to S. Garrett St. through E. Main St. to Exchange St. and N. Sycamore St. up to E. and W. Maple. The DAAB may also discuss and be consulted on matters outside of the Main Street Services District, provided the subject is related to the core mission of supporting a healthy and vibrant downtown.

Article V. Organization

Section 1. Membership. The DAAB shall consist of eight members including a Board of Commissioners liaison. Of the seven remaining non-liaison members, six will represent downtown stakeholders, i.e. property owners, business community members or residents and the seventh member will be an "at large" seat. All members shall be entitled to equal rights, privileges and duties with other members of the DAAB and serve three-year terms.

Section 2. Officers. At its July meeting each year, the DAAB shall elect a chair and vice-chair for the coming year. The chair and vice chair shall hold office for one year and shall be eligible for reelection. The chair shall preside over all meetings of the DAAB. The vice-chair shall assist the chair and shall serve as acting chair in the absence of the chair. If the chair is vacated the vice-chair shall become the chair for the remainder of the vacated term.

Section 3. Attendance at Meetings. Any member who misses more than three consecutive regular meetings or more than one-half the regular meetings actually held in a calendar year shall by that fact cease to be a DAAB member. A vacancy created under this Section 3 shall be treated as any other vacancy for purposes of filling the vacated seat.

Section 4. Conflict of Interest. No DAAB member shall take part in the hearing, consideration, or deliberation of any case or matter before the DAAB in which the DAAB member, or any member of the DAAB member's family, either directly or indirectly, is a party or has any financial interest.

Section 5. Committees. The DAAB shall have three standing committees and may develop sub-committees as it finds necessary and convenient. In addition the chair may create ad hoc committees. The chair and standing Main Street Director shall designate the membership of all committees. Each DAAB member must serve on at least one of three standing committees. The chair shall be either an active or ex officio member of all committees.

Standing Committees:

- (a) Entrepreneur Recruitment
- (b) Home Décor & Design
- (c) Arts & Culture

VI. Meetings

Section 1. Regular Meetings. The DAAB shall hold a regular meeting on the **XXXXXXXXXX** of each month or at such other time as it may find convenient.

Section 2. Special Meetings. The chair may call special meetings. A majority of the DAAB may in writing demand its members call a meeting. Written notice of a special meeting shall be provided to all members at least one week in advance of the meeting.

Section 3. Cancellation of Meetings. Whenever there is no business for the DAAB the chair may cancel a meeting, by giving notice to all members not less than twenty-four hours before the time set for the meeting. In the event of severe weather or other sufficient cause the chair may cancel a meeting by giving reasonable notice to all members before the time set for the meeting. In the case of a meeting called by a majority of the DAAB the chair may cancel the meeting only upon the concurrence of a majority of the DAAB.

Section 4. Quorum. A majority of members shall constitute a quorum for the conduct of business of the DAAB or of any work committee.

Section 5. Conduct of Meetings. All meetings shall be noticed and open to the public as provided by law. Any person who may be substantially affected by final action in any matter that comes before the DAAB may appear in person or by agent or attorney to make presentations respecting any such matter. The Chair may impose reasonable restraints on presentations.

Section 6. Voting. Members must be present to vote on any matter. Except as may be otherwise required by these rules or other prevailing law, any motion to be carried must have the vote of the majority of members actually voting. The chair shall be eligible to vote as any other member.

Section 7. Electronic notice. Notice to a member conforms to a requirement of these rules to be in writing if sent by electronic mail to an electronic address provided by the member and not returned to the sender with an error message.

Article VII. Amendments

These rules may be amended at any meeting after the meeting at which the amendment is first presented upon an affirmative vote of not fewer than six members of the DAAB.

Adopted as amended by at least six members of the DAAB this **?? day of ??? 2018.**

DAAB chair

DAAB vice chair

DAAB member

DAAB member

DAAB member

DAAB member

DAAB member

Board of Commissioners Liaison