

**TOWN OF SPRING HOPE  
DOWNTOWN DEVELOPMENT BOARD**

**RULES OF PROCEDURE**

**Article I. Name**

The name of this organization is the Town of Spring Hope Downtown Development Board, hereinafter referred to as the "Board."

**Article II. Purpose and Powers**

The general purpose of the Downtown Development Board is to serve as an advisory Board to the Spring Hope Board of Commissioners subject to such limitations as may be imposed by state law or by ordinances of the town, the Board shall be embodied for the following purposes: Advise, deliberate and make recommendations to the Board of Commissioners to help facilitate the implementation of the 2020 Land Use Plan as it relates to downtown; Serve to support economic development efforts, and the marketing and promotion of downtown; Identify appropriate uses for downtown and identify developers/investors for downtown development; Recommend to Board of Commissioners an overall policy for the continued development and sustainability of downtown; Develop financial tools for downtown development; Promote and facilitate the improvement of downtown infrastructure, including water, public safety, parking, transportation, utilities, sidewalks, sewer, and streetscape; Promote and facilitate a program to assist in business retention in the downtown; Promote and facilitate a marketing program to increase sales, visitors, and awareness of downtown; Provide Board of Commissioners with representative community participation in preparing and implementing plans and reports concerning development of downtown; Promote, facilitate, and act as liaison to catalytic developments significantly affecting the downtown area. Promote and support downtown as a special event location.

**Article III. General Rules**

The Board shall be governed by the Ordinances of the Town of Spring Hope, 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 Board's jurisdiction shall apply to the Spring Hope Downtown District. The Board may also discuss and be consulted on matters outside of the Downtown District, provided the subject is related to the core mission of supporting a healthy and vibrant downtown.

**Article V. Organization (Amended 12/18/18)**

**Section 1. Membership.** The Board shall consist of nine members including two ex-officio members (Town Manager & Representative from the Board of Commissioners). Of the seven remaining non-Commissioner and town staff members, they will represent downtown stakeholders, i.e. property owners, business community members or residents. All members shall be entitled to equal rights, privileges and duties with other members of the committee. Vacancies on the Board will be appointed by the Spring Hope Board of Commissioners. From the time a

vacancy is established, 30 days will be given to publicize the open seat. Applications from the criteria list above will be taken and presented at the following Board of Commissioners' meeting.

**Section 2. Officers.** At its July meeting each year, the Board 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 Committee. The vice-chair shall assist the chair and shall serve as action 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 Board 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 Board member shall take part in the hearing, consideration, or deliberation of any case or matter before the Board in which the Board member, or any immediate family member, either directly or indirectly, is a party or has any financial interest.

**Section 5. Committees.** The Board shall have such standing sub-committees as it finds necessary and convenient. In addition, the chair may create ad hoc committees. The chair shall designate the membership of all committees. The chair shall be either an active or ex-officio member of all committees.

#### **Article VI. Meetings** *(Amended 12/18/18)*

**Section 1. Regular Meetings.** The Board shall hold a regular meeting on the fourth Tuesday 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 Committee 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 Board, 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 Board, the chair may cancel the meeting only upon the concurrence of a majority of the Board.

**Section 4. Quorum.** A majority of members shall constitute a quorum for the conduct of business of the Board or of any sub-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 Board 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. The