

**TOWN OF ANGIER
COMMUNITY DEVELOPMENT ADVISORY BOARD**

RULES OF PROCEDURE

Article I. Name

The name of this organization is the Town of Angier Community Development Advisory Board, hereinafter referred to as the "Board".

Article II. Purpose and Powers

The general purpose of the Board is to serve as an advisory board to the Town Board of Commissioners, subject to such limitations as may be imposed by State Law or by the Codes and Ordinances of the Town.

The Board shall be embodied for the following purposes:

Advise, deliberate and make recommendations to the Town Board to help facilitate the implementation of the Comprehensive Plan as it relates to community development activities; Serve to support economic development efforts, and the marketing and promotion of the Town; Identify appropriate uses for the downtown and other areas within Angier's planning jurisdiction, and identify developers and investors for development; Recommend to the Town Board ideas and policies for the continued development and sustainability of the downtown and other commercial areas; Develop financial tools for development; Promote and facilitate the improvement of existing infrastructure, including parks, parking, transportation, utilities, sidewalks, and streetscape; Promote and facilitate a program to assist in business retention in the downtown and other commercial areas; Promote and facilitate a marketing program to increase sales, visitors, and awareness of local businesses; Provide the Town Board with representative community participation in preparing and implementing plans and reports concerning business development; Promote and facilitate, downtown Angier as a special event location.

Article III. General Rules

The Board shall be governed by the Ordinances of the Town of Angier, 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 Town of Angier planning jurisdiction. This jurisdiction is shown on the official Zoning Map of the Town of Angier.

Article V. Organization

Section 1. Membership. The Board shall consist of nine members. All members shall be entitled to equal rights, privileges and duties with other members of the Board.

Section 2. Officers. At its January 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 calendar year and shall be eligible for reelection. The chair shall preside over all meetings of the Board. 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. Removal of a Chairman or Vice Chairman must be done by a majority vote of the remaining board members after board discussion of the reasons for removal. The Town Board of Commissioners also has the ability to remove any Board member at their discretion.

Section 3. Member Terms. All members shall serve a two-year, staggered term beginning January 1st. Each member can serve a maximum of three consecutive terms followed by a one term absence before reapplying for appointment.

Section 4. Attendance at Meetings. Any member who misses more than three consecutive meetings or more than one half of the regular meetings actually held in a calendar year shall by that fact cease to be a Board member, unless for reasons beyond their control, as determined by majority vote of the board. A vacancy created under this Section 3 shall be treated as any other vacancy for purposes of filling the vacated seat.

Section 5. 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 member of the Board member's family, either directly or indirectly, is a party or has any financial interest.

VI. Meetings

Section 1. Regular Meetings. The Board shall hold a regular meeting on the fourth Monday of each month or at such other time as approved by the Angier Board of Commissioners.

Section 2. Special Meetings. The chair may call special meetings. A majority of the Board 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 (5) shall constitute a quorum for the conduct of business of the Board. For purposes of expedience, some board votes may be done through email and or phone.

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 ask questions, when recognized by the Chair. Any person who comes before the board may, at the discretion of the Chair, provide comments regarding the issue at hand only. These comment sessions will have a time limit of three minutes. The Chair may impose reasonable restraints on presentations. Any person who wishes to present more information may do so, in writing only, to the board or to the Community Development Coordinator.


Section 6. Voting may be carried out during meetings or through votes cast by email or written documents. 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 (5) of all the members. A written record of the vote count will be kept in the records. 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.

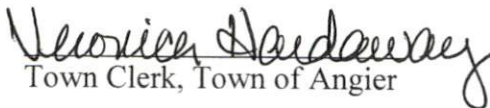
Article VII. Amendments

These rules may be amended Only by approval of the Town Board of Commissioners.

Adopted as amended by the Angier Board of Commissioners on 04 20, 2021.



Mayor, Town of Angier


Town Clerk, Town of Angier

