

## **Pinetops Community Development Advisory Board By-Laws**

### Article I- Name and Purpose.

- A. The name of the Advisory Board shall be the Pinetops Community Development Advisory Board (hereinafter referred to as the PCDAB.)
- B. The purpose of the PCDAB shall be to:
  - 1. Implement projects that preserve, enhance, and protect the Commercial District.
  - 2. Take remedial actions to eliminate the physical, economic, and social deterioration of Pinetops' Commercial District and thereby promote Pinetops' historic preservation, contribute to its community betterment, and enhance the social welfare while lessening the burdens of Pinetops' government.
  - 3. To disseminate information of and promote interest in the preservation, history, culture, architecture, and public uses of Pinetops' Commercial District.
  - 4. To hold meetings, seminars, and other activities for the instruction of the general public in those activities such as building rehabilitation and design, economic vitality, and planning and management that foster the preservation of Pinetops' appreciation of its history, culture, and architecture.
  - 5. Aid, work with, and participate in the activities of other organizations, individuals, and public and private entities located within and outside of Pinetops engaged in similar purposes.

### Article II- Nature of the Organization.

- A. The nature of the PCDAB shall be to work on behalf of the Town of Pinetops and to serve its interests and desires in relation to the goals and priorities established by the Town Board of Commissioners for the Town of Pinetops within the purpose defined above.
- B. The Advisory Board shall hold no assets, collect no fees, nor function in any way as a business organization, or a regulatory body.

### Article III- Membership, Selection and Appointment of Board Members.

- A. Members of the *Pinetops Community Development Advisory Board* may be residents of the Town of Pinetops, businesspersons with interests in the Commercial Pinetops area, property owners within the Commercial District of Pinetops, or other persons with knowledge or abilities deemed beneficial to the purpose of the board.
- B. Qualified candidates shall be selected from applications submitted to the Town of Pinetops. Interviews with qualified candidates shall be conducted initially by the mayor and/or their designee, and a designated Town Staff member. In subsequent years, at least one member of the PCDAB shall be included. Eligible Nominees shall be nominated and be appointed as Advisory Board members upon approval by vote of the Pinetops Town Board of Commissioners.

- B. Membership shall consist of not less than five (5) nor more than nine (9) voting members which will make up the Advisory Board. The mayor or a member of the Town Board of Commissioners shall serve as an ex-officio member of the Advisory Board having no voting rights or serving on any standing or special committee. Additionally, they shall serve as the primary liaison between the Town and the PCDAB.
- C. Terms of membership shall be for three years beginning on July 1<sup>st</sup> and expiring on June 30<sup>th</sup> of each year.

To establish staggered terms, one-third of the initial board members shall serve a one (1)-year term, one-third shall serve a two (2)-year term, and one-third shall serve a full, three (3) year term. Upon expiration of the one and two-year terms, those members may be re-appointed to full, three (3) year terms.

- D. Any vacancy occurring on the advisory board of members by death, resignation, or removal, shall be filled by the Town Board of Commissioners. A member shall be appointed to fill the unexpired term of their predecessor.

#### Article IV- PCDAB Officers

- A. The PCDAB Board Members shall select officers annually at its first meeting of the fiscal year as the first item of business. The following officers shall be appointed upon majority vote of the membership present at an official meeting: Chair, Vice-Chair and Secretary. Nominations may be made from the floor by any board member.
- B. Duties of Officers.
  - 1. Chair. The Chair shall preside at meetings and shall retain full voting rights. The Chair shall make appointments to special and standing committees of the Committee. The Chair may call a special meeting with a minimum of forty-eight hours written notice to the members. The Chair shall serve as ex-officio member of all standing committees.
  - 2. Vice-Chair. The Vice-Chair shall preside at meetings in the Chair's absence. Should the Chair resign or otherwise become unable to fulfill the duties of office during an elected term, the Vice-Chair shall assume the post.
  - 3. Secretary. The Secretary shall keep accurate records of the acts and proceeds of all meetings of the Board. The Secretary shall provide minutes of all meetings to the Town Administrator and Town Board of Commissioners.

#### Article V- Changes to By-laws.

- 1. These By-laws may be amended or repealed, and new By-laws may be adopted by an affirmative vote of a majority of the board members then holding office at any regular or special meetings of the PCDAB Board by a majority vote of the Pinetops Board of Commissioners.

## Article VI- Meetings.

- A. Regular meetings of the PCDAB shall be held on a date and time based on a calendar adopted annually by the PCDAB and filed with the Town Clerk. In the event no business is pending, and no agenda is developed a meeting may be canceled except that no more than two consecutive meetings may be canceled. A Special Meeting of the Advisory Board may be called by the Chair or upon a call of a simple majority of the members of the PCDAB in accordance with NCGS 143-318.12 Public Notice of Official Meetings.
- B. All PCDAB Board Members are expected to attend regular and special called meetings. Failure to attend three consecutive meetings without prior notice of absence shall result in removal from the board and shall require no action beyond notification to the Town Board of Commissioners of the need for appointment to an unexpired term.
- C. Business of the Advisory Board shall only take place in the course of an official meeting. An official meeting shall only take place in the presence of a quorum at regular scheduled or properly called special meetings. A simple majority of active PCDAB Board members shall constitute a quorum.

## Article VII- Organization.

- A. Committees. The PCDAB shall be organized into the following standing committees with the purposes as noted:
  - 1) Organization Committee (Advisory Board). The purpose of the Organization Committee (Advisory Board) is management. Also, foster the Commercial District as the Town's center of activity, and to ensure its economic stability through historic preservation, communication, education, promotion, and economic revitalization.
  - 2) Design Committee. The purpose of the Design Committee is to evaluate the Commercial environment and recommend physical improvements to buildings, businesses, and other public infrastructure. This activity often requires consensus among independent business owners and property owners to bring about positive aesthetic change. These improvements shape the physical image of Pinetops to create a place that is attractive to shoppers, investors, business owners, and visitors. Much of this work occurs in partnership in one-on-one relationships with members of the Pinetops community, property owners, business managers, and elected officials.
  - 3) Promotion Committee. The purpose of the Promotions Committee is to promote the Commercial District as the center of activity, commerce, culture, and community for both residents and visitors. Developing and maintaining an image campaign, educating retailers about, and encouraging joint retail promotions, and special events help achieve the goals of this committee.
  - 4) Economic Vitality Committee. Maintaining the economic vitality of the Commercial District is the purpose of the Economic Vitality Committee. The committee members develop a thorough understanding of the economic condition in the Commercial District and use that understanding to gain both public and private sector support and involvement. Utilizing the unique skills and resources of each

sector, the committee implements a well-planned and comprehensive strategy to gradually improve Pinetops' economic foundation.

- B. All PCDAB Board Members are required to serve on at least one committee in addition to the Organization Committee. The Chair shall appoint, with the advice and consent of the PCDAB Board, additional committees as may be deemed advisable from time to time. The Chair shall be an ex officio member of all committees.
- C. The PCDAB may, as needed, establish other standing or special committees without necessity of revision to or amendment of these by-laws.

Article VII- Other Topics.

- A. The Pinetops Commercial Development Advisory Board is established by and serves as an advisory board of the Town of Pinetops. The Board shall continue to serve and exist unless and until official action is taken by the Board of Commissioners to abolish or modify the advisory board. No action other than majority vote of the Town of Pinetops Board of Commissioners shall have the effect of abolishing or otherwise ending the purposes, duties, responsibilities, or authorities of the advisory board.

Adopted this 5<sup>th</sup> day of April.

Brenda Hanell  
Mayor

ATTEST:

Sammy Kessler  
Town Clerk