



CITY OF HENDERSONVILLE
AGENDA ITEM SUMMARY
DOWNTOWN ADVISORY BOARD



SUBMITTER: Jamie Carpenter, Downtown Manager **MEETING DATE:** April 9, 2024

AGENDA SECTION: NEW BUSINESS **DEPARTMENT:** Community Development - Downtown

TITLE OF ITEM: Rules of Procedure Updates

There are a few items of the Rules of Procedure we would like to review with the board to recommend to Council on updates:

- 1. The staggering of board terms has left more positions expiring in 2026 making the board terms out of balance. Black font is what we currently have. Red is proposed to make the members more balanced**

Terms expiring June 2025 (4 roll off or renew)

- Main Street Stakeholder
- 7th Avenue Stakeholder
- At Large
- At Large

Terms expiring June 2026 (5 roll off or renew)

- Main Street Stakeholder
- Main Street Stakeholder
- 7th Avenue Stakeholder
- ~~7th Avenue Stakeholder~~ – Move to expiring 2027
- 7th Avenue Stakeholder
- At Large
- ~~At Large~~ – Move to Expiring in 2027

Terms expiring June 2027 (5 roll off or renew)

- Main Street Stakeholder
- Main Street Stakeholder
- 7th Avenue Stakeholder
- At Large
- 7th Avenue Stakeholder

2. Membership: Review of membership requirements – Items in red are requests to review.

Article 4. Membership

Section 1. Membership and Appointment. All appointments shall be made by the City of Hendersonville City Council. The Board shall consist of sixteen (16) members, including (14) voting members and (2) non-voting members. Membership shall be composed from the following membership categories:

(5) Stakeholders representing Seventh Avenue Municipal Service District (all voting members)

(5) Stakeholders representing Main Street Municipal Service District (all voting members)

(4) At-large members (all voting members)

(1) City Council liaison member (non-voting member)

(1) Representative from the Hendersonville Rescue Mission (non-voting member) request to review this non-voting position to make this role more active with the board or require attendance

Stakeholder members are defined as persons owning property within a municipal service district the City of Hendersonville, and business owners whose business is located within a municipal service district in the City of Hendersonville, or their employee representative. (request to allow business or property owners to approve employees to represent their business – This should NOT allow for businesses to have multiple delegates -For example, we would NOT want a business owner would send different people to the meetings to vote on their behalf, but if a business has an employee who is interested in serving on the board, they may be represented as a Stakeholder member instead of an at large member)

At-large members are defined as persons owning property or residing within the City of Hendersonville or Henderson County, or business owners whose business is located within the City of Hendersonville or Henderson County. Not sure if there are changes we would like to make here but highlighting

Staff Support City staff shall be assigned to the Downtown Advisory Board, acting as the Secretary and liaison between the Board, City Departments, and the City Council and shall have the charge of correspondence, minutes, notifying members of meetings, and other information.

Section 2. Member Terms and Term Limits. Board members shall be appointed to staggered three-year terms by the City Council annually in June. The term of service shall be three years. No member shall serve more than two consecutive full three-year terms. Members shall serve without compensation.

At the end of a member's second full term they must take a one-year hiatus before seeking reappointment to the Board.

At initial appointment for this Board, City Council shall implement staggered terms for members, meaning that one third of the Board membership shall be appointed for an initial one-year term, one third shall be appointed for an initial two-year term, and the remaining members shall be appointed for a full three-year 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 cease to be a Board member.

Section 4. Vacancies and Reasons for Dismissal. All members serve at the pleasure of the City of Hendersonville City Council. Members may be dismissed for any reason with or without cause including but not limited to failure to attend meetings. Vacancies shall be filled at the earliest convenience of the City Council. A vacancy of the chair or vice chair shall be elected by a majority of the Board at the next regularly scheduled meeting.

Article 16. Sub-Committees and Teams – we need to have language that includes how members on committees are added. We may also consider how the subcommittees/teams fall under the Friends of Downtown nonprofit board rather than the Downtown Advisory Board because most of the work by the teams is funded by the nonprofit (events, façade grants, etc).

Section 1. Establishment and Appointment. The board may establish and appoint members both from the Board and volunteers in the community with an interest in serving for such temporary and standing sub-committees and teams as are required by law or needed to help carry on the committee's work. Any specific provisions of law relating to particular sub-committees and teams shall be followed.

Section 2. Open Meetings Law. The requirements of the open meetings law shall apply to all elected or appointed authorities, boards, commissions, councils, or other bodies of a local governmental unit that are composed of two or more members and that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, administrative, or advisory functions. However, the law's requirements shall not apply to a meeting solely among a unit's professional staff. All meetings of subcommittees shall be considered special meetings and shall comply with special meeting requirements provided in Article 5.