



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY DOWNTOWN ADVISORY BOARD



---

**SUBMITTER:** Jamie Carpenter, Downtown Manager      **MEETING DATE:** July 14, 2026

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

**TITLE OF ITEM:** Organizational Meeting

---

**1. Introductions & Welcome – Relevant sections of Rules of Procedure are included below:**

**2. Selection of Chair and Vice Chair**

**Section 5. Organizational Meeting.** On the date and at the time of the regular meeting in July, the Board shall elect a chair and vice chair as its first order of business. The second order of business shall be to adopt an annual scheduled of meetings for the upcoming calendar year.

**A. Required Officers**

**Section 1 PRESIDING OFFICER.** The presiding officer of each meeting of the Board shall be the chair of the Board. In situations where the chair is unavailable or unable to participate in the meeting or any particular matter before the Board, the vice chair shall preside. In the event that neither the chair nor the vice chair is available, the members of the Board, by affirmative vote of the majority, may appoint an acting chair who shall have all powers of the chair while acting as presiding officer.

**SELECTION OF THE CHAIR AND VICE CHAIR.** The chair shall be selected by majority vote of the Board unless the City Council indicates to the Board that the City Council will appoint said chair, in which case the appointment shall be made by the City Council. The vice chair shall be elected by a majority vote of the Board.

**POWERS AND DUTIES OF THE CHAIR AND VICE CHAIR.** The chair shall preside at all meetings of the Board but shall also have the right to engage in discussion and vote on any matter before the Board unless otherwise excused. The chair shall have the power to call a special meeting, rule on procedural matters during a meeting, call a brief recess of a meeting at any time, and adjourn a meeting in an emergency. At any other time, adjournment shall be by motion, duly approved. The vice chair shall have all powers and perform all the duties of the chair in his or her absence.

**Section 4. The Chair**

(a) Presiding Officer. The chair shall preside at meetings of the Board.

(b) Voting by the Chair. The chair has the same duty to vote as other members, though in no event may the chair break a tie on a motion on which he or she has already voted.

(c) Recognition of Members. A member must be recognized by the chair (or other presiding officer) in order to address the Board, but recognition is not necessary for an appeal pursuant to Rule 25 (Motion 1).

(d) Powers as Presiding Officer. As presiding officer, the chair is to enforce these rules and maintain order and decorum during Board meetings. To that end, the chair may

(1) rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes;

(2) determine whether a member or other speaker has gone beyond reasonable standards of courtesy in his or her remarks and entertain and rule on objections from other members on this ground;

(3) entertain and answer questions of parliamentary procedure;

(4) call a brief recess at any time; and

(5) adjourn in an emergency.

(e) Appeals of Procedural Rulings. A member may appeal a decision made or an answer given by the chair under subparagraph (d)(1), (2), or (3) of this rule in accordance with Rule 25 (Motion 1).

### **3. Appointments to Team – Current Active Members**

#### **Article 15. Appointments**

The board may consider and make appointments to other bodies, including its own sub-Boards, if any, only in open session. The Board may not consider or fill a vacancy among its own membership except in open session.

The Board shall use the following procedure to make appointments for Board officers and to the various Teams (sub-committees): The Organization Team of the Board shall report on nominations received and reviewed and make its appointment recommendations, if any. The chair shall then open the floor for nominations, whereupon the names of other possible appointees may be put forward by the board members. The names submitted by the Board and by individual board members shall be debated. When the debate ends, the chair shall call the roll of the members, and each member shall cast his or her vote.

The nominee(s) receiving the highest number of votes shall be appointed. If more than one appointee is to be selected, then each member shall have as many votes as there are slots to be filled. A member must cast all of his or her votes and cast them for different nominees.

#### **Article 16. Sub-Committees and Teams**

**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 subcommittee and team meetings. All meetings of subcommittees shall be considered special meetings and shall comply with special meeting requirements provided in Article 5.

**a. Community Character**

| <b>Community Character Team Members</b> |         |                                |
|-----------------------------------------|---------|--------------------------------|
| <b>* Indicates board members</b>        |         |                                |
| *Patsy                                  | DuPre   | Volunteer                      |
| Linda                                   | DiPaola | 7th Avenue Property Owner      |
| Michele                                 | Sparks  | Art Mob Studios                |
| *Aaron                                  | Adams   | White Duck Taco                |
| *Nancy                                  | Neikirk | Volunteer                      |
| * Phil                                  | Wilmot  | Art on 7th                     |
| Diane                                   | Dean    | Art League of Henderson County |

| <b>Economic Vitality - * board members</b> |         |                                       |
|--------------------------------------------|---------|---------------------------------------|
| John                                       | Ryan    | Apple Valley Model Railroad Club      |
| Daniel                                     | Carey   | Pisgah Legal Services                 |
| Nancy *                                    | Neikirk | Volunteer                             |
| Phil *                                     | Wilmot  | Art on 7 <sup>th</sup>                |
| Erika                                      | Hodges  | Property Owner                        |
| Aaron*                                     | Adams   | White Duck Taco                       |
| Linda                                      | DiPaola | 7 <sup>th</sup> Avenue Property Owner |
| <b>Events Team * board members</b>         |         |                                       |
| Michele                                    | Sparks  | Art Mob Studios                       |
| Stacey                                     | Fields  | Raspberry Fields                      |
| Bryan                                      | Byrd    | Realtor                               |
| Peggy                                      | Hamlin  | Volunteer                             |
| Nancy*                                     | Neikirk | Volunteer                             |

#### 4. Adoption or Confirmation of Meeting Schedule

##### Downtown Advisory Board – 2<sup>nd</sup> Tuesdays at 4pm

2026:

- July 14
- August 11
- September 8 – **NOTE – this is the Tuesday following the Apple Festival**
- October 13
- November 10
- December 8

2027:

- January 12
- February 9
- **~~March 9~~ (NO MEETING – NC MAIN STREET CONFERENCE)**
- April 13
- May 11
- June 8

##### Community Character (9am) & Economic Vitality Team Meetings (4pm) on 1<sup>st</sup> Tuesdays

2026:

- July 7 – BOTH MEETINGS CANCELED
- August 4 -BOTH MEETINGS CANCELED – Main Street Managers Meeting
- **July – August – need to schedule special economic vitality meeting for façade grant**
- September 1
- October 6
- **November 3 – CANCELED – Election Day**
- December 1

2027:

- January 5
- February 2
- March 2
- April 6
- May 4
- June 1
- July 6

##### Events Team (9am) on 1<sup>st</sup> Thursdays – does not meet in June, July and August

2026:

- Need to schedule a special meeting in August for event team brainstorm session
- September 3 – Canceled – Apple Festival – will determine if a special time to be scheduled
- October 1
- November 5
- December 3

2026:

- January 7
- February 4
- March 4
- April 1
- May 6