

**PROCEDURES OF
TOWN OF SYLVA ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
An Advisory Committee to the Economic Development Director
and to the Town of Sylva Board of Commissioners**

Article I
Purpose

The Town of Sylva Economic Development Advisory Committee, hereafter occasionally referred to as “Committee”, exists to promote, retain, and enhance economic development throughout the Town of Sylva, North Carolina. The Committee’s mission is to grow the town’s tax base by attracting and retaining quality jobs; soliciting new business and development compatible with the assets and values of the Town of Sylva; promoting Sylva’s business image; assisting in the expansion of existing companies and enhancing Sylva’s overall quality of life.

The Committee’s duties include:

1. Identify and assess business development opportunities.
2. Recommend policy positions on economic development matters to the Town of Sylva Economic Development Director and Town Board of Commissioners.
3. Prioritize business development needs and projects according to Town of Sylva priorities.
4. Conduct research and provide input on business development program policy decisions.
5. Consider ongoing economic development initiatives in progress by partners including: Jackson County Economic Development, Southwestern Commission, Mountain West Partnership, and local Small Business Center.

Article II
Officers

Section 1. Officers. The Officers of the Town of Sylva Economic Development Advisory Committee shall be Committee members and shall consist of a chairman and vice-chairman appointed by the Committee. All terms shall be for a period of one year.

Section 2. Chairman. The chairman shall preside at all meetings and hearings of the Committee and shall have the duties normally conferred by parliamentary usage of such office.

Section 3. Vice-Chairman. The vice-chairman shall act for the chairman in his or her absence and shall exercise the same powers and duties as the chairman in such instances.

Article III
Administration

Staff. The Town of Sylva Economic Development Director shall serve as staff to the Economic Development Advisory Committee. Staff will be responsible for sending meeting notices and reporting minutes.

Article IV
Membership

The Town of Sylva Economic Development Advisory Committee shall consist of seven (7) voting members approved by the Town of Sylva Board of Commissioners and who serve at the pleasure of the Town of Sylva Board of Commissioners.

Section 1. Member Selection. Membership will serve for the following terms.

Position	Term
Member	1 year
Member	1 year
Member	3 years
Vice Chairman	3 years
Chairman	3 years
Regional Economic Development Appointee (non-voting)	3 years
Small Business Center Appointee (non-voting)	3 years

Section 2. Vacancies. In the event of a vacancy on the Committee, the Town of Sylva Board of Commissioners shall appoint a new member for appointment to fill the unexpired term of the vacated position.

Article V
Meetings

Section 1. Regular Meetings. Regular meetings of the Town of Sylva Economic Development Advisory Committee will be held at least quarterly. Meetings may be called more frequently based on pertinent information or ongoing projects. The meeting date, and time, will be determined by the Economic Development Director. Meetings will be held at Town Hall in the Commissioner's board room at 83 Allen Street, Sylva NC 28779. Meetings shall be scheduled so as to comply with the North Carolina open meetings law notice requirements.

Section 2. Live Streaming. Regular meetings and work sessions will be live-streamed on the Town of Sylva's YouTube channel. Unless there is a State of Emergency, Committee Members must be present in-person in order to deliberate and vote.

Section 3. Rules of Procedure. The Committee shall follow the “Suggested Rules of Procedures for Small Local Government Boards” written by Fleming Bell and published by the School of Government.

Section 4. Attendance. Regular attendance at Town of Sylva Economic Development Advisory Committee meetings is expected. Failure to attend three (3) consecutive meetings without prior notice to the chairman or the Economic Development Director may result in the Committee recommending dismissal to the Town of Sylva Board of Commissioners.

Section 5. Voting / Quorum. A quorum shall consist of at least three (3) voting members of the Committee provided the chairman or vice-chairman is among the three (3).

Section 6. Conduct of Meetings. The order of business at the regular meetings shall be as follows:

1. Call to order and taking of the roll
2. Call for approval of minutes of previous meetings
3. Consideration of additions to the agenda
4. Consideration of items on the agenda
5. Adjournment

Section 7. Cancellation of Meetings. Whenever there is no business for the Committee or a quorum will not be available, the director may dispense with a regular meeting by giving at least a written public notice to all committee and sunshine list members not less than twenty-four (24) hours prior to the time set for the meeting.

Article VI Rules of Conduct for Members

Committee members shall act with integrity, and honesty, and adhere to the highest standards of moral and ethical values and principles through personal and professional behavior. Members shall recuse themselves from taking part in the discussion or voting of matters in which he or she is personally or financially interested or immediate family to someone who is. Immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt and uncle to include in-law, step and half relationships and individuals living in the same household who share a relationship comparable to immediate family members.

Article VII Membership Liability

The Town of Sylva Economic Development Advisory Committee and the individual members thereof, serving as an Advisory Committee to the Town of Sylva Board of Commissioners, are protected from liability in so far as their actions are within the scope of their duties and responsibilities, North Carolina General Statute 153A-11 and 153A-12.

Article VIII
Amendments

These rules may, with the limits allowed by law, be amended at anytime by an affirmative vote of the majority of the members of the Committee, provided that such amendments be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

Adopted this the _____ day of _____, 2024 by the Town of Sylva Board of Commissioners.

**Mayor
Town of Sylva Board of Commissioners**

Attest:

**Amanda W. Murajda
Town Clerk**