CITY COUNCIL

Ed L. Hatley, Mayor
Kevin Demeny, Mayor Pro-Tem
Mark Johnson
Jill Tipton
Roby Jetton

Lincolnton NC
Near the City. Near the Mountains. Near Perfect.

CITY MANAGER

Ritchie Haynes
rhaynes@lincolntonnc.org
CITY CLERK
Daphne Ingram
dingram@lincolntonnc.org
CITY ATTORNEY
John M. Friguglietti, Jr.

LINCOLNTON CITIZEN ADVISORY COMMITTEE

DRAFT

Meetings
Date & Time: TBD

Who Serves on the Committee?

- Voting members are appointed from each of the four (4) wards in the city.
- Non-voting members may include one city council member, city staff from Administration and other departments.
- Members serve staggered two-year terms and may be reappointed; after two consecutive terms, members must step down for at least one year.

Leadership Roles

The Committee elects a Chair, Vice Chair, and Secretary each year.

- Chair leads meetings, works with staff to set agendas, speaks on behalf of the Committee, and presents recommendations to the City Council.
- Vice Chair fills in when the Chair is absent.
- Secretary records minutes, tracks attendance, verifies quorum, and maintains official records.

Meetings and Decisions

- The Committee meets on an as need basis, but at least four times per year.
- A majority of voting members is required to conduct business.
- Recommendations are adopted by majority vote of members present.

Communication with the City Council

- An annual report is submitted to the Lincolnton City Council summarizing key activities, recommendations, and priorities.
- Formal recommendations are provided in writing and presented by the Chair or designee.
- Communication occurs through reports, memoranda, liaison participation, and council meeting presentations as needed.

Ethics and Conduct
Members must:

- Disclose and avoid conflicts of interest.
- Follow city ethics policies.
- Treat others respectfully and focus on issues rather than individuals.
- Support decisions made by the Committee, even when they disagree personally.

Amendment and Conclusion

- The Committee reviews its Rules of Procedure each year and may recommend updates.
- Changes require approval from both the Committee and the Lincolnton City Council.

Public Participation
Meetings of the Lincolnton Citizen Advisory Committee are a public function, and members of the public are invited to attend.

Agendas & Minutes
Agendas will be available before the meetings. Minutes are available after approval.

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