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.

MERCHANTS COMMERCE CENTER COMMITTEE
RULES OF PROCEDURE

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ARTICLE I. NAME

The name of this body shall be the Lincolnton Citizen Advisory Committee (hereinafter referred to as "the Committee").

ARTICLE II. PURPOSE

The purpose of the Committee is to provide advisory input to the Lincolnton City Council (hereinafter referred to as "the City Council") regarding various city related issues including, but not limited to:

1.

2.

3.

ARTICLE III. MEMBERSHIP

Section 1. Composition.
The Committee shall consist of _____voting members, appointed from each voting wards, if applicable. Members shall be residents of the City of Lincolnton and should represent diverse geographic areas, age groups within the city.

Section 2. Ex Officio Members.
Non-voting, ex officio members may include one city council person, representatives of the City Manager's Office and other relevant agencies.

Section 3. Term.
Members shall serve two-year staggered terms. Members may be reappointed. Terms are capped after 2 terms, then the member must wait a year before re-applying for appointment. Initial appointments shall be staggered (three members for 2 years and two members for 1 year) to ensure continuity. Members serve at the pleasure of the City Council and may be removed with or without cause by majority vote of the City Council.

Section 4. Authority
The Committee shall have advisory powers only and shall ***not*** have authority to:

- Direct city employees
- Approve or authorize expenditures
- Enter into contracts on behalf of the city
- Exercise administrative authority over city facilities or programs

ARTICLE IV. OFFICERS

Section 1. Officers.
Officers shall consist of a Chair, Vice Chair, and Secretary, elected annually by majority vote of the Committee.

Section 2. Duties.
a. Chair – Preside at all meetings, prepare meeting agendas in consultation with staff liaison, serve as primary spokesperson for the Committee, sign official documents on behalf of the Committee, represent the Committee at City Council meetings when appropriate, and perform other duties as necessary.

b. Vice Chair – Perform all duties of the Chair in the Chair's absence, and assist the Chair as needed.

c. Secretary – Records minutes, maintains attendance, ensures proper recordkeeping by maintaining official records and correspondence, verify quorum at meetings, assist with meeting notifications, and perform other duties as assigned. (The Secretary will forward a signed copy of the approved minutes when available to the City Clerk if applicable)

ARTICLE V. MEETINGS

Section 1. Frequency.
The Committee shall meet quarterly at a minimum, typically in January, April, July, and October. All meetings shall be open to the public and conducted in accordance with North Carolina Open Meetings Law (N.C. Gen. Stat. § 143-318.9). Meeting dates, times, and locations shall be established by the Board and posted in accordance with North Carolina Open Meetings Law.

Section 2. Quorum.
A quorum shall consist of a majority of the voting members.

Section 3. Voting.
Recommendations and actions shall be adopted by a majority vote of members present.

ARTICLE VI. STAFF SUPPORT

The City Manager shall designate appropriate city staff to serve as staff liaison to the Committee.

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ARTICLE VII. REPORTS AND RECOMMENDATIONS

Section 1. Annual Report
The Committee shall prepare an annual report for the Lincolnton City Council summarizing activities, accomplishments, recommendations, and priorities for the upcoming year.
Section 2. Recommendations to the Board of County Commissioners

- Recommendations on significant matters shall be presented in writing
- The Chair or designated member shall present recommendations to the City Council when appropriate
- Recommendations should include background information, rationale, community input, and expected outcomes

Section 3. Communication
The Committee shall maintain open communication with the City Council through:

- Annual reports
- Specific recommendation memoranda
- Council member liaison participation in meetings
- Presentations at City Council meetings as needed

ARTICLE VIII. ETHICS AND CONDUCT

Section 1. Conflict of Interest
Members shall:

1. Disclose any potential conflicts of interest
2. Abstain from voting on matters where conflict exists
3. Not use their position for personal gain or advantage
4. Comply with applicable city ethics policies

Section 2. Conduct
Members shall:

1. Treat fellow members, staff, and the public with respect
2. Focus on issues and policy, not personalities
3. Support Committee decisions once made, even if they voted against them
4. Speak for the Committee only when authorized to do so
5. Direct concerns about staff or operations through proper channels (City Manager)

ARTICLE IX. AMENDMENTS

Section 1. Procedure
These Rules of Procedure may be amended by:

1. Majority vote of the current voting membership of the Committee

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2. Approval by the Lincolnton City Council

Section 2. Proposal Process

1. Proposed amendments must be submitted in writing
2. Proposed amendments must be distributed to all members at least seven (7) days before the meeting at which they will be considered

Section 3. Review

The Committee shall review these Rules of Procedure annually and recommend updates as needed.

ARTICLE X. DISSOLUTION

The Committee may be dissolved at any time by resolution by the Lincolnton City Council. Upon dissolution, all records and materials of the Board shall be transferred to the City Clerk for retention in accordance with applicable records retention requirements.

A copy of the Rules of Procedure shall be provided by the City Clerk to each new appointee and after any updates have been made.

Adopted this _____ day of _____ 2025.

_____
Ed Hatley, Mayor

Attest:

_____
Daphne Ingram, City Clerk

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