

MEMBERSHIP CRITERIA/BY-LAWS
of the
MECKLENBURG BOARD OF COUNTY COMMISSIONERS
SMALL BUSINESS & ENTREPRENEURSHIP ADVISORY BOARD

ARTICLE I – NAME

The Mecklenburg County Small Business & Entrepreneurship Advisory Board (SBEAB).

ARTICLE II – PURPOSE

Acting in an advisory capacity to the Mecklenburg Board of County Commissioners ("BOCC"), the purpose of this advisory board shall be to provide resident input, evaluations and recommendations relating to the interests, concerns and issues of small businesses and entrepreneurs in Mecklenburg County (the "County"), in coordination and cooperation with the Mecklenburg Office of Economic Development, in order to achieve the following goals and objectives:

- i. To advise the BOCC in the development and implementation of programs and strategies to assist and encourage development of small businesses.
- ii. To bring awareness of resident concerns and issues regarding entrepreneurship and small business in the County to the BOCC and, when possible:
 - a. Qualify the matters raised by residents of the County in terms of importance and impact.
 - b. Quantify said matter(s) and the current/potential effect on the County.
 - c. Make recommendations to rectify, improve or address the concern or issue.
- iii. Recommend new programs and strategies to the BOCC to achieve the goals and objectives of the SBEAB.
- iv. Monitor the successes or failure of current programs and strategies, and where possible:
 - a. Identify the reason for said outcomes.
 - b. Identify opportunities for improvement.
- v. To hold all parties involved in small business and entrepreneurial programs and strategies accountable through routine evaluations of accomplishments versus originally outlined goals and objectives.
- vi. Conduct regular survey of small business owners and entrepreneurs to identify critical areas of weakness, opportunity and perception of the County, BOCC and SBEAB.

ARTICLE III – MEMBERS

Section 1 – Number:

The Mecklenburg County Small Business & Entrepreneurship Advisory Board shall have 9 members.

Section 2 – Terms and Appointments:

- i. The 9 members of the Mecklenburg County Small Business & Entrepreneurship Advisory Board shall serve staggered two-year terms. (To achieve staggered terms with the initial set of members, 4 initial members shall be appointed for initial three-year terms, and the remaining 5 initial members shall be appointed for initial two-year terms.)
- ii. All Advisory Board members shall be appointed by the Mecklenburg Board of County Commissioners.
- iii. No member may be appointed to more than two full or partial consecutive terms.
- iv. Each member will continue to serve until 1) his or her term has expired, and a successor has been appointed; 2) his or her resignation; or 3) his or her removal.
- v. If a vacancy on the Committee occurs resulting from resignation or removal, a person will be appointed to complete the unexpired term associated with such vacant position in the same manner as such position was originally filled. The successor must represent the same category.
- vi. Any member who fails to attend at least seventy-five percent of the regular and special meetings of the Advisory Board during any calendar year shall be automatically removed from the Advisory Board, pursuant to the Board of County Commissioners' Policy and Standard Operating Procedures for Board Committees.

Section 3 – Qualifications: The qualifications for membership on the Mecklenburg County Small Business & Entrepreneurship Advisory Board shall be as follows:

- i. A member must be a resident of Mecklenburg County
- ii. Preference in the appointment process shall be given to applicants who have at least one-year of operating a business or entrepreneurial venture.
- iii. Must be a for-profit business
- iv. Must not be a Sin Business

ARTICLE IV - OFFICERS

Section 1 – Officers Defined: The officers of the Small Business & Entrepreneurship Advisory Board shall consist of a Chairman, a Vice Chairman, and a Secretary elected by the members of the Small Business & Entrepreneurship Advisory Board from its membership.

Section 2 – Duties: The Chairman shall call and preside at meetings and appoint any necessary Small Business & Entrepreneurship Advisory Board sub-committees. The Vice Chairman shall, in the absence of the Chairman, assume the duties of the Chairman and perform other duties delegated by the Chairman. The Secretary shall prepare and distribute the agenda and meeting announcements, shall record and keep the minutes of all Advisory Board meetings, and shall perform other such duties that the Board of Commissioners may prescribe.

Section 3 – Elections:

Elections will normally be held at the last regularly scheduled meeting each year for each position, beginning with Chair, then Vice Chair, then Secretary. The Chair, Vice-Chair and Secretary shall all serve for a term of one year commencing with the first meeting in January.

ARTICLE V – MEETINGS

Section 1 – Regular Meetings: The Board will hold regular meetings on the 4th Thursday of each month at 600 East 4th Street unless otherwise agreed upon by a voting majority of the board members no later than the meeting prior. Virtual attendance and voting will be decided by the SBEAB.

Section 2 – Special Meetings: Special meetings may be called by the Chairman or by a majority of the members. The purpose of a special meeting must be stated in the call, and at least three days' notice must be given.

Section 3 – Quorums: A majority of the members (5) shall constitute a quorum for the transaction of business at any meeting. Every action of the Advisory Board requires the concurring votes of at least six (5) members.

Section 4 – Attendance: Each member shall be expected to attend all regular meetings. Any member who fails to attend at least 75 percent of the regular meetings during any one-year period, except for excused illness or other extraordinary circumstances, shall be automatically removed. Members must be present for 50 percent of the meeting time to be counted present. The attendance requirement does not apply to ex-officio members.

Section 5 – Open Meetings: The meetings of the Small Business & Entrepreneurship Advisory Board shall be open to the public in accordance with the laws of the State of North Carolina.

ARTICLE VI – COMMITTEES

The Small Business & Entrepreneurship Advisory Board may establish as many sub-committees or ad-hoc committees as may be deemed necessary to carry out the goals and objectives.

ARTICLE VII – REPORTING

SBEAB must report at least annually to the BOCC on its activities. Reports can be submitted to the Clerk to the Board for distribution to the BOCC in writing, or for formal presentation at a regular Board Meeting. The Board's assigned liaison shall work with the Clerk to the Board on establishing the annual reporting schedule.

Adopted: Feb/18/2025