

Hope Mills, North Carolina PRIME MOVERS Advisory Committee Bylaws

Committee Statement of Purpose

The Hope Mills Prime Movers Advisory Committee is established to advise the Hope Mills Town Board of Commissioners (BOC) on issues relevant to the attraction, retention and engagement of Hope Mills residents between the ages of eighteen and thirty-nine. The Committee is dedicated to improving communications with the BOC regarding the quality of life for young adults by providing recommendations related to programs and actions that affect this age group.

Duties and Functions

The Prime Movers Advisory Committee will carry out the following responsibilities:

- Advise the Town on economic development and social matters and potential actions affecting young adult residents;
- Advise the Town on funding for local arts and cultural organizations and facilities and advocate for Hope Mills cultural organizations, and programs;
- Help develop specific initiatives focused on attracting and keeping young adult residents in the Town;
- Innovate, execute and sustain diverse engagement opportunities with the larger Hope Mills community such as HM Chamber of Commerce, Fort Bragg, VFW, American Legion, Kiwanis, Local Arts Council's and Town Departments;
- Assist in the dissemination of current and accurate information about the Hope Mills community;
- Provide and encourage leadership development for young adult residents of the Town;
- Create mentorships and serve as role models for Hope Mills youths;
- Actively participate in group discussion--listen, ask questions, share experiences, give feedback and introduce ideas;
- Use digital tools and people power to spread information, create awareness, boost attendance and otherwise increase engagement with the Town of Hope Mills;
- Contribute individually and lead, manage or participate in group projects;
- The BOC may in its discretion at any time remove any members of any board, committee or commission when it is determined to be in the best interest of the Town.

Composition of Members

The Town Board shall appoint seven (7) members representing a diverse cross-section of the community. A majority of members must reside within the Town of Hope Mills throughout their term and all must be between the ages of 18 and 39. Initial appointments shall be through January 2022 thereafter appointments shall be for a period of two years or as directed by the BOC. A three - person Executive Advisory Board - defined as a Chair, Vice Chair, and Secretary - will be elected by the members - with a Town Board Member and staff member as liaisons.

1. The Chair shall:

- A. Preside over all meetings.
- B. Serve as official spokesperson for the Committee.
- C. Present Committee reports to the Town Council.
- D. Be responsible for facilitating communication between the Town Board and Prime Movers Advisory Committee.

2. The Vice-Chair shall:

- A. Perform all duties as the Chair may direct within the context of the Prime Movers Advisory Committee business.
- B. Provide agenda items to staff liaison no less than three (3) days prior to a scheduled meeting when possible.
- C. Preside over Prime Movers Advisory Committee meetings in the absence of the Chair.

3. The Secretary shall:

- A. Be responsible for taking minutes at all Prime Movers Advisory Committee meetings or finding a qualified member to take minutes in their absence.
- B. Provide minutes of Prime Movers Advisory Committee meetings to the Chair no less than seven (7) days following a meeting when possible. Once minutes are approved by the committee, provide an electronic copy to the Town Clerk for publishing on the Town website and filing.
- C. Be responsible for taking attendance at all meetings which shall be included in the minutes. It is acceptable to use a sign-in sheet.
- D. Perform all duties as the Chair may direct within the context of the Prime Movers Advisory Committee business.

Meeting format

The following is the suggested order of business to be used to conduct committee meetings and may be revised by majority vote of the members:

1. Call to order by Chair.
2. Agenda approval.
3. Minutes approval.
4. Announcements.
5. Guest speaker. (outside organizations or town departments)
6. Unfinished business.
7. New business.
8. Adjournment.

Administration Support

- The Mayor will appoint the Board Liaison to the Prime Movers Advisory Committee
- The Town Manager will appoint appropriate staff support.

Meeting frequency

The Prime Movers Advisory Committee will meet monthly on the first Thursday of the Month at 6:00 PM, with authority to convene special meetings, if required. The committee can request members of management or others to attend meetings and provide pertinent information, as necessary. Meeting dates and locations must be coordinated with the Town Clerk and announced a minimum of forty-eight hours in advance. Staff support must be requested through Town Manager seven (7) days in advance.

Effective date

TOWN OF HOPE MILLS Prime Movers Advisory Committee Bylaws

Approved August 3, 2020