

OAK ISLAND BUSINESS ADVISORY BOARD

(adopted by Town Council July 11, 2023)

PURPOSE

The Business Advisory Board (BAB) will provide recommendations and advice to the Town Council on ways the town can help business in Oak Island, provide a forum for businesses to raise issues, create a business-friendly environment, and have input into town policy and responses to these issues.

The BAB will provide input and recommendations on the Town's Economic Development Strategy, with a particular emphasis on small business development, realization of commercial areas, business recruitment, retention, and expansion efforts, public/private partnerships, and business customer service.

The BAB will keep the Town Council, the Town Manager, and Economic Development Officer abreast of conditions in the business community and how these conditions might affect business-government relations and needs for public services.

MEMBERSHIP

The BAB will be comprised of nine (9) members, plus one (1) non-voting representative of the town, and one (1) non-voting representative from the Southport-Oak Island Chamber of Commerce. Each member, except for the members of the general population at large, shall be an active owner of a business or selected representative of a business residing and actively conducting business within the boundaries of the town. The members themselves do not necessarily need to be residents of the town if their business is within the town.

The members will be selected from the following segments:

- (7) Seven Business Owners or Commercial Property Owners
 - No more than three (3) members shall represent real estate sales or rentals.
- (2) Two full-time residents who are not current business owners but may have related expertise
- (1) One non-voting representative of the town administration, who shall be the economic development officer

- (1) One non-voting representative of the Southport-Oak Island Chamber of Commerce to be appointed by the chamber board of directors

POWERS AND DUTIES

The Business Advisory Board shall:

- Serve as an advisory board for the town to further promote business interests in the town, to provide a coordination medium between businesses in the town, and to provide a communications path between the business community and the town government and administration.
- Suggest policies and make recommendations concerning business programs and requirements to the town manager and the town council.
- Serve as a link between the business community, the town manager, the town council, and the citizens of the community on matters related to business.

APPOINTMENT AND TERMS

Each member of the Business Advisory Board shall be appointed by the town council for a three (3) year term. No member shall serve more than two (2) consecutive terms or a total of six (6) consecutive years.

Initially, members shall be appointed so that approximately one-third of the terms shall expire each year.

MEETINGS

The Business Advisory Board shall meet as needed at Town Hall. Regular meetings shall be held monthly. The board shall comply with provisions of the North Carolina Open Meetings Law, G.S. 143-318.9 et seq. A quorum shall be in attendance before action of an official nature can be taken. A quorum shall be five members.

ATTENDANCE

An appointed member of the Business Advisory Board who misses three or more consecutive regular meetings or four meetings within a 12-month period loses his or her status as a member. Absences due to sickness, death or emergencies of like nature shall be regarded as

approved absences and shall not affect membership, except that in the event of a long illness, or other such cause for prolonged absence, the member may be replaced.

COMPENSATION

Members of the Business Advisory Board shall serve without monetary compensation. Members shall be reimbursed for travel and subsistence to professional meetings, conferences, and workshops, with such reimbursement being made in compliance with the general policies of the town.

OFFICERS

There shall be a chair, vice-chair, and secretary of the business advisory board. The chair shall serve for one year from the election with eligibility for reelection. If the chair's appointment to the board is terminated, a replacement to his or her office shall be elected by such board, from its membership at the meeting following the termination. The vice-chair shall serve for one year from election with eligibility for reelection. If the vice-chair's appointment to such board is terminated, a replacement to his or her office shall be elected by such board, from its membership at the meeting following the termination. A secretary shall be appointed by the members of the commission, or a volunteer non-member may be utilized.

An annual election of all officers shall be held by the members and shall occur at the regular monthly meeting. All officers shall take office at the subsequent regular meeting.

OFFICERS' DUTIES

The chair of the business advisory board shall preside over all meetings and shall appoint all committees.

When the chair is absent, the vice-chair shall perform the duties of the chair. When both the chair and vice-chair are absent, a temporary chair shall be selected by those members who are present.

The secretary shall email to all members copies of official reports and the official minutes of all regular meetings and special meetings, prior to the next scheduled meeting.