



Young Harris MAIN STREET PROGRAM BYLAWS

Adopted --
Amended --

Mission & Vision will be inserted after the Board's planning session to develop them.

Article I – NAME

The name of this body shall be the Young Harris Main Street Board.

Article II - PURPOSE

The Young Harris Main Street Program exists to support the downtown corridor of the City of Young Harris. Board members will work with the Main Street Director by utilizing the four point approach specific to Main Street that encompasses the following: economic development, design, promotion, and organization. With the focus on preservation-based community revitalization of the historic commercial downtown, efforts will include, but not be limited to:

- *Providing a forum for the exchange of ideas
- *Improvements to encourage economic vitality
- *Efforts to enhance the physical elements of downtown
- *Serving as a vehicle for joint promotions
- *Encouraging long-term reinvestment, preservation of downtown; and
- *Creating a better understanding and appreciation for the importance of downtown to the community.

Article III – DISTRICT

The Main Street District shall be defined by the geographic area indicated on the attached map (Exhibit A).

Article IV – BOARD

Section 1 – *Number of Members.* The Young Harris Main Street Board shall consist of no more than nine (9) voting members appointed by the Mayor and City Council of the City of Young Harris.

Section 2 – *Selection.* Applications will be accepted for consideration and submitted to the Mayor and City Council for confirmation. Board representation may include but not be limited to: downtown property owners and/or businesses, professionals, preservation or historic representatives, the arts community, large employers, financial institutions, businesses on the periphery of downtown, and

interested citizens. The majority of board members must live or work downtown or in the adjacent surrounding area.

Section 3 – *Terms*. The initial Board will have staggering terms so that all members do not expire at the same time and shall be as follows:

One half of the voting members will serve two (2) years

One half of the voting members will serve one (1) year

If the number of initial board members is an odd number, two-thirds will serve a two (2) year term and one-third will serve a one (1) year term.

As the terms expire for the initial Board members, all terms following will be two (2) years. At the end of each appointed term, a member may submit a new application and may be reappointed. Terms for all members and officers shall be for 12-months starting in January and ending December 31.

Section 4 – *Officer Election*. The Board members shall elect as officers a Chairperson, Vice-Chairperson, Treasurer, and Secretary.

- A. Chairperson shall preside at all meetings of the Board, work with the Main Street Director to prepare the meeting agendas, serve as the Board representative at functions (as needed), appoint committees and committee chairs (as needed), assign other duties to any officer from time to time, and work directly with the Main Street Director to ensure the goals of the program are being met, and the work plan is being implemented. The Chairperson will be a voting member and counted towards the presence of a quorum.
- B. Vice-Chairperson shall assume all duties and responsibilities of the Chairperson in their absence. The Vice-Chairperson will be a voting member and counted towards the presence of a quorum. The Vice-Chairperson will also serve as Treasurer and document income and expenses of the Main Street Program with the Main Street Director.
- C. Secretary – The Secretary will be a voting member and counted towards the presence of a quorum. The Secretary will review all minutes prior to distribution to the Board. The Main Street Director will maintain all records that result from Board meetings, including agendas and minutes.

With the exception of the startup of the Board, where officers will be nominated after orientation, all officers shall be elected at the final meeting of the calendar year. Nominations for officer positions will be made at the meeting prior to the final meeting of the calendar year. Officers shall be elected by a majority vote of the Board members. New officers shall assume office immediately upon election. Officers shall serve for one (1) year and may be re-elected to the same office for no more than two (2) consecutive years. At least one (1) year must expire before a member is re-elected to an office previously held.

Section 5 – *New Board Members*. All new Board members shall participate in an orientation program familiarizing them with goals and objectives of the Main Street Program and with their responsibilities. All new Board members must complete Main Street 101 Certification within six (6) months of appointment.

Section 6 – *Volunteer Hours*. All Board members shall volunteer a minimum of five (5) hours per year at Main Street program events.

Section 7 – *Resignation*. A Board member may resign by submitting a written notice of resignation to the Chairperson or the Main Street Director.

Section 8 – *Removal*. A Board member who conducts themselves in a fashion as to jeopardize the good standing of the Main Street Program shall be subject to removal. A Board member can be removed from the Board and/or office by a majority vote of the Board.

Section 9 – *Vacancy*. A seat on the Board shall be considered vacant upon the expiration of a term, resignation, death, or removal of a member. At the end of any term of office, if a successor has not been appointed, the Board member whose term of office has expired shall continue to hold the office until their successor is appointed. Any person appointed to fill the unexpired term of a Board member shall serve to the end of the unexpired term.

Section 10 – *Committees*. The Board will create committees to fulfill its functions in carrying out the purposes of the Main Street Program. Committee members may be Board members or members of the public, but at least one Board member should be on each committee.

ARTICLE V – BOARD MEETINGS

Section 1 – *Planning Meeting*. The Board shall have a Planning Meeting each calendar year. At a minimum, the Planning Meeting could include the election of officers, review of Bylaws and geographical boundaries, approval of monthly meeting date, time, and location for the current or following year, and development of a work plan. The Planning Meeting shall be considered a Regular Meeting.

Section 2 – *Regular Meetings*. Regular Board meetings shall be held not less than ten (10) times during a calendar year. Meetings of the Board will be held at Young Harris City Hall.

Section 3 – *Special Meetings*. A Special Meeting of the Board may be called by the Chairperson, Main Street Director. A board member who desires a Special Meeting must approach either the Chairperson or Main Street Director to request such. The Chairperson and Main Street Director will discuss the request and inform the board member of their decision within 48 hours.

Section 4 – *Quorum*. A quorum for the transaction of any business at a meeting shall be a majority of the members of the Board. If a quorum is not present, the Board Chairperson may adjourn the meeting until a quorum is present.

Section 5 – *Notice*. Written or electronic notice of each Board meeting shall be provided to each Board member and posted stating the location, date, and time of the meeting no less than seven (7) days prior to the said meeting date.

Section 6 – *Voting*. When a quorum is present at any Board meeting, the vote of the majority of the members present determines any decision as brought before such meetings. Each Board member shall be entitled to one (1) vote. No voting by proxy will be allowed. In the event of a tie, the Main Street Director is allowed to cast a tie-breaking vote only after extensive discussion has taken place on the issue at hand.

Section 7 – *Parliamentary Procedure*. In case of dispute concerning parliamentary procedures governing the conduct of meetings, Roberts Rules of Order shall govern.

Section 8 – *Minutes*. Minutes of a planning, regular, or special meeting shall be recorded. Minutes must be made available to the public after they have been approved by the Board, but no later than immediately following the next regular meeting. At a minimum, minutes must include the names of the members present at the meeting, a description of each motion or other proposal made, and a record of all votes.

ARTICLE VI – ATTENDANCE

If any member fails to attend three (3) consecutive meetings or is absent from three (3) meetings within the calendar year without cause and prior approval of the Chairperson, the Board shall declare the member’s seat vacant, and the Main Street Director will present to the Mayor and City Council a proposed replacement. Additionally, if any board member misses more than half of the meetings in a calendar year, regardless of cause, a vote will be taken to determine if the member may remain on the board.

ARTICLE VII – CONDITIONS OF SERVICE

No Board member shall receive compensation for services, but they may be reimbursed for reasonable expenses with prior approval from the City of Young Harris. Board members must agree to the Main Street Board of Director Job Description and abide by these Bylaws.

ARTICLE VIII—MAIN STREET DIRECTOR

The Main Street Director is an employee of the City of Young Harris and serves as a liaison between the City, Georgia Department of Community Affairs, and the Young Harris Main Street Board. The Main Street Director and/or designee shall be present at all meetings of the Board.

ARTICLE IX—AMENDMENTS

These Bylaws may be amended at any regular or special meeting of the Board. After approval of the proposed amendments to the Bylaws by the Board, such amendments must also be approved by the Young Harris City Council before they are effective.

11/7/2023 reflects 10/17/2023 edits from board meeting

EXHIBIT A, Downtown District, outlined in red

