

BY-LAWS  
OF  
THE BRUNSWICK COUNTY  
SMALL BUSINESS ADVISORY COMMISSION

ARTICLE I.

Name

The name of this Association shall be the Brunswick County Small Business Advisory Commission and shall be hereinafter referred to as the Commission.

ARTICLE II.

Authority and Purpose

The Commission shall:

- Provide a structured means for the business community to provide county leaders with feedback on ways the county can become more business-friendly and streamline our permitting and regulatory processes and to translate that feedback into concrete proposals for presentation to the Board of Commissioners.
- Provide a structured forum in which the business community can interact with governmental entities which serve, provide resources to or otherwise impact Brunswick County's business climate.
- Seek to promote and foster business growth and job creation in Brunswick County.

ARTICLE III.

Membership

The members of the Commission shall consist of one class of membership, and the composition and structure of the Commission's membership shall be determined by the Brunswick County Board of Commissioners.

ARTICLE IV.

Officers

The officers of the Commission shall be the Chair, Vice Chair and Secretary.

Section 1: Terms of Office: The Chair, Vice Chair and Secretary shall serve for a term of one year and shall serve until the adjournment of the meeting at which their successors are elected

Section 2: Election: All officers elected shall be elected by the members present at the first meeting of the Commission each year. A nominee must receive a majority of the votes cast in order to be elected. If no candidate receives a majority on the first ballot, the two highest vote-getters will advance to a second ballot.

Section 3: Duties: The duties of the officers shall be such as usual and customary for such officers, including such duties as may from time to time be designated by the Small Business Advisory Commission or the Brunswick County Board of Commissioners. The Chair of the Commission shall deliver a report to the Brunswick County Board of Commissioners at least once each calendar quarter.

Section 4: Vacancies: In the event of a vacancy in the office of Vice Chair or Secretary, any such vacancy shall be temporarily filled by the Chair until the next quarterly meeting of the Commission. In the event of a vacancy in the office of Chair, the Vice Chair shall succeed to the office of Chair, and the membership at the next quarterly meeting shall elect a new Vice Chair. A person so elected to fill a vacancy shall serve in said office until a successor to the office is duly elected and qualified.

## ARTICLE V.

### Committees

Section 1: Other Committees: The Chair may from time to time his/her discretion, create and abolish such committees, standing or ad hoc, as deemed necessary and desirable. The Chair and members of any committees shall be appointed by the Chair with the advice and consent of the membership.

## ARTICLE VI.

### Meetings

Section 1: Quarterly Meetings: The Commission shall meet at least once each quarter at the call of the Chair. If the Chair fails to call a quarterly meeting, the Vice Chair or Secretary shall call a meeting. If the Chair, Vice Chair and Secretary fail to call a quarterly meeting, a meeting may be set by the Brunswick County Board of Commissioners. .

Section 2: Quorum: A majority of those active, regular members present at such meeting shall constitute a quorum.

Section 3: Notice: The Secretary shall cause notice to be emailed to each member, stating the time and place of any quarterly and special meetings of the

Commission. Such notice shall be e-mailed to each member's last known e-mail address at least ten (10) days prior to any such meeting.

Section 4: Transparency: Copies of all Commission meeting notices and subcommittee meeting notices shall be distributed to the Sunshine List maintained by the Clerk to the Brunswick County Board of Commissioners. Copies of all approved meeting minutes shall be provided to the Clerk to the Brunswick County Board of Commissioners.

Section 5: Parliamentary Authority: Unless otherwise specified by a vote of those present at a meeting, all meetings will be governed by Robert's Rules of Order.

## ARTICLE VII

### Amendment

The By-Laws shall be adopted and may be amended by an affirmative vote of two-thirds of the active, regular members present at any annual or special meeting, provided that the notice of call of any such meeting is filed with the Secretary at least five (5) days prior to the meeting at which the proposed amendment is to be considered and that no such amendments shall conflict with the organizational structure and directives set forth by the Brunswick County Board of Commissioners.

## ARTICLE VIII

### Dissolution

The Brunswick County Small Business Advisory Commission may only be dissolved by action of the Brunswick County Board of Commissioners.

Enacted this 16 Day of July, 2013

---

, Chair

---

, Secretary