

Griffin Main Street Program Advisory Board Policy Manual



Prepared for the
City of Griffin Board of Commissioners
and the City of Griffin Main Street Program
Advisory Board

Adopted: October 23, 2007
Amended: February 9, 2010

Mission Statement:

To plan for, develop and promote the full economic, historic and cultural potential of Downtown Griffin for the betterment of the Griffin-Spalding Community.

Section 1: Purpose

To organize, administer and promote the City of Griffin's Main Street Program through the preservation of its historic resources and the continued stability of its businesses via:

- **Organization** - by encouraging cooperation and building leadership through its local businesses;
- **Promotion** - by creating a positive image for downtown by promoting downtown as an exciting place to live, work, play and shop;
- **Design** - by providing improvements to the appearance of downtown through education, restoration, and preservation; and
- **Economic Restructuring** - by working with existing and new businesses, using all four points of the Main Street Program and available state programs, to enhance their properties and expand their operations.

Section 2: Name

The name of this organization shall be Griffin Main Street Program Advisory Board (hereafter Advisory Board) and shall be organized under the Griffin Board of Commissioners as a Division of Planning and Development Services Department.

Section 3: Program Area

The Griffin Main Street Program boundaries shall be the geographic area indicated on the attached *Griffin Main Street Program Boundaries Map* (Exhibit 1).

Section 4: Advisory Board Membership

Policy 4.1: Membership shall be comprised of appointed members from each of the following organizations and governmental units:

- City of Griffin
- Spalding County
- Downtown Council
- Downtown Development Authority
- Historic Preservation Commission
- Griffin Spalding Chamber of Commerce
- Local Architectural Firm / Building Contractor
- Business / Property Owners (3 Positions)
- Neighborhood-district resident (someone living within the Main Street District)
- At-Large Member (someone who lives outside of the city)

The City Manager, Main Street Program Manager, and Director of Planning and Development shall serve as ex-officio members of the Advisory Board.

Policy 4.2: Terms of Membership shall be as follows:

Policy 4.2(a): The City of Griffin appointee shall be the Chairperson of the City of Griffin Board of Commissioners or his/her designee.

Policy 4.2(b): The Spalding County appointee shall be the Chairperson of the Spalding County Board of Commissioners or his/her designee.

Policy 4.2(c): The City of Griffin Board of Commissioners shall appoint the local Architectural Firm/Building Contractor, Business/Property Owners and Neighborhood-district resident and the At-Large member for a three (3) year term.

Policy 4.2(d): All other participating organizations shall appoint one of its members to serve on the Griffin Main Street Advisory Board.

Policy 4.3: Any member may resign from the Advisory Board upon giving written notification to the Advisory Board Chairman. Such resignation shall specify the reason(s) thereof and the effective date thereof.

Policy 4.4: A total of three (3) unexcused absences in one (1) year from regularly scheduled meetings will be deemed an implied resignation from the Advisory Board. Notification of absence shall be given to either the Griffin Main Street Program Manager or Advisory Board Chairperson.

Section 5: Officers

Policy 5.1: Officers of the Advisory Board shall be elected annually by the membership and shall consist of a Chairperson, a Vice Chairperson and such other officers as may be deemed necessary.

Policy 5.2: Officers shall be elected at the first calendar meeting of the Advisory Board.

Policy 5.3: Except as hereinafter provided, Advisory Board officers shall each have such powers and duties as generally pertain to their office, as well as those that from time to time may be conferred by the Board.

Policy 5.3(a) Chairperson. The Chairperson shall preside at all business meetings, but may at his or her discretion or at the suggestion of the Board arrange for another officer to preside at other meetings. The Chairperson shall perform such duties as are usually incumbent upon that officer and such duties as may be directed by a vote of the Officers of the Board. The Chairperson shall be one of the officers who may sign official documents for the Program.

Policy 5.3(b) Vice Chairperson. The Vice Chairperson shall perform the duties of the Chairperson in the event of his/her absence, serve as an assistant to the Chairperson, coordinate the activities of the committees and keep the Chairperson informed. The Vice Chairperson shall be one of the officers who may sign official documents for the Program.

Policy 5.3(c) Secretary / Treasurer: The Secretary /Treasurer will work cooperatively with the Griffin Main Street Program Manager to ensure that (1) minutes of all Advisory Board meetings are accurately recorded (2) all Program minutes, records and correspondence are maintained in good order (3) accurate financial records are provided by the City of Griffin Finance Department (4) copies of the minutes for the previous Board meeting are attached to the agenda of the next regular Board meeting, and (3) regular meetings of the Advisory Board are scheduled. The Secretary/Treasurer shall be one of the officers who may sign official documents for the Program.

Section 6: Meeting

Policy 6.1: The Advisory Board shall hold its meetings on the Fourth (^{4th}) Wednesday of each month at 8:15 a.m. in the Griffin Welcome Center or as designated by the majority of the voting members.

Policy 6.2: Special meetings may be called by the Griffin Main Street Program Manager at the direction of the Chairman. Publication of the Special Called meeting must be published in a prominent location at least 24 hours prior to the newly scheduled meeting.

Policy 6.3: All Advisory Board and Griffin Main Street Program Committee meetings shall be considered public meetings and shall be advertised in the legal organ of the City of Griffin in the legal section at the beginning of each calendar year.

Policy 6.4: All Advisory Board meetings shall follow the generally accepted rules of parliamentary procedure control. This parliamentary authority can be supplemented or modified as needed.

Policy 6.5: A quorum shall consist of a minimum of five (5) voting members of the Advisory Board that are in attendance at a regularly scheduled Advisory Board or Special Called meeting of the Advisory Board.

Section 7: Finances

Policy 7.1: The Griffin Main Street Program and Advisory Board shall comply with the City of Griffin and Spalding County purchasing and financial recording policies.

Section 8: Main Street Committees

Policy 8.1: Main Street Program shall establish the following Griffin Main Street Program Committees:

- **Design Committee** - The Design Committee plays a key role in shaping the physical image of Main Street as a place that is attractive to and safe for shoppers, investors, business owners, and visitors. To succeed, the Committee shall endeavor to persuade business and property owners, as well as civic leaders, to adopt approaches for physical improvements to Griffin's buildings, businesses and public areas."
- **Economic Restructuring Committee** - The Economic Restructuring Committee is tasked with analyzing current market forces to develop long-term solutions. Finding ways to recruit new businesses, creatively convert unused space for new uses and sharpen the competitiveness of Main Street's traditional merchants are high priorities of this committee.

- **Organization Committee** - The Organization Committee is also known as the “Executive Committee.” This Committee’s members include the Chair, Vice Chair, Secretary, and Treasurer of the Griffin Main Street Advisory Board. It is the responsibility of this group to establish Board policy and communicate with program staff to ensure that the Griffin Main Street Program is serving its mission.
- **Promotion Committee** - The Promotion Committee is tasked with cultivating the downtown’s image as the center of commerce, culture and community life for Griffin’s residents, as well as visitors. This is done by hosting special activities and events, working with business and property owners to create incentives for residents to shop and do business downtown, and creating an aggressive marketing strategy that reaches and goes beyond the local community.

Policy 8.2—All Advisory Board Members shall actively participate on at least one Griffin Main Street Program Committee.

Section 9: Amendments

Policy 9.1: The Advisory Board shall make recommendations to the City of Griffin Board of Commissioners to alter, amend or repeal provisions of this policy manual.

Griffin Main Street Program Organizational Structure:

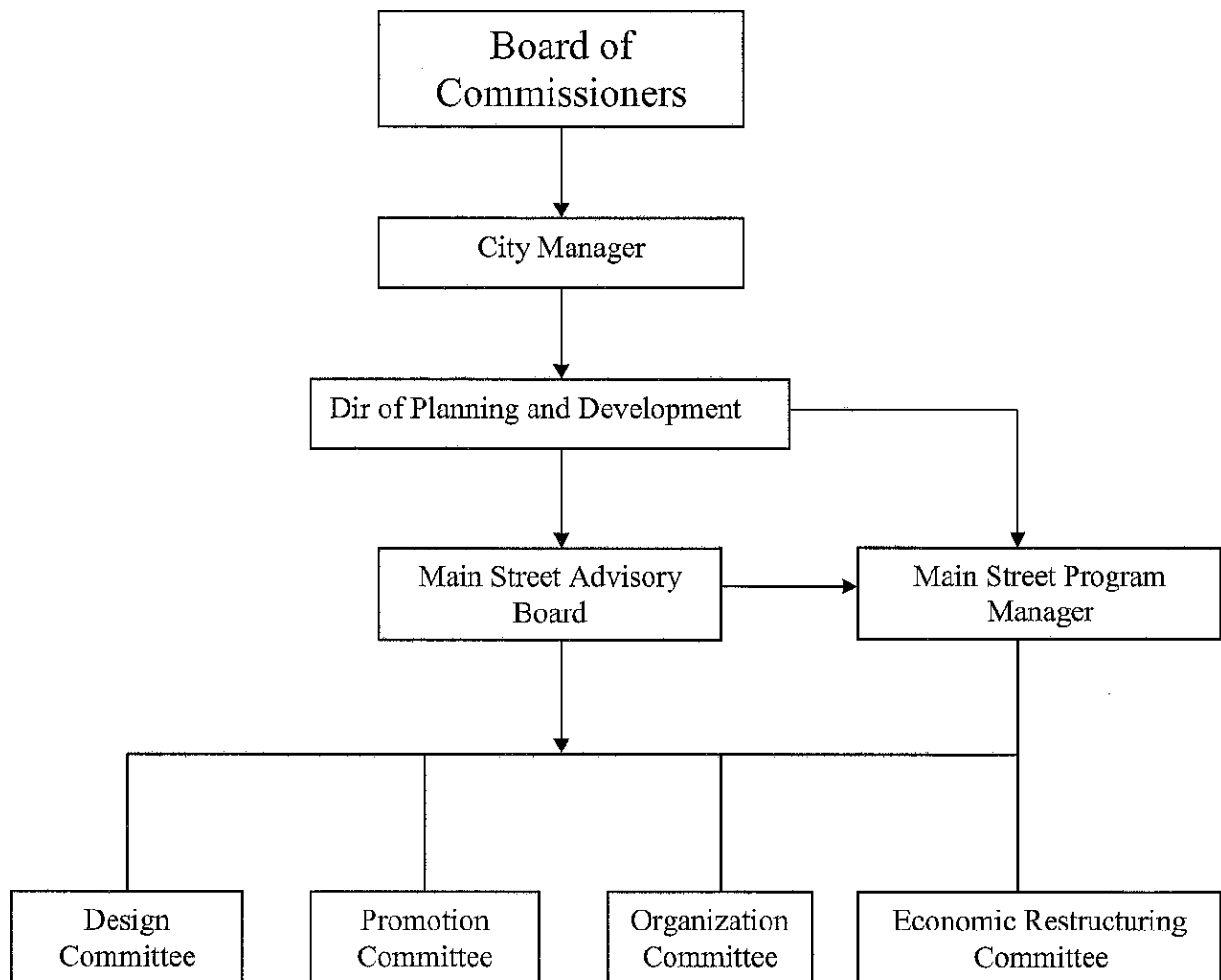


Exhibit 1

Griffin Main Street Program Boundaries Map

