

Robert's Rules of Order, except as modified by these rules. In order to allow action between meetings, a vote may be taken by e-mail by call of the Chairperson. The vote shall be verified at the next Authority meeting.

#### **Article IV** **Officers**

##### **Section 1 - Election of Chairperson, First Vice-Chairperson and Second Vice-Chairperson:**

Upon recommendation by the Authority, the Rutherford County Board of Commissioners shall designate one member of the Authority as Chairperson. The First Vice-Chairperson and Second Vice-Chairperson shall be elected by the members of the Authority. All will serve a one year term.

##### **Section 2 - Finance Officer/Treasurer:**

The Rutherford County Finance Officer serves as the Finance Officer to the Authority in accordance with the enabling legislation. The finance Officer maintains the fiscal affairs of the Authority in accordance with the NC General Statute 159: The Local Government Budget and Fiscal Control Act.

#### **Article V** **Duties of Officers**

##### **Section 1 - Duties of Officers:**

###### **(A) Chairperson**

The Chairperson shall call and preside at regular and special meetings of the Authority. He or She shall perform such other duties as may come within the jurisdiction of his office.

The Chairperson shall set the agenda, although any Authority member may submit agenda items to the TDA staff designee. The agenda shall be voted on for acceptance at each Authority meeting.

###### **(B) First Vice-Chairperson**

The First Vice-Chairperson shall preside at meetings and perform the duties of the Chairperson in the absence of incapacity or the Chairperson. He or She shall perform such other duties assigned by the Chairperson.