

CITY OF LINCOLNTON STEERING COMMITTEE CHARTER

[Abstract](#)

This Charter outlines the guidelines, policies and procedures followed by the Steering Committee

STEERING COMMITTEE CHARTER

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Edited	Fred Jarrett	12/05/18	Version 2.5	Added member name for Lincoln County Board of Realtors

MISSION STATEMENT

To streamline efforts between local government, allied support organizations and participating citizens to advance city objectives.

PURPOSE OF THE STEERING COMMITTEE

PRIMARY FUNCTION

The City of Lincoln Steering Committee's primary function is to assist City government in aligning the committees, groups, and goals of allied support organizations (ASO) to improve communications, remove duplicated efforts and align them with the City of Lincoln's Strategic Plan to accomplish the unified goal of a prosperous Lincoln. The Committee shall have no powers, except as stated in the committee's charter or as granted by the Lincoln City Council.

The Steering Committee as an advisory committee provides a stabilizing influence so ASO projects, conceptions and directions are maintained with a visionary view of strategic plan. The Steering Committee provides insight on short term and long-term strategies in support of city mandates. Members of the Steering Committee ensure city objectives are being adequately addressed and separate projects remain strategic. In practice these responsibilities are carried out by performing the following functions:

- Development of a road map of ASO committee projects aligned with the city strategic plan;
- Monitoring and review of road map at regular Steering Committee meetings;
- Provide recommendations to ASO;
- ASO Members report back to their perspective ASO;
- Reporting to City Council quarterly or as requested;
- Providing assistance to projects when required;
- Provide advice to city officials when needed;
- Controlling road map scope as emergent issues force changes to be considered, ensuring that scope aligns with the agreed requirements of sponsors and key stakeholders; and
- Assisting in resolution of conflicts and disputes, reconciling differences of opinion and approach.

APPROVAL RESPONSIBILITIES

The Steering Committee is an advisory committee and provides no approval of ASO or city projects, boards, committees, functions, goals, plans or other functions.

The Steering Committee is responsible for approving major road map elements such as:

- Prioritization of road map objectives and outcomes;
- Deliverables as identified in the road map;
- Schedule;
- Risk management strategies, ensuring that strategies to address potential threats to the road maps success have been identified, estimated and approved, and that the threats are regularly re-assessed; and
- Project management and quality assurance practices.

STEERING COMMITTEE

STAKEHOLDERS

The primary stakeholders are the City of Lincoln, City Manager, City Council, ASO's and Lincoln Citizens.

ASO MEMBERSHIP AND ORGANIZATION

The Steering Committee will consist of a Sponsor, Chair, Vice-Chair, and Secretary and will include a board member(s) from the following stakeholder ASO and any other organization that works to support prosperous growth in Lincoln:

Name	Role	Organization
Steven Zickefoose	Sponsor	City of Lincoln
Fred Jarrett Jr.	Chair	Retired
Änd Lynn Tommy Huskey	Vice Chair	Downtown Development Association (DDA)
Jean Derby	Secretary	City of Lincoln
Laura Elam Ritchie Haynes Laura Morris	ASO Member	City of Lincoln
Lisa Ormsby	ASO Member	Lincoln-Lincoln County Chamber of Commerce (LLCCofC)
Carol King Lou Ann Cain	ASO Member	Lincoln Tourism Development Authority (LTDA)
Cliff Brumfield Rhonda Hunter	ASO Member	Lincoln Economic Development Association (LEDA)
Cathy Davis	ASO Member	Lincoln Cultural Center (LCC)
Jason Harpe	ASO Member	Lincoln County Historical Association (LCHA)
Angela Lovelace	ASO Member	Lincoln County Home Builders Association
Jennifer Sorrell	ASO Member	Lincoln County Board of Realtors
Deanna McGinnis	ASO Member	Lincoln County Arts Council (LCAC)
Anita McCall	ASO Member	Lincoln County Commissioner

STEERING COMMITTEE STRUCTURE

In order to achieve the Steering Committee's mission the Committee is structured as follows:

- The committee will have enough members to provide a diversity of perspectives but few enough to accomplish committee goals.
- Each ASO will provide one board member on an annual basis.
- Terms are flexible, but members should not serve less than one year.
- Members should provide written notice and coordinate their exit from the committee with others to minimize disruption.
- During the January meeting of the Steering Committee, the Committee will discuss and evaluate its current membership needs. The meeting will assess the ability for current members to continue, review current Steering Committee membership, policies/practices, and, if necessary, initiate the process of nominating new member.
- An individual may occupy more than one role. (i.e., Chair and ASO Member)

ROLE OF A STEERING COMMITTEE MEMBER

It is intended that the Steering Committee leverage the experiences, expertise, and insight of key individuals at ASO committed to building and sustaining growth in Lincoln. Steering Committee members are not directly responsible for managing project activities, but provide support and guidance for those who do. Thus, individually, Steering Committee members should:

- Understand the strategic implications and outcomes of initiatives being pursued through project outputs;
- Appreciate the significance of the project for some or all major stakeholders and represent their interests;
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued;
- Have a broad understanding of approach being adopted; and
- Complete and report on the status of assigned action items.

In practice, this means:

- Review the status of the road map;
- Ensure the road map outputs meet the requirements of the key stakeholders;
- Help balance conflicting priorities and resources;
- Provide guidance to the team and users of the road map's outputs;
- Consider ideas and issues raised;
- Check adherence of activities to standards of best practice both within the organization and in a wider context;
- Foster positive communication outside of the committee regarding the road maps progress and outcomes;
- Report on progress to those responsible at a high level, such as city management groups, heads of agencies, or City Council; and
- Progress any whole-of-Government issues associated with the project.

DECISION PROCEDURE OF THE STEERING COMMITTEE

If a proposal comes forward in a meeting requiring action or an issue requiring a decision, a motion will be made and the basic rules of parliamentary procedure followed. Only one vote for each organization listed in the Member table will be allowed.

All votes will be recorded in the meeting minutes as to number of yeses, no's and abstentions but not member name or organization.

SPONSOR RESPONSIBILITIES

The Sponsor of the Steering Committee performs the following:

- Ensuring that the committee need is valid;
- Ensuring that the committee is properly launched;
- Resolving issues that are beyond the control of the chairman;
- Resolving conflict and removing obstacles to progress;
- Ensuring that the committee remains a viable proposition for downtown revitalization;
- Ensuring changes to the committee are properly managed;
- Ensuring risks are managed;
- Evaluating the committee organization, roles and reporting structure;
- Ensuring the committee is under control;

- Approving key committee deliverables; and
- Initiating committee reviews and supporting the process of review.

CHAIR RESPONSIBILITIES

The Chair of the Steering Committee performs the following:

- Prepares and leads the agenda of the meetings;
- Presides at all meetings of the board;
- Preserves order always;
- Represents the Steering Committee with regards to external requests;
- Invites external experts to participate as guests in Steering Committee discussions; and
- Provides updates to the City Council as necessary.

VICE-CHAIR RESPONSIBILITIES

The Vice-chair of the Steering Committee performs the following:

- In the absence of the chair, the vice-chair will assume all the rights and responsibilities of the chairperson. The vice-chair will also perform other duties as assigned by the chairperson.

SECRETARY RESPONSIBILITIES

The Secretary of the Steering Committee performs the following:

- Records all proceedings of the committee;
- Ensures the minutes of the meetings of the committee are promptly and accurately recorded; and
- Prepares and distributes copies of the agenda.

ATTENDANCE & PARTICIPATION

Steering Committee members are expected to regularly attend Steering Committee meetings and support city and ASO activities outside of meetings. Steering Committee members are required to have 80 percent attendance over the course of one calendar. Excessive absences will result in termination from the committee. Circumstances of each absences will be reviewed prior to termination. Exceptions for the 80 percent attendance requirement may be permitted based on review by the Chair and Sponsor. The Steering Committee is a transparent committee. Additional participants may attend meetings as invited but are not eligible to vote.

OTHER RULES OF OPERATION

- Agendas will be developed by the Chair with member input and distributed at least three (3) business days before the meetings.
- Meeting notes (of significant decisions and action items) will be distributed to committee members within one business week (of each meeting). All corrections to the notes must be submitted by the end of the subsequent meeting.
- The Committee shall continuously review and make recommendations for revisions to the charter. Any recommendation(s) for change must be presented to the committee membership in the form of a motion at a meeting and approved by two-thirds the committee membership present.
- All vacancies occurring in the membership of the Steering Committee will be filled by a person that meets many of the requirements defined in Section "ROLE OF A STEERING COMMITTEE MEMBER." The Steering Committee will select a new member to fill a vacancy by majority vote.

STEERING COMMITTEE MEETINGS

MEETING SCHEDULE AND PROCESS

Initially the committee will meet the 2nd and 4th Wednesdays of each month beginning at 8:00 a.m. in the LFD training room or as required to keep track of issues and the progress of the road maps implementation and on-going citywide support to its stakeholders. As the committee becomes well established meeting frequency shall be at least one meeting per quarter.

Meeting minutes and attendance will be recorded by the secretary for each meeting.

At each meeting, project status will be reported to the committee by the membership using an agenda outline such as the following example:

- A. Introductory Items such as:
 - Introductions
 - Review Agenda
 - Minutes from last meeting
 - Review of actions arising from previous Steering Committee meetings.
- B. Review Project Status
 - Overall Status
 - Scope status
 - Schedule status
 - Budget status
 - Reason for deviation
 - New issues arising since the last meeting
 - Review and approval of road map change orders
 - Budget
 - Milestone review
 - Formal acceptance of deliverables
 - Accomplishments against last meeting's plans
 - Plans for the next reporting period
 - Outstanding issues, open points, conflicts
 - Specific requests for assistance of the Steering Committee
- C. Consideration of other items relevant
- D. Review and summarize new actions from this meeting
- E. Meeting Plus/Delta

MEETING ETIQUETTE

Codes of Conduct while attending meetings:	
Have a good time and enjoy each other.	Critique ideas, not people.
Come to the meeting with a positive attitude.	Be positive, non-judgmental and open to new ideas

Talk one at a time, waiting to be recognized by the Chairperson.	Be prompt in arriving to the meeting and in returning from breaks.
Turn cell phones off or to vibrate.	Respect each other’s thinking and value their contributions.
Be patient when listening to others speak and do not interrupt them.	Members need to stay on the topic being discussed.
If members feel they cannot talk about issues or concerns during the meeting, they can talk to their chair, after the Meeting about their issues.	Manage group work.
Success depends on participation – share ideas, ask questions, draw others out.	Listen for the future to emerge.
Share your unique perspective.	All ideas are valid.

REPORTS

The committee will develop, participate in or review the following reports:

- Annual City Strategic Plan.
- Central Business District Strategic Plan.
- Participation summary. Annual review of average attendance, and each members attendance, at board meetings, committee meetings, education sessions, and (if possible) community events.

DEFINITIONS AND ABBREVIATIONS

Allied Support Organization(s) (ASO) – Any recognized organization that works for the betterment and support of the City of Lincolnton including but not limited to the Chamber of Commerce, Downtown Development Association, Lincolnton Tourism Board, Historical Association, etc.

Strategic plan – Strategic plan when mentioned in this document refers to the City of Lincolnton Strategic Plan unless otherwise noted.