National Main Street Coordinators
EXECUTIVE COUNCIL
Roles and Responsibilities
Posted 8.5.2015

The purpose of the National Main Street Coordinators Executive Council is to serve as the liaison between the Coordinating Program Network and the National Main Street Center (NMSC) and to support the goals of the NMSC. The Executive Council is comprised of eight elected Main Street Coordinators and one Main Street Design professional.

The Executive Council will interact with the Coordinating Programs Network in the following ways:

- Each council member will conduct quarterly conference calls with coordinating programs in their regions. The regions will be determined by the Executive Council. The purpose of the calls is to gather feedback from each coordinating program regarding current initiatives, issues and input for Coordinator Meeting Agendas.
- The Executive Council will share the minutes of its monthly conference calls with the NMSC to be posted on the NMSC website.
- The Executive Council will serve as an advocate for the Coordinating Programs Network with the NMSC.

The Executive Council will interact with the National Main Street Center in the following ways:

- Suggest opportunities for how the National Main Street Center can provide assistance and partner in furthering the marketing efforts and raising the visibility of the Coordinating Programs Network.
- Provide insights into traditional commercial district issues and opportunities as the National Main Street Center staff develop and implement programs.
- Serve as a representative body of the Main Street coordinating programs recognized by the National Main Street Center to provide insight, advice, and guidance regarding the Main Street program and the overall Main Street movement.
- The current chair of the Executive Council will maintain a seat on the board of directors of the NMSC for a three year term and represent the Council and the Coordinating Programs Network.
- Work directly with NMSC staff to set the agenda for Coordinators’ meetings. (Two meetings each year: typically held in conjunction with the National Trust for Historic Preservation Fall Meeting and National Main Streets Spring Meeting).

Executive Council Selection and Election Process:
There are eight (8) regular Executive Council member positions. Every attempt will be made by the nominating committee during each election cycle to put forth diverse nominees. Diversity includes geography, type/style of program and all other forms of diversity.
Prospective candidates shall meet the following criteria:

1. Represents a designated Main Street coordinating program holding a current NMSC coordinators’ membership package (only one nominee/Executive Council member per coordinating program). Is a current coordinator or staff member of coordinating program who works full time providing services to Main Street communities;
2. Demonstrates an interest in, and actively supports the Main Street philosophy, the NMSC, and the preservation of our nation’s traditional commercial districts;
3. Has a reputation for integrity and leadership that will bring credit to the National Main Street Center, the National Trust, the preservation movement, and the Executive Council; and
4. Must have the full support and backing of their agency supervisor, or in the case of a nonprofit organization, their chair or president.

Requests for candidates will be solicited by the nominating committee. Candidates may nominate themselves or someone else with their permission providing they meet the qualifying criteria. Candidates must submit their name, organization, position (coordinator, assistant coordinator, etc.), the number of years serving with the coordinating program, and other biographical information.

Once candidates have submitted their names, a ballot will be sent out via email to each Main Street coordinating program holding a current coordinators’ membership package. Each program shall have the opportunity to submit one ballot.

Though not exclusive, the following should be taken into consideration when nominating candidates:
1. Geographical balance within the country;
2. Tenure (combination of new and experienced coordinators);
3. Diversity of programs (nonprofit- and government-based coordinating programs) and other forms of diversity;
4. Mix of state, city, and regional coordinating programs; and
5. Mix of programs that contract for services of the NMSC and those that don’t (yet still actively and visibly support the NMSC).

Ballots must be returned within two weeks of “in basket” receipt and will be tallied by a designated NMSC staff person within one week of submission via an online survey posted on the coordinator list serve. Elections for positions with expiring terms shall take place no less than 60 days prior to the fall meeting.

Nominating Committee
A nominating committee will be appointed by the chair. The responsibilities of the committee will be to accept nominations, approach potential candidates, and coordinate the election process, and provide the chair with results of the election. In the case of filling unexpired seats, the nominating committee will recommend candidates to the entire Executive Council for appointment of unexpired terms.

The nominating committee will also be responsible for making a recommendation for a slate of officers for expiring chair and vice chair seats.

Terms
Executive Council members will serve three year terms. No member, with the exception of the chair (for specific reasons that are agreed upon by a majority of the EC), shall serve more than two consecutive three-year terms without stepping down from serving for at least one year.

To maintain an even distribution of expiring positions, terms will expire on a rotating cycle with two or three terms expiring every year. In the event that more than three terms expire in any one year, the member appointed by the Executive Council to fill a vacant position will be appointed only until the next election cycle begins.

Council Members Emeritus
If the term of the immediate past chair has expired they are considered Emeritus for one year.

Council Members who have completed two consecutive terms on the Executive Council are considered Emeritus so long as they maintain a formal, paid professional relationship with a coordinating program.
Emeritus Members provide valuable historic insight for the Executive Council. If an Emeritus Council Member wishes to procure voting privileges, they may submit their nomination for consideration as a “regular” Executive Council Member by using the nomination and election process listed above and below after their time off as a regular Committee Member has been fulfilled.

Meeting attendance privileges, both in-person, telephonic and other meetings is extended to emeritus members for one year only.

Executive Council members who have served two elected terms and one year as an emeritus member are eligible to run for election after one year “cooling off” period.

At the discretion of the Chair, Emeritus members may be appointed to committees, task forces or other assignments. This may require emeriti members to attend all or part of various meetings. The Chair has the discretion to allow this exception to the bylaws.

**Architect/Designer Executive Council Position**

There will be one architect/designer position on the National Main Street Coordinators Executive Council as a voting member of the committee. The election will be as determined by the architects and designers group from Main Street coordinating program architectural and design staff and will serve a three year term. They will begin serving their term on January 1st as is consistent with coordinating programs.

**Filling Vacancies**

The Executive Council may fill an unexpired term within two months of the vacancy. Members appointed to fill a vacant position shall serve the remainder of the original term of the vacancy. Time served in the unexpired term shall stand as a regular term length. At the end of the term, the member(s) may be nominated or self-nominate to serve an additional term.

**Election of the Chair and Vice-Chair Positions**

The election of a Chair and Vice-Chair will occur every three years at the National Main Street Coordinators fall meeting, held in conjunction with the National Preservation Conference, unless extenuating circumstances require less than three years (i.e.; retirement or resignation from Coordinator position, etc.). They will be elected from among the Executive Council by committee members and will begin serving their term on January 1st of the following year.

**Responsibilities of the Chair**

1. Plan meeting agendas (in conjunction with the Vice Chair) and preside over all Executive Council meetings and proceedings.
2. Send out written notice of official meetings to members not less than 30 days before the meeting (see section titled “Executive Council Meetings”).
3. Recruit/appoint members to serve on nominating and special committees or task groups which may from time to time be requested or necessary.
4. Provide guidance and assistance to the National Main Street Center staff. Garner input from others as is prudent or necessary.
5. Maintain communication with Main Street coordinating programs and National Main Street Center staff about activities of the Executive Council.
6. Solicit and listen to the viewpoint of all coordinating Main Street programs and lead accordingly.
7. Draft special documents and review memos, etc. drafted by the Executive Council and/or the National Main Street Center when requested or required to do so.
8. Represent the Main Street Executive Council on the National Main Street Center’s Board and related committees. The Center’s Board meeting travel expenses are not budgeted for by the National Main Street Center so the Chair should be prepared to budget these expenses in their coordinating program budget.

**Responsibilities of the Vice Chair**

1. Is responsible for arranging all EC conference calls to discuss the agenda for the spring and fall coordinators meetings and working out details with NMSC staff. Help the Chair plan other meeting/conference call agendas.

2. In the absence, or at the request of the Chair, the Vice-Chair will temporarily assume responsibilities of the Chair. In the event of the Chair’s resignation, disqualification, or inability to continue service as Chair, the Vice-Chair will temporarily serve as Chair until a new chair is selected.

3. Record minutes of the meetings and conference calls and provide them to the NMSC for upload to the NMSC website for coordinator access. Ensure that other relevant correspondence and communications are supplied to coordinators on an as-needed basis.

4. In the Vice-Chair’s absence, the Chair shall appoint another member to record minutes.

5. The Chair may determine additional responsibilities.

**Executive Council Meetings**

Each EC member shall make every effort to attend two official Executive Council meetings per year. They will typically take place before, during, or after the 1) Main Street coordinator’s meeting held in conjunction with the annual National Main Street Conference in the spring, 2) Main Street coordinator’s meeting held in the fall, in conjunction with the National Trust for Historic Preservation Fall Meeting. Each member shall also make every effort to lead or participate in monthly conference calls which take place in the intervening months between the two official Executive Council meetings. From time to time, the Executive Council may need to hold special conference calls and/or additional meetings whereby each member shall make a concerted attempt to participate. Written notice of each official meeting, stating the date, place, and time of the meeting shall be given via electronic or conventional mail to each Executive Council member not less than 30 days before the date of the meeting. Such notice shall be addressed to the member at his/her e-mail address as it appears on the Main Street coordinating program list which is maintained by the NMSC.

If an Executive Council member anticipates they will not be able to attend either the meetings or conference calls, they must notify the Chair in advance of the meeting/conference call to be missed.

Missing two consecutive official meetings/conference calls will constitute cause for removal by the Executive Council. Furthermore, missing more than 25% of officially called meetings/conference calls in a three-year term will constitute cause for non-acceptance of a nomination for the succeeding term by that individual.

**Staff Support for the Chair and Executive Council**

The National Main Street Center provides staff support for the corporate role of the Executive Council and acts as staff liaison for the Chair.

**Removal of an Individual Member**

An Executive Council member may be removed, for cause upon the affirmative vote of 5 or more Executive Council members either in person at an official meeting, or by an email vote specifically called to remove the Executive Council member from office.
**Resignations**
An Executive Council member may resign at any time by giving written notice to the Chair. A resignation shall take effect at the time specified therein, or, if not specified therein, shall become effective upon delivery. The acceptance of any resignation shall not be necessary to make it effective unless so specified in the resignation.

**Financial Obligations**
There will be costs associated with attending the official meetings of the National Main Street Coordinators Executive Council. Costs will include such things as travel, lodging, and food. It will be the responsibility of Executive Council members and/or their Main Street coordinating programs to assume this financial commitment.

**Other**
It’s important that all Executive Council members read their e-mail account on a regular basis. When requested, Executive Council members shall provide timely responses to requests for input.

While the Executive Council strives for ongoing excellent communication and transparency of information to its constituent base of coordinators, confidentiality of information is imperative.

The Executive Council will maintain communications with the Main Street Coordinating programs regarding major decisions and those with a potential financial impact on Main Street coordinating programs by using the coordinator’s list serve.

This document may be amended at any time by the affirmative vote of 5 or more Executive Council members either in person at an official meeting, or by an email vote specifically called to amend this document.