NOTICE OF A MEETING
OF THE
STALLINGS DISTRICT S
TOURISM DEVELOPMENT AUTHORITY

There will be a meeting of the Stallings District S Tourism Development Authority on:

- **Monday, November 23, 2026**
  8:15 p.m.*
  **or immediately following the conclusion of the Stallings Town Council Meeting*
  Stallings Government Center
  321 Stallings Road
  Stallings, NC 28104

	Item	Presenter	Action Requested/ Next Step(s)
1.	**Call the meeting to Order**	Graham Hall, Chair	NA
2.	**Agenda Approval**	Graham Hall, Chair	Approve agenda as written
3.	**Rules of Procedure**	Graham Hall, Chair	Adoption of the rules
4.	**Acknowledgment of Ex Officio Finance Officer and Appointment of Budget Officer**	Graham Hall, Chair	Appoint the Budget Officer
5.	**Authorization Finance Officer to obtain EIN and establish banking/accounting arrangements in accordance with Chapter 159 of the North Carolina General Statutes.**	Graham Hall, Chair	Authorize obtaining EIN and establishing banking
6.	**Discussion of Initial Budget Preparation and Adoption Timeline**	Jessie Williams, Finance Officer	Discussion
6.	**Acknowledge Future Meetings shall be called by the Chair.** • **Call Special Meeting on Dec. 14, 2026 for budget adoption**	Graham Hall, Chair	Call special meeting
7.	**Adjournment**	Graham Hall, Chair	Adjournment

This is the 19th day of November, 2026.

s/*Graham Hall*
Graham Hall, Chair
Stallings District S
Tourism Development Authority

November 23, 2026
Stallings Government Center
321 Stallings Road
Stallings, NC 28104
704-821-8557
www.stallingsnc.org

Stallings District S
Tourism Development Authority

	Item	Presenter	Action Requested/ Next Step
1.	**Call the meeting to Order**	Graham Hall, Chair	NA
2.	**Agenda Approval**	Graham Hall, Chair	Approve agenda as written
3.	**Rules of Procedure**	Graham Hall, Chair	Adoption of the rules
4.	**Acknowledgment of Ex Officio Finance Officer and Appointment of Budget Officer**	Graham Hall, Chair	Appoint the Budget Officer
5.	**Authorization Finance Officer to obtain EIN and establish banking/accounting arrangements in accordance with Chapter 159 of the North Carolina General Statutes.**	Graham Hall, Chair	Authorize obtaining EIN and establishing banking
6.	**Discussion of Initial Budget Preparation and Adoption Timeline**	Jessie Williams, Finance Officer	Discussion
6.	**Acknowledge Future Meetings shall be called by the Chair.** • **Call Special Meeting on Dec. 14, 2026 for budget adoption**	Graham Hall, Chair	Call special meeting
7.	**Adjournment**	Graham Hall, Chair	Adjournment

Stallings District S Tourism Development Authority
Rules of Procedure

These Rules of Procedure are adopted pursuant to Session Law 2023-144, Part III (the "Act"), and the resolution of the governing body of Stallings District S (the "District") creating the Stallings District S Tourism Development Authority (the "Authority"), adopted November 9, 2026 (the "Creation Resolution").

Rule 1 - Meetings. The Authority shall meet at the call of the Chair. Meetings shall be conducted in compliance with the North Carolina Open Meetings Law. Closed sessions may be held only when authorized by law and upon the required motion.

Rule 2 - Open Meetings. Meetings shall be conducted in compliance with the North Carolina Open Meetings Law, Article 33C of Chapter 143 of the General Statutes. Closed sessions may be held only when authorized by G.S. 143-318.11 and upon the motion required by G.S. 143-318.11(c). Participation by members through simultaneous communication by electronic means shall comply with G.S. 143-318.13.

Rule 3 - Quorum and Voting. A majority of the actual membership of the Authority shall constitute a quorum unless applicable law provides otherwise. Unless applicable law requires a different vote, actions shall be approved by a majority of the members present and voting, a quorum being present. Each member present shall vote unless excused under Rule 4.

Rule 4 - Conflicts of Interest. A member who has a direct or indirect financial interest in any contract, grant, or expenditure before the Authority, or who is affiliated with a business that would receive a direct benefit from it, shall disclose the interest on the record and shall not participate in the discussion or vote and shall request to be recused from that matter. Members shall comply with G.S. 14-234 and all other applicable conflict-of-interest laws. A member's general affiliation with the lodging or tourism industry, standing alone, does not require recusal.

Rule 5 - Presiding Officer and Officers. The Chair designated by the governing body of the District shall preside. In the Chair's absence, the Vice Chair, if elected, shall preside. The Town Clerk of the Town of Stallings, or another person designated by the Authority, shall serve as Clerk to the Authority.

Rule 6 - Agenda. The Chair, in coordination with appropriate staff, shall prepare the agenda. The agenda and supporting materials shall be made available to members and the public in advance of each meeting. The Authority may amend the agenda consistent with applicable law.

Rule 7 - Minutes and Records. The Clerk shall prepare full and accurate minutes of all meetings, and a general account of any closed session, as required by G.S. 143-318.10(e). Minutes and other records of the Authority are public records under Chapter 132 of the General Statutes except as otherwise provided by law. Records shall be maintained in accordance with applicable records-retention requirements.

Rule 8 - Use of Funds. The Authority shall expend net proceeds of the occupancy tax only as authorized by law. At least two-thirds of the net proceeds remitted to the Authority shall be used to promote travel and tourism in the District, and the remainder shall be used for tourism-related expenditures. The Finance Officer shall account for expenditures in each category so that compliance with this Rule can be shown in each report under Rule 12.

Rule 9 - Financial Actions. No expenditure shall be made except pursuant to a budget ordinance or project ordinance adopted by the Authority and the Local Government Budget and Fiscal Control Act. The Authority shall designate a budget officer as required by G.S. 159-9 and shall adopt an annual balanced budget ordinance for each fiscal year beginning July 1. All contracts, purchase orders, and obligations requiring a preaudit certificate shall comply with G.S. 159-28 and Chapter 159. Funds of the Authority shall be deposited only in official depositories as provided in G.S. 159-31.

Rule 10 - Finance Officer. As provided in the Act, the finance officer of the Town of Stallings is the ex officio Finance Officer of the Authority. The Finance Officer shall perform the duties assigned by law and may establish administrative procedures necessary for accounting, disbursement, investment, reporting, and audit. The Finance Officer shall be bonded as required by G.S. 159-29. The Finance Officer shall determine the District's cost of administering and collecting the tax within the limits of the Act, and net proceeds shall be remitted to the Authority quarterly. Under the District-County interlocal agreement, the Union County Tax Administrator acts as the representative of the District Finance Officer for occupancy-tax administration and collection; this delegation does not transfer the Authority's Chapter 159 responsibilities to the County.

Rule 11 - Reports. The Authority shall report quarterly and at the close of each fiscal year to the governing body of the District on its receipts and expenditures for the preceding quarter and for the year, in such detail as the governing body may require. The Finance Officer shall prepare each report, including expenditures by category under Rule 8, within 30 days after the end of each fiscal quarter and within 60 days after the close of each fiscal year.

Rule 12 - Membership. Membership, terms of office, and the filling of vacancies are governed by the Creation Resolution. At least one-third of the members must be individuals affiliated with businesses that collect the tax in the District, and at least one-half of the members must be individuals currently active in the promotion of travel and tourism in the

District. The Chair shall promptly notify the governing body of the District of any vacancy, or of any change in a member's affiliation that may affect compliance with these requirements.

Rule 13 - Committees. The Authority may establish committees for advisory purposes, but no committee may exercise powers reserved to the Authority unless authorized by law. Committee meetings are subject to the Open Meetings Law.

Rule 15 - Amendment. These rules may be amended by the Authority at a properly noticed meeting, subject to applicable law, and the Creation Resolution. A copy of any amendment shall be provided to the governing body of the District.

ADOPTED this ____ day of _____, 20____.

_____

Graham Hall, Chair, Stallings District S Tourism Development Authority

ATTEST:

_____

Erinn Nichols, Clerk to the Authority