

**ORDINANCE 2018021 OF THE LEWISVILLE TOWN COUNCIL
AMENDMENT 8 TO TOWN CODE CHAPTER 13-1
THE LEWISVILLE BEAUTIFICATION COMMITTEE CHARTER**

WHEREAS, the Town Council established the Community Beautification Committee by resolution on October 22, 1991; and

WHEREAS, the Town Council has determined that the Beautification Committee serves a vital community function; and

WHEREAS, the Town Council desires to revise the Lewisville Beautification Committee Charter regarding when the election of officers can occur;

WHEREAS, the Town Council wishes to involve as many citizens as possible in the municipal process by allowing non-residents to participate;

NOW THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL amends the charter as follows and updates Town Code Chapter 13-1:

1. **NAME OF COMMITTEE**: The Community Beautification Committee shall now be titled the *Lewisville Beautification Committee* referred to herein as the Committee.
2. **TYPE OF COMMITTEE**: The Committee shall be an advisory committee to the Town Council.
3. **MISSION**: Report on methods and concepts to improve the general appearance and ambiance of the Town of Lewisville.
4. **DEPARTMENT FUNDING**:
 - a. The Committee shall coordinate an annual budget for the Beautification Department with the Town Manager by February 28TH of each year.
 - b. Expenditures must follow the town's financial procedures.
5. **MEMBERSHIP**:
 - a. The Committee shall consist of an appropriate number of members, each serving without compensation.
 - b. Citizens wishing to serve on the Committee shall submit a letter of request and application form to the Town Clerk requesting appointment. The Town Clerk will forward to Council for action.
 - c. In order to foster an environment for new and fresh ideas, a membership goal is to encourage new membership.
 - d. Persons desiring membership to the committee who do not reside within the corporate limits of the town may request appointment; however, he/she would be appointed as an ex-officio member and will not have voting privileges.

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6. **TERMS OF APPOINTMENT**

- a. Committee members shall be appointed by the Council, each to serve a 2 year term renewable without limitation to the number of consecutive terms.
- b. Appointments shall be for two years expiring on March 31, following municipal elections.
 - i. In 2006, Council determined that the terms should commence on April 1 and end on March 31 rather than November 30, and extended all terms of then serving members from the date their terms would have expired to the next occurring March 31.
 - ii. Terms in effect as of the date of adoption of this resolution shall be extended to the next occurring March 31.
- c. The Committee shall have a meetings attendance policy such that a member failing to attend 3 consecutive, regularly scheduled Committee meetings without the consent of the Chair, or notification to staff, shall have their membership subject to review by Council.
- d. Committee members who wish to resign their position shall submit any such request to the Town Clerk who shall provide it to Council for acceptance.

7. **COMMITTEE STRUCTURE**

- a. Chair: The committee membership shall select from among themselves a chair.
 - i. The Chair shall serve for 2 years.
 - ii. The Chair shall be selected at the next scheduled committee meeting following the March Council meeting that follows municipal elections or, based on the Committee's meeting schedule, the first scheduled meeting following appointments made at the March Council meeting, which ever comes first.
- b. Vice-Chair: The Committee membership shall select from among themselves a vice-chair.
 - i. The Vice Chair shall serve for 2 years.
 - ii. The Vice Chair shall be selected at the next scheduled committee meeting following the March Council meeting that follows municipal elections or, based on the Committee's meeting schedule, the first scheduled meeting following appointments made at the March Council meeting, which ever comes first.

8. **EX-OFFICIO MEMBERSHIP**: Persons occupying the following positions shall, by appointment to the position, serve in an ex-officio capacity on the Committee:

- a. Town Manager or designee
- b. Public Works Director or designee

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9. **PROJECTS:**

- a. Projects may be assigned by the Town Council or suggested by the Committee; however, project implementation shall be subject to approval of the Town Council.

10. **MEETINGS**

- a. The Committee shall establish its own regular meeting schedule.
- b. The Committee shall be required to meet at least 4 times annually.
- c. All Committee meetings are subject to the North Carolina Open Meetings Statutes.
- d. The Committee meetings schedule shall be provided to the Town Clerk who shall make all the necessary announcements and postings.
- e. Minutes of all meetings shall be maintained in accordance with the Public Records laws and regulations with approved Committee meeting minutes submitted to the Town Clerk for the appropriate filing, and posting and distribution to Council.
- f. Three members, one of which must be the Chair or Vice-Chair, constitute a quorum.

11. **MEETING NOTICES:** The Chair shall coordinate and request the Town Clerk to announce meetings of the *Lewisville Beautification Committee*.

12. **REPORTS:**

- a. The Committee Chair shall submit a report of its activities and other important matters to the Town Council upon request.

13. **REQUESTS**

- a. All official requests should be in writing from the committee chair and must be presented to the Town Manager.

Chartered October 22, 1991

Amendment 1 December 1, 1994

Amendment 2 December 12, 2002

Amendment 3 December 11, 2003

Amendment 4 June 8, 2006

Amendment 5 October 9, 2008

Amendment 6 October 9, 2014

Amendment 7 February 12, 2015

Amendment 8 Ordinance 2016007 - March 10, 2016

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Adopted this the 8th Day of March, 2018 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk