

**RESOLUTION 2006041 OF THE LEWISVILLE TOWN COUNCIL
PERTAINING TO THE CHARTER
OF THE LEWISVILLE RECYCLING COMMITTEE**

WHEREAS, the Lewisville Recycling Committee coordinates the town's environmental concerns;

NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL amends *The Lewisville Recycling Committee* Charter as follows:

1. **NAME OF COMMITTEE**: The *Lewisville Recycling Committee* referred herein as the Committee.
2. **TYPE OF COMMITTEE**: The Committee shall be an advisory committee to the Town Council.
3. **PURPOSE**: Monitor curbside recycling program; coordinate recycling events; plan and staff exhibits at appropriate events to promote recycling; investigate, implement, or assist other recycling opportunities in the community; actively work with area schools, preschools, and Parent Teacher organizations to develop environmental programs for schools and students; create ongoing educational articles to be published in the *Clemmons Journal* and the *Clemmons Courier*; assist the editors and writers with articles for the *Lewisville Citizen*; and develop educational programs and presentations in the Lewisville Branch Library.
4. **DEPARTMENT FUNDING**:
 - a. The Committee shall coordinate an annual budget for the Recycling Department with the Town Manager by February 28th for approval by Town Council.
 - 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 to the Town Clerk requesting appointment. The Town Clerk will forward to Council for action.
 - c. Committee members shall be appointed by the Town Council, each to serve a two year term renewable without limitation to the number of consecutive terms.
 - d. Committee members who wish to resign their position shall submit a resignation to the Town Clerk who shall provide to Council for acceptance.
6. **TERMS OF APPOINTMENT**
 - a. 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

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- b. The Committee shall have a meetings attendance policy such that members failing to attend three consecutive regular Committee meetings, without notification to the Chairperson or Town Clerk, shall have their membership subject to review and possible replacement.

7. COMMITTEE STRUCTURE

- a. Chairperson: The committee membership shall select from among themselves a chairperson.
 - i. The Chairperson shall serve for two years.
 - ii. The Chairperson shall be selected in May following a municipal election.
- b. Vice-Chairperson: The Committee membership shall select from among themselves a vice-chairperson.
 - i. The Vice Chairperson shall serve for two years.
 - ii. The Vice Chairperson shall be selected in May following a municipal election.

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

9. PROJECTS: The Committee shall obtain project approval of the appropriate Department Director, Town Manager, or Town Council depending on the project cost and the current budget and expenditure authority of the appropriate town official.

10. MEETINGS:

- a. The Committee shall establish its own regular meeting schedule.
- b. The Committee shall be required to meet at least six (6) 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, posting and distribution to Council.
- f. Three members, one of which must be the Chairperson or Vice-Chairperson, constitute a quorum.

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

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12. **REPORTS:**

- a. The Committee Chairperson shall submit an annual report of its activities and other important matters to the Town Council at its monthly regular council meeting in July each year.
- b. The Committee Chairperson shall submit to Council a quarterly report of activities related to the Comprehensive Plan in January, April, July and October.
- c. Special reports will be submitted as required to Town Council upon request.

April 12, 2001

Revision 1 - October 11, 2001

Revision 2 - December 11, 2003

Revision 3 - June 8, 2006

Adopted this the 8th Day of June 2006 by the Lewisville Town Council.

ATTEST

Joyce C. McWilliams Walker, Town Clerk

Thomas J. Lawson, Mayor