

**RESOLUTION 2006028 OF THE LEWISVILLE TOWN COUNCIL
AMENDMENT 3 TO
LEWISVILLE PUBLIC SAFETY ADVISORY COMMITTEE CHARTER**

WHEREAS, the Town Council is responsible for enacting and enforcing local laws protecting the health, safety, and welfare of its citizens and the peace and dignity of the town; and

WHEREAS, the Town Council has determined that a citizen's advisory committee is the vehicle to assist the Town Council in meeting this important responsibility;

NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL updates the charter of the Lewisville Public Safety Advisory Committee as follows:

1. **NAME OF COMMITTEE**: *The Lewisville Public Safety Advisory Committee* referred to herein as the Committee.
2. **TYPE OF COMMITTEE**: The Committee shall be advisory to the Town Council.
3. **MISSION STATEMENT**: The Committee shall examine ideas, and report on methods and concepts to improve citizens' safety and well-being of our community.
4. **DEPARTMENT FUNDING**: The Committee shall coordinate an annual budget for the Public Safety Department with the Town Manager by February 28 for approval by Town Council.
 - a. 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. Members who wish to resign 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.
 - b. 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.

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- c. 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.
- d. Members who wish to resign their appointment shall submit their resignation to the Town Clerk who shall provide it to the Town Council for acceptance.

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 April 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 April 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 Public Safety Advisory Committee:

- a. Community Policing Deputy
- b. Fire Chief, Lewisville Volunteer Fire Department
- c. Town Manager or designee.

9. **MEETINGS:**

- a. The Committee shall establish its own regular meeting schedule.
- b. The Committee shall be required to meet at least ten (10) 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.

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- f. Fifty percent (50%) of members, one of which must be the Chairperson or Vice-Chairperson, constitute a quorum.
10. **MEETING NOTICES:** The Chairperson shall coordinate and request the Town Clerk to announce t meetings of the *Lewisville Public Safety Advisory Committee*.
11. **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 communicate with the Town Council concerning matters of public safety or at the request of the Town Council.

**CHARTERED NOVEMBER 14, 1996
AMENDED JUNE 8, 2000
AMENDED DECEMBER 11, 2003
AMENDMENT 3 - JUNE 8, 2006**

Amended this the 8th day of June, 2006 by the Lewisville Town Council.

ATTEST

Joyce C. McWilliams Walker, Town Clerk

Thomas J. Lawson, Mayor