

**ORDINANCE 2015081 OF THE LEWISVILLE TOWN COUNCIL
AMENDMENT 7 TO TOWN CODE CHAPTER 16 ARTICLE 1
LEWISVILLE PARKS, RECREATION AND CULTURAL DEVELOPMENT
BOARD CHARTER**

WHEREAS, North Carolina General Statutes 160A, Article 18 establishes state parks and recreation policy and enables municipalities to operate a parks and recreation program; and

WHEREAS, the Town of Lewisville owns and operates the G. Galloway Reynolds Community Center, Shallowford Square and Jack Warren Park; and

WHEREAS, the Lewisville Town Council desires to have active citizen input concerning policy development and operational management of the town's parks, recreation and cultural development facilities and programs;

NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL hereby amends the Lewisville Parks, Recreation and Cultural Development Board as follows and updates Chapter 16 Article 1 of the Town Code:

1. **NAME OF BOARD:** *Lewisville Parks, Recreation and Cultural Development Board*, referred to herein as the Board.
2. **TYPE OF BOARD:** Advisory to the Town Council with defined authority as may be established by the Town Council.
3. **MISSION:**
 - a. The Board shall be responsible for preparing, presenting to the Town Council, and maintaining a parks and recreation master plan, outlining the long and short range priorities for the Town of Lewisville which reflect the recreational priorities of the citizens of Lewisville.
 - b. The Board shall guide the development of annual operating budgets and the capital improvements plan of the parks and recreation department and submit the same for Town Council approval annually.
 - c. The Board shall develop and maintain operating policies for Town Council consideration and approval.
 - d. The Board shall monitor public use of facilities and recommend policy changes to enhance the public's use of facilities and programs while safeguarding and preserving public property and minimizing the public's liability risks.
4. **DEPARTMENT FUNDING:** The Board shall coordinate an annual budget for the Parks, Recreation and Cultural Development Department with the Town Manager by February 28 for approval by Town Council.
 - a. Expenditures must follow the Town's financial procedures.

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5. **MEMBERSHIP:**

- a. From and after July 1, 2004, the Board shall consist of seven (7) members, who shall be residents of the town, each serving without compensation.
- b. Applications for membership shall be forwarded to the Town Clerk upon public announcement of Board vacancies or anticipated vacancies.
- c. Board members shall be appointed by and serve at the pleasure of the Council, each to serve a three year term. At the expiration of a board member's current term, they are limited to three subsequent consecutive terms.
- d. 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. Terms shall be staggered, with the initial five member appointments being one member appointed to a one year term, two members to two year terms and two members appointed to three year terms after which all terms shall be three years. With the two member expansion effective July 1, 2004, one member shall serve a term ending January 31, 2006 and the other shall serve a term ending January 31, 2007 after which both terms shall be for three years. In 2006, Council determined that the terms should end on March 31 rather than January 31, and extended all terms of then serving members from the date their terms would have expired to the next occurring March 31. New terms shall commence on April 1.
- b. The first chair shall be selected by Town Council.
- c. Appointments to fill vacancies occurring in the Board, other than by expiration of the terms, shall be filled upon election by the Town Council for the unexpired term. At the end of the unexpired term, the appointee will be limited to three subsequent consecutive terms. All future appointees will be limited to three consecutive terms.
 - i. The filling of vacancies shall not require election of officers unless the vacancy was an officer position.
- d. A board member who reaches the end of three consecutive terms may reapply for appointment to the same board after three years.
- e. If, at the end of a board member's term, a replacement cannot be found, Town Council may appoint that board member to a single term.

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- f. The Board shall have a meeting attendance policy such that members failing to attend three consecutive Board meetings, without the consent of the Chair, or notification to staff, shall have their membership subject to review and possible replacement.
 - g. Any Board member who wishes to resign his or her position shall submit any such request to the Town Clerk who shall provide to Council for acceptance.
7. **BOARD STRUCTURE:**
- a. Chair: The Board membership shall select from among themselves a chair.
 - i. The chair shall serve for one year.
 - ii. The Chair shall be selected at the first scheduled meeting after April 1.
 - b. Vice-Chair: The Board membership shall select from among themselves a vice-chair.
 - i. The vice-chair shall serve for one year.
 - ii. The Vice-Chair shall be selected at the first scheduled meeting after April 1.
8. **EX-OFFICIO MEMBERSHIP:** Persons occupying the follow positions shall, by appointment to the position, serve in an ex-officio capacity on the Board:
- a. Town Manager or designee
9. **MEETINGS:**
- a. The Board shall establish its own regular meeting schedule.
 - b. The Board shall meet at least four (4) times annually.
 - c. All Board meetings are subject to the North Carolina Open Meetings Statutes.
 - d. The Board meeting 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 Board meeting minutes submitted to the Town Clerk for the appropriate filing, posting and distribution to Council.
 - f. Four members, one of which must be the Chair or Vice-Chair, constitute a quorum.
10. **MEETING NOTICES:** The Chair shall coordinate and request the Town Clerk to announce meeting

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of the *Lewisville Parks and Recreation Board*.

11. **REPORTS:**

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

**CHARTERED DECEMBER 11, 1997
AMENDING 97062 MAY 11, 2000
AMENDING 2000021 June 10, 2004
AMENDING 2004011 February 10, 2005
AMENDING 2005010 - AMENDMENT 4 - June 8, 2006
AMENDING 2006034 - AMENDMENT 5 - October 9, 2014
AMENDING 2014050 - AMENDMENT 6 - February 12, 2015
AMENDING 2015018 - AMENDMENT 7 - November 12, 2015**

Adopted this the 12TH day of November, 2015 by the Lewisville Town Council.

Dan R. Pugh,
Mayor

ATTEST:

Joyce C. McWilliams Walker
Town Clerk