



**ORDINANCE 2024-029 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 16 OF THE LEWISVILLE TOWN CODE  
PARKS, RECREATION AND CULTURAL DEVELOPMENT COMMITTEE CHARTER**

**WHEREAS**, Town Code Chapter 16 is being updated to amend the Parks, Recreation and Cultural Development charter.

**NOW, THEREFORE BE IT RESOLVED, THAT THE LEWISVILLE TOWN COUNCIL** amends the charter as follows and updates Town Code Chapter 16:

**§ 16-1 NAME OF COMMITTEE.**

Lewisville Parks, Recreation and Cultural Development Committee, referred to herein as the Committee.

**§ 16-2 TYPE OF COMMITTEE.**

Advisory to the Town Council with defined authority as may be established by the Town Council.

**§ 16-3 MISSION.**

- A. The Committee 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 residents of Lewisville.
- B. The Committee shall advise on operating policies for Town Council consideration and approval.

**§ 16-4 DEPARTMENT FUNDING.**

The Committee shall coordinate an annual budget for the Parks, Recreation and Cultural Development Committee with the Town Manager by February 28 for approval by Town Council. Expenditures must follow the Town's financial procedures.

**§ 16-5 MEMBERSHIP.**

- A. The Committee shall consist of 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 Committee vacancies or anticipated vacancies.
- C. Committee members shall be appointed by and serve at the pleasure of the Council, each to serve an unlimited number of 2-year terms.
- D. Members who wish to resign shall submit a resignation to the Town Clerk.

**§ 16-6 TERMS OF APPOINTMENT.**

- A. Appointments shall be made by the Town Council in March, following municipal elections. Terms are two years commencing April 1 and expiring on March 31. Terms are renewable without limitation to the number of consecutive terms.
- B. Appointments to fill vacancies occurring on the Committee, other than by expiration of term, shall be filled upon appointment by the Town Council for the unexpired term. The filling of vacancies shall not require election of officers unless the vacancy was an officer position.



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- C. The Committee shall have a meeting attendance policy such that members failing to attend 3 consecutive Committee meetings, without the consent of the Chair or Town Clerk, shall have their membership subject to review and possible replacement by the Town Council.
- D. Any Committee member who wishes to resign his or her position shall submit any such request to the Town Clerk.

**§ 16-7 COMMITTEE STRUCTURE.**

- A. *Chair.* The Committee membership shall select from among themselves a Chair.
  - 1. The Chair shall serve for two (2) years with eligibility for reelection.
  - 2. The Chair shall be selected at the first scheduled meeting after April 1 following March appointments.
- B. *Vice-Chair.* The Committee membership shall select from among themselves a Vice-Chair.
  - 1. The Vice-Chair shall serve for two (2) years with eligibility for reelection.
  - 2. The Vice-Chair shall be selected at the first scheduled meeting after April 1 following March appointments.

**§ 16-8 MEETINGS.**

- A. The Committee shall establish its own regular meeting schedule.
- B. All Committee meetings are subject to the North Carolina Open Meetings Law.
- C. The Committee meeting schedule shall be provided to the Town Clerk who shall make all the necessary announcements and postings.
- D. 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.
- E. Four members, one of which must be the Chair or Vice-Chair, constitute a quorum.

**§ 16-9 REPORTS.**

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

Adopted and effective this the 12<sup>th</sup> day of October 2023 by the Lewisville Town Council.

ATTEST:

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Mike Horn, Mayor

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Dora K. Moore, Town Clerk