



Town of Fairview

FAIRVIEW PARK EVENT COMMITTEE

Agenda

April 4, 2019 @ 6:30 p.m.

(Meeting will be in the Fairview Town Hall Meeting Room)

1. Call to order ---*Chairman Thomas*
2. Public Comments:
3. Business:
 - Welcome new committee members
 - Discuss June Music in the Park
 - Review/Recommend updated Rules of Procedure
4. Approval of Previous Minutes:
 - a. March 7, 2019 --- Regular meeting
5. Adjourn

MUSIC AT THE PARK

June 13th & June 27th

June 13th – Southern Express

June 27th -

Park Preparations Needed:

- Advertising
- Parking
- Sound System

Fairview Park Event Committee

RULES OF PROCEDURE

TOWN OF FAIRVIEW

ARTICLE I

Fairview Park Event Committee

- 1-1** The official name of the Fairview Park Event Committee shall be hereafter referred to as the Park Event Committee.
- 1-2** The Park Event Committee shall be considered a "Public Body" and is subject to all rules and regulations for Public Bodies contained in North Carolina's Open Meetings Regulations. Meetings will be conducted according to Roberts Rules of Order.

ARTICLE II

Objective and Purpose

- 2-1** The objective of the Park Event Committee is to develop and carry out event programs to benefit the people of the Town of Fairview.
- 2-2** Keep the Town Council and the general public informed and advised on all event.

ARTICLE III

Membership

- 3-1** Members of the Park Event Committee, a total of ten (10), shall be appointed for terms of three years as not to have more than three (3) members leaving in any one year.
- 3-2** If a vacancy shall occur on the Park Event Committee by reason of death, resignation, change of residence, or any other cause, it shall be filled by Town Council appointment for the duration of the unexpired term.
- 3-3** Members unable to attend at least 50% of the meetings may be subject to dismissal based on Park Event Committee members' recommendation.

ARTICLE IV

Election of Officers

- 4-1** A Chairman and Vice-Chairman shall be elected by the Park Event Committee members.

- 4-2** The Chairman shall preside at all meetings and hearings of the Park Event Committee, appoint all standing and temporary committees, and have the duties normally conferred on such office. The Chairman shall have the privilege of discussing all matters before the Park Event Committee.
- 4-3** In the event of the absence of both the Chairman and Vice-Chairman from a meeting of the Park Event Committee, the members present may elect a temporary Chairman for that meeting and proceed with the order of business.
- 4-4** The Town Clerk shall keep a record of all business transacted at Park Event Committee meetings. The Park Event Committee minutes shall be of public record and shall be kept on file at the Town office by the Town Clerk and available for inspection during regular business hours.

ARTICLE V Meetings

- 5-1** Regular meetings of the Park Event Committee shall be held on the first Thursday of each month at 6:30 P.M. in the Old Fairview School, unless the Chairman deems elsewhere. Each member shall be notified by mail or E-mail of each regular meeting by the Town Clerk.

Whenever there is no business to come before the Park Event Committee, or whenever so many members notify the Town Clerk or the Chairman of their inability to attend that a quorum will not be available, the Chairman may dispense with a regular meeting. In such cases, the Chairman, or other person so designated by the Chairman will endeavor to notify Park Event Committee members of all meeting cancellations.

- 5-2** Special meetings may be called only by the Chairman, provided that at least forty-eight (48) hours notice of time of such meeting shall be given to each member by the Town Clerk and all applicable open meeting law notification requirements are met. This notice shall be sufficient unless a longer time period would be needed due to Park Event Committee notification requirements.
- 5-3** Six (6) members of the Park Event committee shall constitute a quorum. A quorum shall be present before any business is transacted.
- 5-4** All regular and special meetings of the Park Event Committee shall be open to the public. Public notice of all regular meetings shall be made by posting notification and date on the Town web site at least three (3) days prior to the meeting. The notice shall remain posted until the meeting has been concluded.
- 5-5** Any person wishing to address the Committee will be allowed. A time limit of three minutes will be allowed, unless the Committee wishes to presently address the subject.

ARTICLE VI Attendance

- 6-1** In order for the Park Event Committee to carry out its duties and responsibilities, it is necessary for all members to regularly attend meetings. Any Park Event Committee member may be removed by the Town Council for failure to attend meetings.

ARTICLE VII Order Of Business

- 7-1** The order of business at regular meetings shall be as follows:
- a) Determination of Quorum
 - b) Committee Reports
 - c) Old Business/New Business
 - d) Approval of Previous Minutes
 - e) Adjournment

The Chairman shall have the authority to amend the order of business at any meeting.

- 7-2** Items of business at the regular meeting shall appear on the agenda. All items on the agenda shall have been presented to the Town Clerk at least ten (10) days prior to the regular meeting. Items not appearing on the agenda or submitted to the Town Clerk within ten (10) days of the regular meeting may only be considered for addition to the agenda by a unanimous vote of the Park Event Committee members present.

ARTICLE VIII Conflict Of Interest

- 8-1** No member of the Park Event Committee shall seek to influence a decision, participate in any action or cast a vote involving any matter that is before the Park Event Committee which may result in a private benefit to themselves. Committee members should excuse themselves if the circumstance arises.
- 8-2** Withdrawal from participation in any matter is necessary only in those specific cases in which a conflict arises. There shall be no attempt to exclude entire categories of considerations because of the business or profession with which a member is associated.

ARTICLE IX Actions by Committee

- 9-1** All actions of the Park Event Committee shall have been put before the Park Event Committee members in the form of a motion, duly seconded, and voted upon by all unexcused members present for a quorum.

- 9-2 The chairman may take part in all deliberations and vote on all issues. Only non-excused members present at the time a hearing is held and a vote is taken shall be eligible to vote.
- 9-3 It is the duty of all Park Event Committee members present at a meeting to vote on all issues coming before the Park Event Committee unless such member has been specifically excused from voting on an issue. Any non-excused member who abstains from voting shall be counted as having cast a "yea" vote.

ARTICLE X
Adoption and Amendment

- 10-1 These rules of procedure may be adopted by a majority vote of the Park Event Committee Membership.
- 10-2 These Rules of Procedure may, within the limits allowed by law, be amended at any time by an affirmative vote of a majority of the voting members of the Park Event Committee, provided that such amendment be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

Adopted

Chairman

Town Clerk



**Town of Fairview
Fairview Park Event Committee Meeting
March 7, 2019**

The following Parks & Recreation Advisory Committee members were present: Lisa Thomas, Scott Cuthbertson, Theresa Donaldson, Mike Medlin, and Spencer Thomas

Others present: Teresa Gregorius, Town Clerk

Public Comments

None

Items of Business

A. Plan June Singing

The Committee discussed the singing in the Park for June 13th and 27th. Ms. Thomas noted that Southern Express was interested in performing June 13th and gave her the option of either paying \$400 for a 2-hour set or “pass the hat” at the concert and they would take whatever was collected. They will provide their own sound system. Mike Medlin will check with Gary Wilfong regarding the American Legion handling the parking. Ms. Thomas will check with Mr. Wilfong regarding possible food vendors that can be contacted.

Ms. Thomas asked everyone to be thinking about a second band for the 27th. She will purchase 2 banners for advertising the singing.

B. Review updated Rules of Procedure

Ms. Thomas asked the Committee to review the Rules of Procedure and be ready at the next meeting to discuss/recommend approval to the Council.

C. Finalize Easter Egg Hunt Plans

Ms. Thomas reported that the Piedmont High School girls’ basketball team and honor society will be doing the parking and hiding all the Easter eggs. Scott Cuthbertson stated that Bethlehem Presbyterian expressed interest in participating. The Committee suggested if the church wanted to, they could provide the snack (cookies/Kool-aid) for the children.

D. Minutes

Theresa Donaldson made a motion to approve the January 10, 2019 and February 7, 2019 minutes. Scott Cuthbertson seconded the motion. Committee members Thomas, Cuthbertson, Theresa Donaldson, Medlin, and S. Thomas voted yes (5-0).

Chairman Thomas adjourned the meeting.

Respectfully submitted,

Teresa Gregorius
Town Clerk

Lisa Thomas
Chairman

Approved this _____ day of _____, 2019