



Kernersville Community Appearance Commission

P.O. Box 728
Kernersville, N.C. 27285

Ph: 336-992-0605
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By-Laws

Purpose of the Commission

The Commission has the responsibility, power and duty to organize, coordinate and carry out programs designed to enhance and improve the visual quality and aesthetic characteristics of the Town, including areas within the extra-territorial zoning jurisdiction. The Commission serves as an advisory resource to the Board of Aldermen on issues of aesthetics and community events.

Membership

The Commission consists of between 7 – 12 members who must be residents of the Town or reside within the extraterritorial zoning jurisdiction. The Mayor and Board of Alderman make appointments to the CAC Commission.

Terms

Commission members serve three year, staggered terms. Terms expire in December.

Meetings

Regular meetings are held **bi-monthly beginning in January** on the third Tuesday from 12:15 to 1:15 in the Large Conference Room in the Town Municipal Building or some other convenient place if desired by the chair or majority of the members in advance. A quorum shall be constituted by a simple majority of the Commission.

All voting members should be involved on at least one or more programs initiated by the Commission. Commission programs shall be to design, enhance and improve visual quality and aesthetic characteristics of all areas of Kernersville. Commission appointees shall not use their member status as a platform for personal issues. Assigned staff personnel are not members.

Chairman

A chairman shall be elected by the members of the Commission for a **term of 1 year in January**. The chair shall be the chief executive officer of the Commission and a voting member, and provide input to Planning Staff on agenda preparation, and preside over the regular scheduled

meetings. The chairman shall designate committee appointments within the Commission and act as an ex-officio member of all committees.

Vice Chairman

A vice chairman shall be elected by the Commission for a **term of 1 year in January**. The vice-chairman shall serve as chairman in the absence of the chair, and at such times have the same powers and duties of the chair.

Conduct of the Meetings

All meetings of the Commission shall be subject to the open meetings law of the General Statutes of North Carolina, Article 33C, Section 143-318.9-18. The chair shall decide all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Commission in session at that time.

Attendance at Meetings

Regular and prompt attendance at all meetings by Commission members is expected. Participation and a reliable performance of duties on any of CAC's projects are required. Membership to this Commission can be terminated by the Board of Alderman if a member fails to attend three meetings per year without contacting the Chairman of the Commission or assigned staff personnel. The Commission shall submit along with the annual report of every year the attendance records of all members.

Voting

The voting of a majority of those present shall be sufficient to decide any matter before the Commission, provided a quorum is present. Voting by members of the Commission shall be signal by yeas or nays.

Committees

The Commission may authorize the Chair to create special or ad hoc Committees, as needed, to carry out the Commission's work program. The Commission will establish procedures and criteria, as needed, to implement its work program.

Ex-Officio Members and Honorary Lifetime Members

The commission may have Ex-Officio and Honorary Lifetime members in addition to the voting members. These members are required to have once been a member for a minimum of two full terms and can volunteer for special projects. These members will not have a vote on items coming before the Commission.

Staff

Planning Department

This role is to assist with managing, coordinating and implementation of programs initiated by the Commission. This role also communicates to the Commission matters on Land Use issues which impact appearance of the community, rezoning requests, and establishments of new Town plans and policies. This position also acts as a liaison with other Town wide groups such as Downtown Council, Planning Board, and Historic Preservation providing information, presentations, and coordinating events and special projects. This position manages the financial aspects of the group and assures that general discussions and decisions of the group are recorded.

Parks and Recreation Department/ Landscape Specialist

This position serves as a liaison between the Kernersville Parks & Recreation Department. This position coordinates with civic and other groups for the planting and maintenance of highly visible public-owned flowerbeds, landscaping of Town Hall Complex, Library, and Parks. Provides assistance, advice, and helps implement all of CAC community programs, with special interest toward Arbor Day, Christmas, and Special Events.

Annual Report

The commission shall submit to the Board of Alderman a written report of its activities, a statement of its expenditures to date for the current fiscal year, and its requested budget for the next fiscal year. The commission should be prepared to give an oral presentation of this report at the March Board of Alderman meeting. All accounts and funds of the commission shall be administered in accordance with the requirements of the Municipal Fiscal Control Act. 160A-454. The Commission shall submit in along with the Annual Report an attendance record of all members.

Amendments

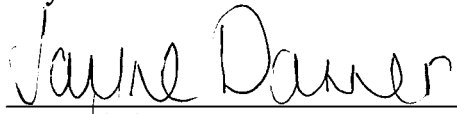
These by-laws may, within the limits allowed by law, be amended at any time by the Board of Alderman and the Commissions affirmative vote of not less than a majority of members of the Commission, provided that such amendments shall have been presented to the membership in writing at least two weeks before the meeting at which the vote on the amendment is proposed to be taken.

Revised and adopted by the Kernersville Community Appearance Commission on the 15th day of May 2007.


Chairman

Adopted by the Board of Alderman on the 5 day of June 2007.


Mayor


Town Clerk

ORDINANCE NO. O-2008-39
AN ORDINANCE AMENDING KERNERSVILLE
CODE OF ORDINANCE SECTION 2-161, TERMS OF OFFICE ON
COMMUNITY APPEARANCE COMMISSION

WHEREAS, the Board of Aldermen has established a Community Appearance Commission in Section 2-161; and

WHEREAS, as adopted, the staggered terms served by appointees to said Commission expired on December 31 each year and the Board has determined that it ease administration of appointments and be in the best interest of the Commission and Town for terms to expire at the end of each fiscal year, that date being June 30.

NOW, THEREFORE, be it hereby **ORDAINED** by the Board of Aldermen of the Town of Kernersville that the Code of Ordinances Section 2-161 (F) of the Town of Kernersville be and is hereby amended as follows:

“(F) The future member appointments to the said Commission shall be made by the Board of Aldermen for three (3) year terms, on a staggering basis, with the new terms beginning July 1st and expiring June 30th. For transitional purposes, current members shall have their terms extended until June 30 of the year in which the term is scheduled to expire.”

This amendment shall be effective upon adoption.

This the 2nd day of December, 2008.

TOWN OF KERNERSVILLE

By: *Dawn H. Morgan*
Dawn H. Morgan, Mayor

Attested to:

Dale F. Martin
Dale F. Martin, Town Clerk



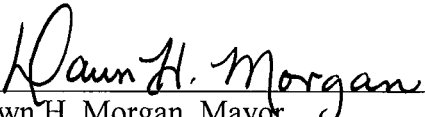
ORDINANCE NO. 2008-23

AN ORDINANCE AMENDING THE
TOWN OF KERNERSVILLE CODE OF
ORDINANCES SECTION 2-161
PROVIDING FOR INCREASING
THE MEMBERSHIP OF THE
COMMUNITY APPEARANCE COMMISSION


BE IT HEREBY ORDAINED by the Board of Aldermen of the Town of Kernersville that Section 2-161 (A) of the Code of Ordinances be and is hereby amended to read:

“A. The Commission shall consist of no less than seven (7) members nor more than fourteen (14) members, one (1) of whom shall be designated as the chairperson by majority of said Commission.”

Adopted this the 3rd day of June, 2008.


Dawn H. Morgan, Mayor

Attest:


Dale F. Martin, Town Clerk

