

Town of Windsor

Memorandum

March 12, 2019

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Windsor Town Center Advisory Board

As you are aware, we have had 4 members of the Windsor Town Center Advisory Board (WTCAB) resign. As such, Town Council needs to consider appointing new members to the Board.

Based off conversations with several Councilmembers at the last WTCAB meeting, there seemed to be a consensus to bring the Town Center operations into the Town's normal operating budget as a department function. As such, there may need to be some discussion around the role of the WTCAB going forward, and if Council should make any changes to the Board.

I have attached a copy of the WTCAB by-laws for reference.

This is for Council's discussion and direction.

Windsor Town Center Advisory Board

Bylaws

ARTICLE 1. Name

The name of this board shall be the Windsor Town Center Advisory Board (WTCAB).

ARTICLE 2. Purposes and Duties

The WTCAB is hereby created to act as an advisory board to the Windsor Town Council. The primary responsibility of the WTCAB is to make recommendations concerning the operations, maintenance, planning and financing for the Windsor Town Center to the Windsor Town Council. The WTCAB shall provide recommendations on all user fees and shall help in preparing the annual budget for the Windsor Town Center.

ARTICLE 3. Membership

- 1) The WTCAB shall be made up of not more than 10 members and no fewer than 5.
- 2) Each member shall be appointed by the Windsor Town Council.
- 3) Members shall serve for a term of four (4) years.
- 4) Vacancies on the board shall be filled in the same manner as set forth in Article 3.2
- 5) The Windsor Town Council shall appoint one of its members to serve as a non-voting member except in the case of a tie.
- 6) The Windsor Town Manager shall serve as an ex-officio member.

ARTICLE 4. Officers

- 1) The WTCAB shall elect a Chair and Vice-Chair and Secretary
- 2) The Chair shall preside over all meetings and act as official spokesperson for the WTCAB.
- 3) The Vice-Chair shall assume the duties of Chair when the Chair is unable to do fulfill his/her duties.
- 4) The Secretary shall be responsible for keeping minutes of meetings and all records for the WTCAB.
- 5) Officers may serve for more than one (1) consecutive term.

ARTICLE 5. Election of Officers

- 1) Officers shall be elected at the first meeting after January 1 each year.
- 2) A quorum, for the purpose of electing officers, shall exist if more 60% of the members are present.

ARTICLE 6. Meetings and attendance

- 1) The Board shall hold regular meetings quarterly, in January, April, July, and October. The Chair may call a meeting of the Board at any time he/she feels that a meeting is warranted.
- 2) A quorum, for the purposes of conducting regular business, shall exist if 50% of the members are present.
- 3) Members that miss three consecutive meetings without acceptable excuse to the Chair may be removed from the Board by vote of the membership.

ARTICLE 7. By-laws

- 1) The Town Council may amend the by-laws of the WTCAB any time it sees fit.
- 2) The WTCAB may recommend changes to the by-laws to the Town Council as it sees fit.