

# Town of Windsor

## Memorandum

May 10, 2022

**TO:** The Honorable Mayor and Town Council

**FROM:** William G. Saunders, IV, Town Manager WGS/IV

**SUBJECT:** Windsor Town Center Advisory Board Bylaws Amendment

### Background

As a standing committee of the Town of Windsor, the adoption and amendment of the Windsor Town Center Advisory Board's (WTCAB) bylaws are subject to Town Council approval.

### Specifics

The bylaws of the WTCAB, last amended on April 9, 2019, call for quarterly meetings on the first month of the quarter (January, April, July, and October).

At their March 13, 2021 meeting, the WTCAB voted to hold their quarterly meetings in the last month of the quarter (March, June, September, and December). This would allow for a regular March meeting, affording the Board opportunity to provide input on the Center's budget near the beginning of the Town's budget cycle, without holding a special called meeting.

### Enclosures

WTCAB Bylaws (Redlined)

### Recommended Action

Adopt revised bylaws

## **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 5 members to be made up of two (2) Councilmembers, two (2) Citizens, and the Windsor Town Center Manager.
- 2) Each member shall be appointed by the Windsor Town Council.
- 3) Members shall serve for a term of two (2) years.
- 4) Vacancies on the board shall be filled in the same manner as set forth in Article 3.2
- 5) The Windsor Town Manager and Isle of Wight County Parks and Recreation Director shall serve as an ex-officio members.
- 6) Preference shall be given to Town of Windsor residents to fill the citizen positions with Isle of Wight County residency being mandatory.

#### **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~~ March, June, September, and December.
- 2) The Chair may call a meeting of the Board at any time he/she feels that a meeting is warranted.
- 3) A quorum, for the purposes of conducting regular business, shall exist if 50% of the members are present.
- 4) 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.