

Town of Windsor

Memorandum

April 9, 2019

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

At the March Town Council meeting, Town Council asked Councilwoman Blankenship, Councilman Greg Willis, and I to develop a recommendation on how to move forward with the Windsor Town Center Advisory Board (WTCAB). The three of us met on March 18th.

We are recommending the attached revisions to the WTCAB by-laws. The changes would reduce the size of the WTCAB to 5 voting members. The membership would consist of 2 members of Council, 2 citizens, and the Town Center Director. The Town Manager and Parks and Recreation Director would sit as non-voting members.

The WTCAB would make recommendations to Town Council on the rental policies as well as the rental rates. It would also provide input to Isle of Wight Parks and Recreation regarding their programming in the facility.

The three of us also identified the need to continue working on a MOU between Isle of Wight County and the Town of Windsor governing the operations of the Town Center as we move forward. The three of us will continue to work on the draft MOU to bring back to Council in the near future.

This is for Council's discussion and action.

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.~~ 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)~~ 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 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 and Isle of Wight County Parks and Recreation Director shall serve as an ex-officio members.~~
- 7) 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. 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.