



**TOWN OF WEDDINGTON  
PARK AND EVENTS ADVISORY BOARD  
RULES OF PROCEDURE**

The Town of Weddington Park and Events Advisory Board is responsible for advising and making recommendations to the Town Council on all matters relating to the establishment, maintenance, and operation of the park property and event programs for the Town and its inhabitants, and to carry out other duties as may be assigned by the Town Council. The Board shall consist of seven (7) appointed residents as board members and one (1) non-voting/liason/representative Town Council member. Board members serve at the pleasure of the Town Council and may be removed for any reason or no reason upon majority vote of the town council. Members shall be appointed for terms of four years; for purposes of the initial board, there shall be four members appointed for initial terms to expire on December 31, 2028, and thereafter, the terms for those seats shall be for four years. The remaining three members of the initial board shall be appointed for initial terms to expire December 31, 2030, and thereafter, the terms of those seats shall be for four years.

The purpose of the Park and Events Advisory Board shall be to study and advise the Town Council on events and park needs of the Town of Weddington. The Park and Events Advisory Board shall provide a means of encouraging community involvement as it pertains to park use and recreational programming to enhance the quality of life and foster a sense of community through recreational community programs for Town citizens. The basic function of the Board is to promote community for the citizens of Weddington. This board will consult with and advise the Council on matters affecting the overall event policies of the Town, The Board will make recommendations to Town Council concerning event planning, promotion and implementation.

The Duties of this Board are to:

- Serve as an advisory body to the Council on matters related to year-round programs and events, including, but not limited to, *(these are examples only)*
  - Festivals, which could include Spring, Fall, Summer
  - Town Hall Christmas Decorating,
  - Christmas Tree Lighting Ceremony
  - Coordination with other local municipalities for joint recreational activities, e.g. Waxhaw 4<sup>th</sup> of July parade, Monroe Christmas Parade
  - Beautification, including Litter Sweep
  
- Work with the Town Council to develop event opportunities for new events and present specific plans to Council for their consideration.

- Provide to Town Council, no later than March 15, a budget for all Parks & Recreation activities to be undertaken for the ensuing fiscal year.
- Keep informed about current trends in park services and administration,
- Develop long-range plans for park facilities, consistent with Council Priorities.
- Recommend types of park and event services for the Town.
- Investigate sources of funding for park and event services and facilities, including Grant availability.
- Recommend policies for acceptance and use of gifts, sponsorships, and grants for park and events purposes.
- When appropriate, provide an article for the Town Newsletter informing citizens of upcoming events and promote through social media and other platforms.
- Perform other duties as requested by the Town Council.
- Recommend approval of rules and procedures pertaining to the use of public parks and facilities including suggested fees and charges.

### **OFFICERS**

- A. CHAIR: The Chair will be appointed by the Town Council annually. The Chair shall preside at each meeting and shall decide all points of order and procedure. The Chairman shall vote only in case of a tie and instances where there are only three other voting members present. The Chair shall establish an agenda for each meeting. Upon resignation or incapacity of the Chair, the Vice-Chair shall assume this position until the term has expired. The Councilmembers shall appoint a new Vice-Chair within ninety (90) days to complete the existing term of office.
- B. VICE-CHAIR. The Vice-Chair shall be appointed by Town Council. This position is responsible for acting in place of the Chair during any absence and for supporting the Chair as needed.
- C. SECRETARY: The Town Clerk shall serve as the secretary.
- D. APPOINTMENT PROCESS: On or before November 1 of each calendar year, those board members interested in holding an officer position on the board shall submit their name to the Town Clerk for consideration by the Town Council. The Town Council shall appoint or reappoint officers at the December Town Council Meeting of each calendar year.

### **ATTENDANCE**

In order for the Park and Recreation Advisory Board to carry out its duties and responsibilities, it is necessary for all members to attend the meetings, consistently attend volunteer events/projects, and conscientiously carry out their duties as a board member. If any voting member is absent without excuse for three consecutive regular meetings or fails to attend at least seventy-five percent (75%) of the regular meetings and events within the preceding twelve-month period, the Chair may request that the position be vacated and a replacement be made by the Town Council

### **VOTING AND CONFLICT OF INTEREST**

All voting members of the Board shall vote on every issue except in a situation where a member of the Board shall be excused from voting by the Chair. The Chair may excuse a member from voting if that member has a personal or financial interest in the matter upon which a vote is taken.

No member of the Board shall seek to influence a decision, participate in any action or cast a vote involving any matter that is before the Board which may result in a private benefit to themselves, their immediate relatives or their business interest. A member may be excused from voting on a particular issue under the following circumstances:

1. If the matter at hand involves the member's own official conduct; or
2. If the member has such close personal ties to the matter at hand that he/she cannot reasonably be expected to exercise sound and impartial judgment on behalf of the public's interest.

If a Board member determines that they may have a conflict of interest on a particular issue, they shall declare the nature of such conflict and ask to be excused from voting on the issue related to such conflict. The remaining voting members, by majority vote, shall determine whether such conflict exists and whether said member shall be excused from further deliberations on said matter. In no instance may a member be excused from voting merely due to an unwillingness to vote on the issue at hand and where no conflict of interest is found to exist.

A challenge to the existence of a conflict of interest or a challenge of an undisclosed conflict of interest may be filed by any interested party on the Board. Such a challenge may be an appeal for a review of the findings of the Board or may be for the purpose of alleging an undeclared conflict of interest. Any challenge made to the Board shall be supported by competent evidence and shall be submitted at a properly convened meeting of the Board. The Board shall hear all evidence and, by majority vote of the remaining members, shall make the final decision as to the existence of a conflict of interest. In the event a member is not excused from voting but chooses to abstain, the vote will be recorded as an affirmative vote.

### **CODE OF ETHICS**

All members of the Board shall comply with the Town of Weddington Advisory Board Code of Ethics. Members of the Board may be removed for any reason by the Town Council, including deliberate violation of these Rules.

### **MEETINGS**

- A. **REGULAR MEETINGS.** Regular meetings of the Board shall be held on the first Monday of every month in the Council chambers of the Town Hall.
- B. **SPECIAL MEETINGS.** Special meetings of the Board shall be held at a time and place designated by the Chair, or any two Board members, providing at least 48 hours' notice is provided to the members and the public.

- C. CANCELLATION OF MEETINGS. When there is no business for the Board, monthly meetings may be canceled. Notice will be given to all members and the public about the cancellation.
- D. QUORUM. A quorum consists of a majority of the voting members of the Board, not vacant.
- E. CONDUCT OF MEETINGS. All meetings shall be open to the public. The order of business, except as otherwise directed by the Chairman, shall be as follows:
  - 1. Determination of Quorum
  - 2. Approval of Minutes of Previous Meetings
  - 3. Public Comment
  - 4. Old Business
  - 5. New Business
  - 6. Other Business
  - 7. Adjournment
- F. PUBLIC COMMENTS. Public comments will follow the same rules set for Planning Board Public Comments.
- G. CONTINUATION OF MEETINGS. Meetings may be continued from one date to another provided that the reconvened meeting is held in a conveniently located meeting site in the Weddington area.
- H. PLACEMENT OF ITEMS ON THE AGENDA. Board members shall be authorized to place items on a meeting agenda. Non-Board members wishing to have agenda items heard shall submit their requests, including associated written materials, to the Secretary at least ten (10) days prior to the Board meeting.

### AMENDMENTS

These rules, within the limits allowed by law, may be amended at any time by an affirmative vote of a majority of the entire membership of the Board, provided that such amendment is presented in writing at a meeting preceding the meeting at which the vote is taken.

### **PARK AND EVENTS ADVISORY BOARD MISSION STATEMENT**

**The Town of Weddington Park and Events Advisory Board** serves to promote a sense of community, encourage fellowship, and cultivate pride in the Town of Weddington. To accomplish these goals, we shall strive to develop and maintain a quality park and facilities, and provide recreational programs and events which will enrich the quality of life for residents, visitors and future generations.

Acknowledged by:

Board member: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by unanimous vote 1/12/2026

Mayor: *Jeri Beaf*

Date: 1/12/2026

Town Administrator/Clerk: *Karen Dwyer*

Date: 1/12/2026