

	Ordinance: Founders' Day Committee	Effective Date: 02/10/2009
	Ordinance Number: O-2009-003	Revision Effective Date: 01/08/13
	Responsible Party: Town Council	Revision Page Number:



ORDINANCE
ESTABLISHING THE TOWN OF SUMMERFIELD
FOUNDERS' DAY COMMITTEE

Originally Adopted and Effective February 10, 2009
 Revised January 8, 2013

**Ordinance Establishing the Town of Summerfield
Founders' Day Committee**

WHEREAS, the Town of Summerfield is a municipality located in Guilford County, North Carolina with an estimated population of 7,500 residents; and,

WHEREAS, the Town recognizes the founding of the community dating to the colonial period of its history; and,

WHEREAS, the Town further recognizes the founders' of modern-day Summerfield as a municipality of the State of North Carolina; and,

WHEREAS, the Town places great importance on community pride and strength, and encourages the community to gather together to celebrate its history.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Summerfield creates the Founders' Day Committee to honor its history and community pride and adopts this Ordinance to govern the operations and policies of the Committee.

Adopted the 10th day of February, 2009.

Mayor

Attest:

Approved as to form:

Valarie Halvorsen, Town Clerk

William Hill, Town Attorney

**Ordinance Establishing the Town of Summerfield
Founders' Day Committee**

- A. Purpose:** The purpose of the Summerfield Founders' Day Committee (the "Committee" hereafter) is to produce an annual public event celebrating the foundation of the Town of Summerfield.
- B. Creation and Establishment:** The Committee is an advisory committee that serves at the pleasure of Town Council and it replaced the Community Relations Committee.

C. Term of Office/Qualifications:

- 1) It is the Town Council's intent to ensure that the widest variety of citizens participates in government by appointing members who represent the diversity of the community. Committee membership is specifically reserved to residents of the Town of Summerfield, except as provided for in vii or by specific ordinance or policy of the Town Council. Summerfield does not discriminate on the basis of gender, ethnic, or socio-economic background. The following rules apply:
 - i. Best effort will be made to make appointments to the Committee to begin planning the following year's event by August. Appointments may be made at any time to fill positions necessary to conduct the event.
 - ii. Members may serve up to four one-year terms.
 - iii. If a member is appointed to fill a seat from someone who has resigned, then that person may sit for the remaining period of the vacated seat *plus* up to four additional one-year terms.
 - iv. Members who have rotated off the Committee may return after a period of one year.
 - v. If no citizen has applied to fill an available seat, an existing member may continue to serve until the next appointment year. If a citizen applies during this period then both the new appointee and the existing member may continue to serve until the end of the fiscal year.
 - vi. Town Council members and spouses (per Ordinance Number O-2008-002) may only serve in a non-voting capacity (*or an "ex-officio" capacity defined by the aforementioned ordinance as "an individual appointed to a committee, but not having the full rights and privileges to vote on matters of the committee"*) unless specifically appointed by the Town Council or Town Ordinance.
 - vii. Non-residents of the Town of Summerfield may be appointed as non-voting members of any committee that allows for non-voting membership for the same terms available to citizens.
- 2) The Committee shall be made up of the following at a minimum: Town Manager and/or his/her designee, Finance Officer, Mayor, and four Town of Summerfield residents. The Council may appoint additional members not to exceed eight citizens. Non-voting membership may be granted to a designated representative(s) of any partner organization or stakeholder group approved by the Town Council.
- 3) Appointment to the Committee will be based on the following criteria:
 - i. Knowledge of the subject(s) of event planning, entertainment, food vending, fundraising, or other similar knowledge.
 - ii. Professional experience in the subjects above.
 - iii. Knowledge and willingness to serve the community.

- D. Compensation:** The citizen Committee members shall follow General Committee Ordinance O-2008-02.
- E. Duties and Responsibilities:** The committee shall serve as the Founders' Day Planning Committee for the Town Council with the following duties and responsibilities to:
- 1) Develop a program to honor the founding of Summerfield through an annual public event, and serve as advocates to the community and to the Town Council in promoting Summerfield.
 - 2) Supervise the activities of said event to ensure the public safety of the attendees.
 - 3) Seek fund-raising opportunities to defer or defray the cost of the associated events.
 - 4) Encourage the public to attend and participate in the event through advertising, promotions, and volunteer opportunities.
 - 5) Maintain fiscal responsibility in all actions.
 - 6) Provide a collaborative effort in the accomplishment of Town goals.
- F. Organization, Rules, Records, and Meetings:** The Committee shall follow General Committee Ordinance O-2008-02.
- G. Annual Report:** The Committee shall follow General Committee Ordinance O-2008-02.
- H. Staff and Technical Services:** Additional staff may be assigned to accomplish the tasks of the Committee.
- I. Receipts and Expenditures of Funds:** The Committee shall follow General Committee Ordinance O-2008-02 and POL-2008-001 Purchasing Policy and POL-2009-001 Donation Policy.
- J. Agency Funds:** The Committee shall follow General Committee Ordinance O-2008-02.
- K. Ethics and Conflicts of Interest:** The Committee shall follow General Committee Ordinance O-2008-02.
- L. Grounds for Removal of a Committee Member:** The Committee shall follow General Committee Ordinance O-2008-02.
- M. Complaints against Committee Members:** The Committee shall follow General Committee Ordinance O-2008-02.