



## **Beautification Committee (Advisory) By-Laws – Updated 8/15**

### **Article I: Purpose**

1. Recommend annual and long-range Town goals to provide for holiday and seasonal decorating and acquisition.
2. Recommend capital/operating budget appropriations.
3. Recommend and implement Town Hall decorating, special events and programs during holiday seasons.
4. Recommend and implement innovative holiday activities that will attract visitors and holiday shoppers to Farragut businesses and improve the quality of life for all citizens of the Town of Farragut.
5. Recommend landscape improvements to Farragut Town Hall and other Town properties.
6. Serve as the judges for the annual Farragut Beautification Awards.

### **Article II: Membership**

1. The Farragut Beautification Committee voting members will be appointed by the Farragut Board of Mayor and Aldermen (FBMA). The FBMA can remove any voting member of the committee by majority vote. Additionally, the committee may appoint one (1) non-voting youth member by majority vote of the committee.
2. The Farragut Beautification Committee shall have a limited membership of 11 voting members or fewer. Terms of office shall be staggered in an approximate 50/50 balance to ensure continuity in membership.
3. Each voting member of the Farragut Beautification Committee shall serve a two year term with each term beginning July 1 and ending June 30 (for attendance purposes). Members may reapply for additional two year terms at the completion of their current term. In the event the membership gets out of a 50/50 balance, the FBMA may appoint one or two year terms to re-balance the membership. The non-voting youth member's term may be for one calendar year or less depending on the youth member's availability. The non-voting youth member may be removed from the committee at any time by majority vote of the committee.
4. At least 2/3 of the membership of the Farragut Beautification Committee shall be residents of Farragut.
5. Ad-hoc committees may be appointed by the chair of the Farragut Beautification Committee to serve for a short time for the purpose of a special event or project.

Ad-hoc committees may be comprised of community members outside of the council's membership.

### **Article III: Officers**

1. The Farragut Beautification Committee shall elect, at its August meeting, from its voting membership, a chair, vice chair and secretary. These positions shall be voted in by the majority of the committee. These positions shall serve for a term of one year and can be renewed for an additional year (two year term maximum). Following a second term, a period of one year must elapse before a person can serve another term in the same position.
2. The chair shall preside at all meetings and work with Parks and Leisure Services staff to prepare agendas. The chair shall appoint ad-hoc committees, present yearly goals and objectives and year-end reports to the FBMA and ensure compliance with bylaws.
3. The vice chair will serve as a temporary chair in the absence of the chair. In the event of the chair's resignation, the vice chair shall serve as chair until the next committee appointments. The vice chair will assist Town staff in presenting the committee's financial reports and will head special projects as assigned by the chair.
4. The secretary shall prepare the minutes for all meetings and notify committee members of meeting changes.

### **Article IV: Meetings and Attendance**

1. Meetings shall be held as needed at the Farragut Town Hall but at least four times per year.
2. All regular meetings of the committee shall be open to the public.
3. A majority (one more than half) of the entire voting members of the committee shall constitute a quorum. A quorum shall be present before any business is transacted.
4. All actions of the committee shall be put before its members in the form of a motion, duly seconded and voted upon by members present for a quorum.
5. Voting shall be done by a show of hands. Members must be present at meetings to vote.
6. The committee shall keep a record of its meetings, recommendations, findings and determinations. These records shall be public and maintained in the files of the Town of Farragut.
7. Voting committee members serve at the pleasure of the FBMA. The term of any voting member shall expire on the third absence from committee meetings during the fiscal year. Voting members may seek reappointment by the Board of Mayor and Aldermen.

**Article V: Amendments**

1. Bylaws of this committee may be amended by a majority vote of the committee with final approval from the majority of the FBMA.