



## **FARRAGUT ARTS & BEAUTIFICATION COMMITTEE CHARTER**

### **ARTICLE I: NAME**

The name of this body shall be the **Farragut Arts & Beautification Committee** (hereafter called the “committee”).

### **ARTICLE II: PURPOSE**

The purpose of the committee is to advise and assist the Town of Farragut, its elected officials, citizens and staff, and serve as an advocate in the Town’s decision-making process for artistic and cultural activities; seasonal programs and decorating; and general Town beautification.

### **ARTICLE III: COMMITTEE**

#### **Section I. Number, Terms, Qualifications**

The committee shall consist of 13 at-large voting members and one non-voting youth member that will be selected and appointed by the majority of the committee.

- The Parks and Leisure Services Director or his/her designee shall serve as an ex-officio member of this committee and be responsible for providing Town staff support to the committee as she/he deems appropriate.
- The at-large members of the committee shall be appointed for a term of two (2) years.
- The non-voting youth member’s term may be for one school-year term 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.

#### **Section II. Appointment**

- Except for the Parks and Leisure Services Director or his/her designee and the non-voting youth member, all members of the committee shall be appointed by majority vote of the Board of Mayor and Aldermen.

### **Section III. Committee Responsibilities:**

- a) Be subordinate to the Board of Mayor and Aldermen.
- b) Annually establish committee goals and objectives and requested annual funding to the Board of Mayor and Aldermen, through the Town Administrator, for inclusion into the annual budget.
- c) Unilaterally authorize and oversee initiatives, by majority vote of the committee, within the annually allocated committee budget as authorized by the adopted Town Budget. Expenditures shall be authorized by the committee in accordance with the Town purchasing regulations. Expenditures should be related to the responsibilities listed in this charter.
- d) Provide a written annual report to the Board of Mayor and Aldermen at the end of the fiscal year.
- e) Assist in identifying grant opportunities and preparing grant proposals to help fund the Town's artistic and cultural programs and facilities.
- f) Recommend and implement innovative artistic, cultural and beautification programs and events for citizens and the community.
- g) Recommend and implement beautification of the Town Hall, special events and programs during holidays.
- h) Serve as the judges for the annual Farragut Beautification Awards.
- i) Serve as the jury for pieces of art/items proposed for display in the public areas of Farragut Town Hall and assist staff in placement of these pieces of art.

### **Section IV. Attendance at Meetings**

Committee members serve at the pleasure of the Board of Mayor and Aldermen. The term of any member shall expire on the third absence from committee meetings during the fiscal year. Members may seek reappointment by the Board of Mayor and Aldermen.

### **Section V. Disclosure of Interests**

A committee member who has any interest in any matter before the committee, shall disclose said interest in accordance with the adopted Town Ethics Ordinance. The chairman shall make the determination on whether that member shall have a vote in said matter.

## **ARTICLE IV. OFFICERS**

### **Section I. Officers**

The officers of the committee shall be a chairman, vice-chairman, and secretary.

### **Section II. Nomination and Election of Officers**

Any member may nominate any other member of the committee (other than the Board of Mayor and Aldermen committee member and Town Administrator) to serve as an officer of the committee. Officers of the committee shall be elected by majority vote of the committee. Officers shall be elected upon inception of the committee (at the 1st official meeting).

### **Section III. Terms of Officers**

Officers of the committee shall be for a term of one year commencing after election. These positions shall be elected by a majority vote of the committee. These positions can be renewed for one additional year (two-year maximum) if elected by a majority of the committee but cannot serve more than two consecutive years in the same position.

#### **Section IV. Vacancies**

A vacancy in office because of resignation, removal, or otherwise may be filled by majority vote of the committee for the unexpired portion of the term.

#### **Section V. Chairman**

The chairman shall prepare agendas in collaboration with the Parks and Leisure Services Director or his/her designee, preside at all meetings of the committee in accordance with Roberts Rules of Order, call special meetings of the committee, have the authority to cancel called meetings of the committee, provide the annual goals and year-end report to the Board of Mayor and Aldermen, and appoint a subcommittee of the committee as needed.

#### **Section VI. Vice Chairman**

In the absence of the chairman, the vice chairman shall perform the duties of the chairman.

#### **Section VII. Secretary**

The Secretary shall record and maintain accurate records and minutes of the proceedings of the committee.

### **ARTICLE V. MEETINGS**

#### **Section I. Regular Meetings**

The committee shall meet once a month at Town Hall with the time and date to be determined by the committee. The committee shall determine and publish the upcoming year's schedule at the first official meeting of the fiscal year.

#### **Section II. Quorum**

A quorum shall consist of a majority of the committee members present upon calling of the roll at any meeting.

#### **Section III. Special Meetings**

Special meetings may be called by the Chairman or by simple majority of the committee. Notice of a special meeting may be served by delivering it to the committee