



TOWN OF FARMVILLE

CODE OF ORDINANCES

CHAPTER 16 – DOGWOOD FESTIVAL

ADVISORY BOARD

Section 1 FARMVILLE DOGWOOD FESTIVAL ADVISORY BOARD

There shall be a Dogwood Festival Advisory Board to assist the Board of Commissioners and the Town Manager in the design and Execution of the most appropriate Dogwood Festival for the Town of Farmville. This Advisory Board may include up to 14 members. Two members shall be from the Farmville Board of Commissioners and one member shall be the Town Manger and the Town Clerk. The Mayor shall serve as an Ex-Officio member of the Advisory Board.

(Amended 11/07/06)

Section 2 APPOINTMENT, TERM, REMOVAL

Each member shall be appointed by the Mayor with the approval of the Board of Commissioners. The members shall be appointed for staggered three year terms. Each member shall hold office until his/her successor has been appointed and qualified. For the initial appointment, two of the members will be appointed for 1 year and two of the members will be appointed for 2 years.

Any vacancy in the membership shall be filled for the unexpired term, which shall not count as a full term. The Board of Commissioners may remove an advisor for incapacity, unfitness, misconduct or neglect of duty. An Advisory Board member shall forfeit membership on the Board if he/she is absent without excuse for more than three consecutive meetings or more than half of the Advisory Board's meetings in any twelve month period. Advisory Board members shall serve without compensation, except for reimbursement for official travel expenses, conferences and workshops.

Section 3 POWERS

1. To formulate and adopt programs, policies, and regulations for the operation of the Annual Farmville Dogwood Festival.
2. To make recommendations to the Board of Commissioners concerning the Dogwood Festival.
3. To approve all matters regarding the Dogwood Festival, within budgetary restraints.
4. To participate in preparing the annual Dogwood Festival budget.
5. To develop and carry out special fund-raising efforts to support the Dogwood Festival.
6. To submit annually to the Board of Commissioners a report on the needs and programs of the Dogwood Festival.

7. To generally advise the Board of Commissioners and the Town Manager concerning the operations of the Dogwood Festival and to perform any other reasonable duties requested by the Board of Commissioners.
8. To create such Committees as may be necessary to carry out the responsibilities of the Advisory Board.

Section 4 MEETINGS

Advisory Board meetings shall be held on a monthly basis unless when determined otherwise by the Advisory Board. The Chairman of the Advisory Board, or in his/her absence, the Vice-Chairman, may call a special meeting of the Advisory Board at any time by giving each member 24 hour notice. A quorum of the Commission shall be in attendance before action of an official nature can take place.

Section 5 OFFICERS

There shall be a Chairman, Vice-Chairman, Secretary and Treasurer of the Advisory Board. The Town Manager shall serve as Treasurer and shall approve all contracts and proposed expenditures for the Dogwood Festival. An annual election of the Chairman and Vice-Chairman shall be held by the Advisory Board members and shall occur at the regular meeting in January. Officers shall serve for one year from election, with eligibility for re-election. Officers shall take office at the subsequent next regular meeting. In the event an officer is unable to complete his/her term, a replacement to fill the unexpired term shall be elected by the members at the next regular meeting.

Section 6 OFFICER'S DUTIES

The Chairman shall preside at all meetings and sign all documents related to action taken by the Advisory Board. The Chairman may appoint sub-committees, including a nominating Committee composed of three (3) Advisory Board members. A nominating committee shall be appointed at least thirty (30) days prior to the January meeting and shall prepare a single slate of nominees, from the membership of the Advisory Board for the officers of the Advisory Board. The Town Clerk shall serve as Secretary. The Chairman is a voting member in all instances.

Section 7 QUORUM

A quorum for conducting official business of the Advisory Board shall be seven members.

Section 8 All ordinances or parts of ordinances of the Town of Farmville which are in conflict herewith are hereby repealed to the extent of such conflict.

Amended by the Board of Commissioners:
November 07, 2006