



TOWN OF FARMVILLE

CODE OF ORDINANCES

CHAPTER 31 – MAY MUSEUM AND PARK

PREAMBLE

The May Museum and Park Commission was established by resolution by the Farmville Board of Commissioners on August 2, 1983 according to the wishes of Tabitha M. DeVisconti as outlined by her Last Will and Testament. The property as identified in the August 1983 resolution as the May Museum and Public Park was a gift to the Town of Farmville from Tabitha M. DeVisconti.

BE IT ORDAINED BY THE FARMVILLE BOARD OF COMMISSIONERS

Section 1 MAY MUSEUM AND PARK

There shall be a municipal museum and park known as the May Museum and Park, which shall operate as a department of the Town of Farmville.

(Amended November 7, 2006)

Section 2 MAY MUSEUM AND PARK ADVISORY COMMISSION

There shall be a May Museum and Park Advisory Commission to assist the Board of Commissioners and the Town Manager in the development, promotion, and operation of the May Museum and Park programs, policies, and facilities. This advisory commission shall consist of seven members. Two members must also be members of the Major Benjamin May Chapter of the Daughters of the American Revolution. No more than two members shall be from outside the corporate limits of Farmville. The two members from outside the corporate limits must have a special interest in or special knowledge of museums so as to especially qualify him/her for service.

(Amended July 2, 1991)

2.1 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. Any vacancy in the membership shall be filled for the unexpired term. Vacancies for the unexpired terms shall be promptly filled. The governing body may remove any advisor for incapacity, unfitness, misconduct or neglect of duty. An advisor shall forfeit membership on the commission if he/she is absent without excuse for more than three consecutive meetings or more than half of the commission's meetings in any twelve month period. Commission members shall serve without compensation, except for reimbursement for official travel expenses to conferences and workshops.

(Amended 02/04/97)

2.2 Powers and Duties of Advisors

The Advisory Commission shall have the following powers and duties:

1. To formulate and adopt programs, policies, and regulations for the operation of the museum and park. Such programs, policies, and regulations are subject to Town Board review;
2. To make recommendations to the Board of Commissioners concerning the care of the buildings and grounds of the museum and park;
3. To approve all matters involving major improvements or alterations to the museum and park buildings, furnishings and grounds;
4. To assist the Board of Commissioners in the selection of a museum director, if such a position is determined needed. The Advisory Commission shall provide this assistance by participating in the screening of applicants and recommending to the Town Manager one or more fully qualified candidates for the position. The Town Manager shall present these recommendations to the Town Board along with his recommendations, if he has any;
5. To participate in preparing the annual budget of the museum and park;
6. To develop and carry out special fund-raising efforts to support improvements or alterations to the museum and park buildings or grounds;
7. To recommend the creation of a special trust fund for the acceptance of gifts, grants, and bequests offered to the museum and park and to approve disbursements from these funds, once, created, in accordance with the terms of the gifts, grants, or bequests;
8. To submit annually to the Board of Commissioners a report of the needs and programs of the museum and park;
9. To generally advise the Board of Commissioners and the Town Manager concerning the operations of the museum and park and to perform any other reasonable duties requested by the Board of Commissioners;

The Advisory Commission shall have the following additional powers:

10. To adopt such rules and procedures for its own operation as may be necessary and which conforms with this ordinance and state law;

11. To create such committees as may be necessary to carry out the responsibilities of the Commission.

Section 3 MUSEUM PERSONNEL

3.1 There may be a Museum Director, who shall act as the chief Administrator of the May Museum and Park.

1. Appointment. The director shall be appointed by the Town Manager.
2. Powers and duties of the Director. The Director shall have the following duties:
 1. To be in charge of the internal management of the museum;
 2. To propose to the Advisory Commission programs and policies concerning the services and develop adopted programs and policies;
 3. To organize, supervise, and carry out the programs and operations of the museum and park;
 4. To execute adopted policies for museum and park operations;
 5. To actively publicize museum and park programs and services;
 6. To prepare, in consultation with the advisors, an annual budget proposal and to operate within the adopted budget;
 7. To act as coordinator for annual giving to the museum and park;
 8. To institute and report to the Advisory Commission the operational procedures he feels necessary to the economical and efficient operation of this unit;
 9. To report those maintenance needs that become evident in the normal course of his duties;
 10. To make recommendations to the Town Manager as to the appointment of other appropriate museum and park personnel as positions are created or vacated;

11. To supervise and develop other museum and park personnel;
12. To attend all Advisory Commission meetings and act as professional advisor to the commission;
13. To prepare annual (or as requested) reports of museum and park operations to the Advisory Commission, Board of Commissioners, and Town Manager;
14. To act as professional adviser to the town and the Board of Commissioners on all matters concerning the museum and park and in keeping with this status, he or she shall keep abreast of contemporary standards and practices through conferences and workshops and membership in professional organizations.
15. To write and administer grants, with input from the Advisory Commission.

3.2 Other Personnel

Other Museum and Park personnel shall be appointed by the Town Manager upon recommendation by the Museum Director.

3.3 Personnel Generally

Museum and Park employees shall be employees of the town, subject to personnel policies of the town and compensated in accordance with the town pay plan.

Section 4 MUSEUM AND PARK FINANCES

4.1 Annual Budget

All revenues and appropriations for the operation of the museum and park shall be included in the budget and accounts of the Town. Monies received in the course of museum and park operations shall be deposited under the supervision of the finance officer of the Town, secured as required by law, and audited at least annually (Statutory references: G.S. 159-25, 26, 28, 31, 32, & 34).

4.2 Trust Funds

The Advisory Commission may recommend the acceptance of monies to be held in trust and may authorize the expenditures of said funds in accordance with the wishes of the grantors. Accounting of these funds will be made through the Finance Department of the town and this department shall make quarterly reports to the Advisory Commission

on the status of these funds.

Amended by the Board of Commissioners:

- July 02, 1991
- February 4, 1997
- November 7, 2006