



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #22-03-16-001 AN ORDINANCE AMENDING THE TOWN OF KNIGHTDALE CODE OF ORDINANCES

WHEREAS, N.C General Statute gives Town Council the authority to adopt, repeal, and replace ordinances; and

WHEREAS, Section 20.76 of the Town of Knightdale Code of Ordinances is hereby amended to read as follows:

(a) *Creation*. There is hereby created a Parks and Recreation Advisory Board for the Town of Knightdale.

(b) *Purpose*. The Knightdale Parks and Recreation Advisory Board (hereafter, the Board) serves in an advisory capacity to the Knightdale Town Council on issues relating to the planning and coordination of recreational and cultural programs, parks, special events, and other leisure activities for the citizens of Knightdale. The Board shall serve as a liaison between the Parks, Recreation, and Cultural Programs Department, Town Manager, Town Council, and citizens of the community.

(c) *Roles and Responsibilities*. The Board shall assume the following roles and responsibilities:

(1) Provide recommendations on the development, planning, maintenance, and operation of existing and future public parks, playgrounds, athletic fields, recreation centers, greenways, and other recreation facilities that are owned, operated or planned by the Town of Knightdale;

(2) Recommend priorities for the programs and facilities in order to assist the Parks, Recreation, and Cultural Programs Director in preparing and submitting an annual operating and capital budget to the Town Manager;

(3) Investigate and determine the needs and interests of the community for recreational and cultural programs and facilities and make recommendations to meet those needs;

(4) Promote a policy of recreational and cultural programs consistent with community needs and the Town of Knightdale's budget;

(5) Promote a policy of providing recreational and cultural programs for all stakeholders regardless of age, gender, or physical ability to the extent it is practical;

(6) Serve as volunteers for all Knightdale special events.

(7) Recommend programming policies to the Parks, Recreation, and Cultural Programs Director, Town Manager, and Town Council.

(d) *Membership*. The Board shall be composed as follows:

(1) *Voting*. The Board shall be composed of five (5) voting members appointed by the Town Council.

(2) *Ex-Officio*. The Mayor shall appoint two (2) ex-officio representatives from the Town Council to serve on the Board.

a. The ex officio members will not have a vote on items coming before the Board.

b. The Mayor shall make ex-officio appointments annually. ~~at the December Regular Meeting of the Town Council.~~

(3) *Staff Support.* The Town Manager and Parks, Recreation and Cultural Programs Director will serve as staff support to the Board. The Knightdale Parks, Recreation and Cultural Programs Department will prepare and distribute the agenda, take minutes, and record attendance.

(e) *Terms of office.* The terms of office for all voting members shall be on a two year staggered basis.

(1) All terms for voting members will begin on March 1 of the year appointed.

(2) All members shall hold their positions until their successors are appointed by the Knightdale Town Council unless they are removed from the Board or they resign.

(f) *Compensation.* Members of the Board shall serve without compensation.

(g) *Officers.* The Board shall elect **officers** from its membership ~~its officers~~ annually ~~at its first regularly scheduled meeting following the annual appointment of members~~ for a term of ~~office of~~ one year. The following officers shall be elected to ensure the orderly conduct of business: Chair and Vice-Chair. All officers shall hold their positions until their successors are elected.

(h) *Meetings, Establishment of a Quorum.* The Board shall meet ~~monthly~~ on a regularly scheduled basis, **with its meeting schedule adopted annually.**

(1) A quorum shall consist of a majority of the voting members. A quorum must be established before any official action can be taken. Official action shall be approved by a simple majority.

(2) The Chairman may authorize the calling of a special meeting or cancellation of a meeting as needed.

(3) All meetings will operate in accordance with the North Carolina General Statutes open meetings law.

(4) The Board shall not establish a subcommittee without prior approval from the Town Council.

(i) *Acceptance of Grants, Gifts, Etc.* The Board may recommend to the Town Council the acceptance of any grant, gift, bequest, or donation of any personal or real property offered or made for public recreational purposes.

(j) *Code of Ethics.* All voting members of the Board shall sign an Advisory Board Code of Ethics Statement at their first meeting upon appointment. All members are expected to serve as ambassadors for Knightdale supporting the Town Council, Town Staff and all programs and initiatives of the town.

(k) *Authorized Spokesperson.* The Chair is authorized to serve as the spokesperson for the Board to the Town Council. Only the Town Council or Town Manager (or his designee) are authorized to speak on behalf of the town.

(l) *Conflict of Interest.* The Board shall operate in compliance with North Carolina's conflict of interest laws.

(m) *Limitations of Power, Removal.* The Board is not authorized by the Town Council to operate outside the scope of authority granted under this chapter.

(1) All voting members are subject to removal by the Knightdale Town Council in their sole discretion.

(2) The Board may recommend to the Town Council the member(s) to be removed.

a. Recommendations shall be made in writing and include specific reasons for removal.

b. The Board may make removal recommendations with a three-fourths majority approval of all voting members.

(3) Members of the Board who miss more than three meetings within 12 months may be recommended for removal.

WHEREAS, Section 20.78 of the Town of Knightdale Code of Ordinances is hereby amended to read as follows:

(a) *Creation.* There is hereby created a Community Policing Advisory Board for the Town of Knightdale.

(b) *Purpose.* The Knightdale Community Policing Advisory Board (hereafter, the Board) serves in an advisory capacity to the Knightdale Town Council on issues relating to the delivery of police services in Knightdale. This Board is established to augment the town's efforts to promote community oriented and problem-oriented policing strategies. The Board shall serve as a liaison between the Police Department, Town Manager, Town Council, and citizens of the community.

(c) *Roles and Responsibilities.* The Board shall assume the following roles and responsibilities:

- (1) Promote educational and outreach activities to increase public safety awareness and enhance community policing strategies;
- (2) Serve as liaisons to enhance community and police relations;
- (3) Offer feedback on policies and practices aimed at promoting the mission of the Knightdale Police Department;
- (4) Provide recommendations to the Police Chief and Town Manager regarding police services and practices;
- (5) Assist with the review of the Police Department's Citizen Police Academy curriculum;
- (6) Review and provide feedback on professional standards reports related to the Police Department's accreditation project; and
- (7) Provide reports, feedback and statements of support/opposition to the Town Council as required.

(d) *Membership.* The Board shall be composed as follows:

(1) *Voting.* The Board shall be composed of five voting members appointed by the Town Council.

(2) *Ex-Officio.* The Mayor shall appoint two ex-officio representatives from the Town Council to serve on the Board.

a. The ex-officio members will not have a vote on items coming before the Board.

b. The Mayor shall make ex-officio appointments annually ~~at the December Regular Meeting of the Town Council.~~

(3) *Staff Support.* The Police Chief and Town Manager will serve as staff support to the Board. Town staff will prepare and distribute the agenda, take minutes, and record attendance.

(e) *Terms of Office.* The terms of office for all voting members shall be on a two-year staggered basis.

(1) All terms for voting members will begin on March 1 of the year appointed.

(2) All members shall hold their positions until their successors are appointed by the Knightdale Town Council unless they are removed from the Board or they resign.

(f) *Compensation.* Members of the Board shall serve without compensation.

(g) *Officers.* The Board shall elect **officers** from its membership ~~its officers~~ annually ~~at its first regularly scheduled meeting following the annual appointment of members~~ for a term ~~of office~~ of one year. The following officers shall be elected: ~~Chair and Vice Chair~~ to ensure the orderly conduct of business: **Chair and Vice Chair**. All officers shall hold their positions until their successors are elected.

(h) *Meetings, Establishment of a Quorum.* The Board shall meet ~~bi-monthly~~ on a regularly scheduled basis, **with its meeting schedule adopted annually.**

(1) A quorum shall consist of a majority of the voting members. A quorum must be established before any official action can be taken. Official action shall be approved by a simple majority.

(2) The Chairperson may authorize the calling of a special meeting or cancellation of a meeting as needed.

(3) All meetings will operate in accordance with the North Carolina General Statutes' open meetings law.

(4) The Board shall not establish a subcommittee without prior approval from the Town Council.

(i) *Acceptance of Grants, Gifts, Etc.* The Board may recommend to the Town Council the acceptance of any grant, gift, bequest, or donation of any personal or real property offered or made for public safety purposes.

(j) *Code of Ethics.* All voting members of the Board shall sign an Advisory Board Code of Ethics Statement at their first meeting upon appointment. All members are expected to serve as ambassadors for Knightdale supporting the Town Council, Town Staff and all programs and initiatives of the Town.

(k) *Authorized Spokesperson.* The Chair is authorized to serve as the spokesperson for the Board to the Town Council. Only the Town Council or Town Manager (or his designee) are authorized to speak on behalf of the Town.

(l) *Conflict of Interest.* The Board shall operate in compliance with North Carolina's Conflict of Interest laws.

(m) *Limitations of Power, Removal.* The Board is not authorized by the Town Council to operate outside the scope of authority granted under this section.

(1) All voting members are subject to removal by the Knightdale Town Council in their sole discretion.

(2) The Board may recommend to the Town Council the member(s) to be removed.

a. Recommendations shall be made in writing and include specific reasons for removal.

b. The Board may make removal recommendations with a three-fourths majority approval of all voting members.

c. Members of the Board who miss more than three meetings within 12 months may be recommended for removal.

WHEREAS, Section 20.79 of the Town of Knightdale Code of Ordinances is hereby amended to read as follows:

(a) *Creation.* There is hereby created a Fire Service Advisory Board for the Town of Knightdale.

(b) The Knightdale Fire Service Advisory Board (hereafter, the Board) serves in an advisory capacity to the Knightdale Town Council to ensure that adequate personnel, revenue, and equipment are dedicated to the protection of life and property for the Town and Alert District. This Board serves as a liaison between the Fire Department, Fire Chief, Town Manager, Town Council, and citizens of the community.

(c) *Roles and Responsibilities.* The Board shall assume the following roles and responsibilities:

(1) Maintain effective communication between the Town, its citizens, and residents of the Alert District.

(2) Recommend fire protection and risk management policies for the Knightdale Fire Department;

(3) Provide recommendations on the development, planning, maintenance, and operation of existing and future facilities that are owned, operated or planned by the Town of Knightdale;

(4) Promote educational, outreach activities to increase fire prevention and safety awareness;

(5) Provide insight on policies and practices that aim to promote the Fire Department's goal of creating lasting community partnerships;

(6) Offer recommendations to the Fire Chief and Town Manager with regard to services and practices that impact the community;

(7) Serve as liaisons to enhance community relations with all stakeholders.

(d) *Membership.* The Board shall be composed as follows:

(1) *Voting.* The Board shall be composed of eight voting members appointed by the Town Council. Membership shall be comprised of four residents of the Alert Fire District and four in-town residents.

(2) *Ex-Officio*. The Mayor shall appoint two ex-officio representatives from the Town Council to serve on the Board.

a. The ex-officio members will not have a vote on items coming before the Board.

b. The Mayor shall make ex-officio appointments annually ~~at the January Regular Meeting of the Town Council.~~

(3) *Staff Support*. The Fire Chief and Town Manager will serve as staff support to the Board. Town staff will prepare and distribute the agenda, take minutes, and record attendance.

(e) *Terms of Office*. The terms of office for all voting members shall be on a two-year staggered basis.

(1) All terms for voting members will begin on March 1 of the year appointed.

(2) All members shall hold their positions until their successors are appointed by the Knightdale Town Council unless they are removed from the Board or they resign.

(f) *Compensation*. Members of the Board shall serve without compensation.

(g) *Officers*. ~~The Board shall annually elect from its membership a Chair and Vice Chair at its first regularly scheduled meeting following the annual appointment of members for a term of one year. The Chair shall ensure the orderly conduct of business. The Chair and Vice Chair shall hold his/her position until a successor is elected.~~ **The Board shall elect officers from its membership annually for a term of one year. The following officers shall be elected to ensure the orderly conduct of business: Chair and Vice Chair. All officers shall hold their positions until their successors are elected.**

(h) *Meetings, Establishment of a Quorum*. The Board shall meet ~~bi-monthly~~ on a regularly scheduled basis, **with its meeting schedule adopted annually.**

(1) A quorum shall consist of a majority of the voting members. A quorum must be established before any official action can be taken. Official actions shall be approved by a simple majority.

(2) The Chair may authorize the calling of a special meeting or cancellation of a meeting as needed.

(3) All meetings will operate in accordance with the North Carolina General Statutes' open meetings law.

(4) The Board shall not establish a subcommittee without prior approval from the Town Council.

(i) *Acceptance of Grants, Gifts, Etc.* The Board may recommend to the Town Council the acceptance of any grant, gift, bequest, or donation of any personal or real property offered or made for public safety purposes.

(j) *Code of Ethics*. All voting members of the Board shall sign an Advisory Board Code of Ethics Statement at their first meeting upon appointment. All members are expected to serve as ambassadors for Knightdale supporting the Town Council, Town Staff and all programs and initiatives of the Town.

(k) *Authorized Spokesperson*. The Chair is authorized to serve as the spokesperson for the Board to the Town Council. Only the Town Council or Town Manager (or his/her designee) are authorized to speak on behalf of the Town.

(l) *Conflict of Interest*. The Board shall operate in compliance with North Carolina's Conflict of Interest laws.

(m) *Limitations of Power, Removal*. The Board is not authorized by the Town Council to operate outside the scope of authority granted under this section.

(1) All voting members are subject to removal by the Knightdale Town Council in their sole discretion.

(2) The Board may recommend to the Town Council the member(s) to be removed.

a. Recommendations shall be made in writing and include specific reasons for removal.

b. The Board may make removal recommendations with a three-fourths majority approval of all voting members.

(3) Members of the Board who miss more than three meetings within 12 months may be recommended for removal.

WHEREAS, Section 20.80 of the Town of Knightdale Code of Ordinances is hereby amended to read as follows:

(a) *Creation*. There is hereby created a Veterans Memorial Advisory Board for the Town of Knightdale.

(b) *Purpose*. The Veterans Memorial Advisory Board (hereafter, the Board) serves in an advisory capacity to the Knightdale Town Council to review and recommend candidates for permanent inscription on the Veterans Memorial and to advise on opportunities to recognize the Knightdale veteran community.

(c) *Roles and Responsibilities*. The Board shall assume the following roles and responsibilities:

(1) Provide recommendations to Town Council for Veterans to be honored and recognized at the Veterans Memorial Plaza.

(2) Coordinate and promote application distribution for the Veterans Memorial Recognition Program.

(3) Promote the Veterans Memorial Recognition Program in the community.

(4) Carefully review incoming applications and verify information.

(d) *Membership*. The Board shall be composed as follows:

(1) *Voting*. The Board shall be composed of seven voting members appointed by the Town Council. One member shall be a representative of the Two Green Thumbs Garden Club, one shall be a representative of American Legion Post 529, and one shall be a representative of the Disabled American Veterans organization. The remaining membership shall be comprised of citizens who possess a knowledge of Knightdale history and the local veteran community.

(2) *Staff Support*. The Town Manager, Parks, Recreation and Cultural Programs Director, and Town Clerk will serve as staff support to the Board. The Town Clerk will prepare and distribute the agenda, take minutes, and record attendance.

(e) *Terms of Office*. The terms of office for all voting members shall be on a two-year staggered basis.

(1) All terms will begin on March 1 of the year appointed.

(2) All members shall hold their positions until their successors are appointed by the Knightdale Town Council unless they are removed from the Board or they resign.

(f) *Compensation*. Members of the Board shall serve without compensation.

(g) *Officers*. ~~The Board shall elect a Chairperson from its membership annually at its first meeting for a term of office of one year. The Chair will ensure the orderly conduct of business and shall hold their position until their successor is elected.~~ **The Board shall elect officers from its membership annually for a term of one year. The following officers shall be elected to ensure the orderly conduct of business: Chair and Vice Chair. All officers shall hold their positions until their successors are elected.**

(h) *Meetings, Establishment of a Quorum*. The Board shall meet **monthly** on a regularly scheduled basis, **with its meeting schedule adopted annually.**

(1) A quorum shall consist of a majority of the voting members. A quorum must be established before any official action can be taken. Official action shall be approved by a simple majority.

(2) The Chair may authorize the calling of a special meeting or cancellation of a meeting as needed.

(3) All meetings will operate in accordance with the North Carolina General Statutes' open meetings law.

(4) The Board shall not establish a subcommittee without prior approval from the Town Council.

(i) *Acceptance of Grants, Gifts, Etc*. The Board may recommend to the Town Council the acceptance of any grant, gift, bequest, or donation of any personal or real property offered or made for public purposes.

(j) *Code of Ethics.* All voting members of the Board shall sign an Advisory Board Code of Ethics Statement at their first meeting upon appointment. All members are expected to serve as ambassadors for Knightdale supporting the Town Council, Town Staff and all programs and initiatives of the Town.

(k) *Authorized Spokesperson.* The Chair is authorized to serve as the spokesperson for the Board to the Town Council. Only the Town Council or Town Manager (or his designee) are authorized to speak on behalf of the town.

(l) *Conflict of Interest.* The Board shall operate in compliance with North Carolina's Conflict of Interest laws.

(m) *Limitations of Power, Removal.* The Board is not authorized by the Town Council to operate outside the scope of authority granted under this section.

(1) All voting members are subject to removal by the Knightdale Town Council in their sole discretion.

(2) The Board may recommend to the Town Council the member(s) to be removed.

a. Recommendations shall be made in writing and include specific reasons for removal.


b. The Board may make removal recommendations with a three-fourths majority approval of all voting members.

(3) Members of the Board who miss more than three meetings within 12 months may be recommended for removal.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL that the above sections of the Town of Knightdale Code of Ordinances are amended.

This the 16th day of March, 2022

BY: 
Jessica Day, Mayor

ATTEST: 
Heather M. Smith, Town Clerk