



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #23-04-19-001 ORDINANCE TO AMEND 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. 35 of the Town of Knightdale Code of Ordinances is hereby amended to read as follows:

(a) *Items shall be placed on the agenda according to the order of business. The order of business for the regular meeting shall be as follows:*

Welcome

~~*Invocation*~~

~~*Item I. Adoption of Agenda*~~

~~*Item II. Presentations, Recognitions, Awards*~~

~~*Item III. Public Comment*~~

~~*Item IV. Consent Agenda*~~

~~*Item V. Public Hearings*~~

~~*Item VI. Set Public Hearings*~~

~~*Item VII. Old Business*~~

~~*Item VIII. New Business*~~

~~*Item IX. Advisory Board Reports*~~

~~*Item X. Closed Session*~~

~~*Item XI. Adjournment*~~

1. Welcome
2. Invocation
3. Pledge of Allegiance
4. Adoption of Agenda
5. Presentations, Recognitions, Awards
6. Public Comment

7. Consent Agenda
8. Public Hearings
9. Set Public Hearings
10. Old Business
11. New Business
12. Advisory Reports
13. Closed Session
14. Adjournment

(b) *The Mayor or a majority of the Town Council may bring an item for consideration out of order to accommodate members of the public or visitors.*

(c) *For items grouped together under Item IV, Consent Agenda, Council may vote for these items as a group, with one (1) motion to approve the lot. Any member of the Council may remove any such item for discussion and a separate vote by so stating their desire to do so.*

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. **Membership shall be comprised of in-town residents only.***

(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.*

(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 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 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.*

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 19th day of April, 2023.

BY: 
Jessica Day, Mayor

ATTEST: 
Heather Smith, Town Clerk

