



Ordinance 21-1152

AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE IV, DIVISION I

ARTICLE IV. - BOARDS, COMMISSIONS AND AGENCIES

DIVISION 1. - GENERALLY

Secs. 2-114—2-139. - Reserved.

DIVISION 2. CITIZEN ADVISORY COMMITTEES (CAC)

Sec. 2-140 Development of Citizen Advisory Committees. Town Council may develop a citizen advisory committee to:

1. Tap into the expertise of citizens,
2. Engaging citizens as our partners,
3. Gathering information for governing decision making,
4. Enhancing transparency,
5. Improving communication with elected officials and the public, and
6. Expanding knowledge on how local government works.

Sec. 2-141 Types of Citizen Advisory Committees

1. Ad hoc Committees. Town Council may create ad hoc committees to accomplish specific tasks, often on a short-term basis not easily provided for elsewhere in the committee system. Each ad hoc committee has a particular goal to achieve or product to provide. When its task is complete the committee is disbanded.
2. Standing Committee. Town Council may create standing committees when there is an ongoing mission/vision that needs continued oversight to ensure the continued success of the Town Council's goal.

Sec. 2-142 Forming, Modifying and Dissolving Citizen Advisory Committees:

1. All CAC's shall be formed and dissolved by majority vote of Town Council. The Town Council shall consider the following when forming, modifying, or dissolving any CAC:
 - A. Was this CAC developed solely by the Town and not required by state or federal law?
 - B. What is the mission, vision, and goals? Have or could these be resolved by staff or reallocated to another responsible party?
 - C. How many members should be on the CAC?
 - D. Will there be a staff liaison and/or Town Council liaison?
 - E. Will the CAC be ad hoc or standing?
 - F. How many members will be on the CAC?
2. TERMS:
 - A. No person may serve in more than two appointed positions of Carolina Beach government, unless exempted by Town Council due to the nature of the position he or she may hold.

- B. Members whose terms are set to expire shall notify the Town Clerk of their interest in reappointment a minimum of sixty (60) days prior to the end of the term.
- C. Terms shall be staggered and shall be designed around the fiscal year.
- 3. Filling positions on a CAC.
 - A. The Town Clerk shall advertise the position on the Town's website.
 - B. All applications shall be returned to the Clerk of the Town Council.
 - C. All received applications shall be retained for twelve (12) months.
 - D. Each CAC shall have leadership positions that are voted on by the CAC (i.e. chairman, vice chairman, secretary).

Sec. 2-143 CAC Procedures

- 1. The CAC shall submit all recommendations to the Town Council for their consideration prior to taking any action.
- 2. Should any concern remain unresolved after a response has been received from the CAC, the Town Council may request that the matter be referred to the Town Manager.
- 3. All CAC's shall be subject to policies as adopted by Town Council.

Sec 2-144 Limitation of Power

- A. Neither the CAC, nor members thereof, shall:
 - 1. Incur Town expense or obligate the Town in any manner.
 - 2. Release any written or oral report of any CAC activity to any individual or body other than to the Town Council or office of the Town Manager.
 - 3. Independently investigate citizen complaints against the Town Council or employees of the Town.
 - 4. Conduct any activity that might constitute or be construed as establishment of an official government review of a department or employee actions.
 - 5. Conduct any activity that might constitute or be construed as establishment of department policy.
 - 6. Violate the confidentiality of any information related to matters involving pending or forthcoming civil or criminal litigation.
- B. Matters pertaining to discipline shall not be discussed or considered by the CAC. The activities of the CAC shall be conducted in accordance with federal, state, and local laws.
- C. Approval of plans, reports, policies, and/or ordinances shall be reviewed by the following prior to presentation to Town Council:
 - a. Technical Review Committee
 - b. Any other state or local mandated process for adoption (i.e. zoning changes would be required to go through the Planning and Zoning Commission)
 - c. Town's legal counsel

~~DIVISION 2. – HARBOR COMMISSION~~

~~Sec. 2-140. – Purpose.~~

~~The purpose of this commission shall be to:~~

- ~~(1) Create regulations to manage the shoreline areas of the town by establishing laws that balance the diverse uses and minimize user conflicts;~~
- ~~(2) Protect and improve water quality in the shoreline area;~~
- ~~(3) Increase public access opportunities in the shoreline area; and~~
- ~~(4) Remain consistent with the goals and regulations of the town, county, state, and federal government.~~

~~(Code 1986, § 6-2(a); Ord. No. 12-883, 2-14-2012)~~

~~Sec. 2-141. Establishment.~~

- ~~(a) There is hereby created and established the harbor commission of the town, comprised of seven members and the Harbor Master or representative from the town to serve at the direction of the Town Manager or his designee.~~
- ~~(b) The commission shall be composed of seven members at large, for staggered terms for a period of three years. A vacancy is created upon the death or resignation in writing to the chairperson. Members of the commission shall serve without pay and at the discretion of the town council.~~

~~(Code 1986, § 6-2(b); Ord. No. 12-883, 2-14-2012)~~

~~Sec. 2-142. Organization of the harbor commission.~~

- ~~(a) The commission, within 30 days of its appointment, shall meet and elect a chairperson, vice-chairperson and secretary.~~
- ~~(b) The chairperson and vice-chairperson shall serve a one-year term. The vice-chairperson shall become chairperson upon the death or resignation of the chairperson or upon the office of the chairperson otherwise becoming vacant. The vice-chairperson shall discharge the powers of the office of chairperson at any meeting at which the chairperson is absent.~~
- ~~(c) The Harbor Master is not a voting member and shall serve in an advisory capacity to the commission.~~
- ~~(d) The secretary of the commission is that person elected by a majority of active members to serve a one-year term. In the absence of the secretary at any meeting, the chairperson shall appoint an interim secretary from the active membership present. The secretary shall maintain a record of its members' attendance, its actions, findings and recommendations, which shall be open to the public. The secretary must provide the minutes of the meeting to be distributed to the commission and Town Clerk. Minutes must be filed immediately following any regular or special meeting in the office of the Town Clerk.~~
- ~~(e) A quorum of four members shall be necessary to take any official action authorized or required by this division. An issue shall carry a majority of those voting.~~

~~(f) Any expired terms and/or vacancies shall be properly advertised. The commission may review all applications and make a recommendation to the town council in order to fill its membership. The town council shall make all appointments to fill expired terms and/or vacancies. The town council may revoke any member for misconduct or nonperformance of duty.~~

~~(g) The commission may adopt and amend from time to time rules to govern the conduct of its administrative business, consistent with the provision of this division.~~

~~{Code 1986, § 6-2(c); Ord. No. 12-883, 2-14-2012}~~

~~Sec. 2-143. Meetings.~~

~~(a) Regular meetings of the commission shall be held quarterly at the Carolina Beach Municipal Administration Building.~~

~~(b) Special meetings of the commission may be called at any time by the chairperson. At least 24 hours notice of the time and place of special meetings shall be given, by the secretary or chairperson, to each member of the commission.~~

~~{Code 1986, § 6-2(d); Ord. No. 12-883, 2-14-2012}~~

~~Secs. 2-144—2-169. Reserved.~~

~~DIVISION 3. FREEMAN PARK COMMITTEE~~

~~Sec. 2-170. Establishment.~~

~~There is hereby created and established the Freeman Park committee of the town, comprised of seven members and one official or representative from the town to serve, which will be the Police Chief or his designee, who shall serve in accordance with the directive of the town council. The Freeman Park committee is established under the authority of the town council, adopted August 12, 2008.~~

~~{Code 1986, § 11-83; Ord. No. 08-752, 8-12-2008}~~

~~Sec. 2-171. Purpose.~~

~~(a) The purpose of the committee is to provide an organized forum for two-way communication between the town. Where appropriate, the committee may recommend to the town council and police department on substantive issues, with the goal of improved services. The committee shall make full and complete reports annually to the town council at such times as may be requested and at such other times as the council may deem appropriate.~~

~~(b) For the purpose of this division, the term "substantive issues" will be defined as a matter of major practical importance to all concerned. It shall not include personnel issues involving individual employees or daily operation procedure.~~

~~(Code 1986, § 11-84; Ord. No. 08-752, 8-12-2008)~~

~~Sec. 2-172. Membership; composition; term.~~

- ~~(a) The committee shall be composed of seven members at large, and one official or representative from the town to serve at the direction of the Town Manager or his designee. Initially appointments shall be two members for one-year term, two members for two-year terms, and three members for three-year terms. A vacancy is created upon the death or resignation in writing to the chairperson.~~
- ~~(b) Members of the committee shall serve without pay and at the discretion of the town council.~~

~~(Code 1986, § 11-85; Ord. No. 08-752, 8-12-2008; Amend. of 3-13-2018)~~

~~Sec. 2-173. Organization of the Freeman Park advisory committee.~~

- ~~(a) The committee, within 30 days of its appointment, shall meet and elect a chairperson, vice-chairperson and secretary.~~
- ~~(b) The chairperson shall serve a one-year term but cannot serve more than two consecutive terms as chairperson and/or two years. The chairperson shall be counted to determine a quorum and shall have one vote as other members.~~
- ~~(c) The vice chairperson shall serve a one-year term but cannot serve more than two consecutive terms as vice chairperson and/or two years. The vice chairperson shall become chairperson upon the death or resignation of the chairperson or upon the office of the chairperson otherwise becoming vacant. The vice chairperson shall discharge the powers of the office of chairperson at any meeting at which the chairperson is absent. The interim vacancy in the office of vice chairperson may be filled at any regular meeting at which such election has been placed on the notice of the agenda to active members. The vice chairperson shall be counted to determine a quorum, and shall have one vote as other members.~~
- ~~(d) The Police Chief or his designee is not a voting member and shall serve in an advisory capacity to the committee.~~
- ~~(e) The secretary of the committee is that person elected by a majority of active members to serve a one-year term but cannot serve more than two consecutive terms as secretary. Upon the death or resignation of the secretary or upon the office of the secretary otherwise becoming vacant, the office of the secretary may be filled at any regular meeting at which such election has been placed on the notice of agenda to send to all active members. In the absence of the secretary at any meeting, the chairperson shall appoint an interim secretary from the active membership present. The secretary shall maintain a record of its members' attendance, its actions, findings and recommendations, which shall be open to the public. The secretary must provide the minutes of the meeting to be distributed to the committee and Town Clerk. Minutes must be filed immediately following any regular or special meeting in the office of the Town Clerk.~~

~~(f) A quorum of four members shall be necessary to take any official action authorized or required by this division. An issue shall carry a majority of those voting.~~

~~(g) Any expired terms and/or vacancies shall be properly advertised. The committee may review all applications and make a recommendation to the town council in order to fill its membership. The town council shall make all appointments to fill expired terms and/or vacancies. The town council may revoke any member for misconduct or nonperformances of duty.~~

~~(h) The committee may adopt and amend from time to time rules to govern the conduct of its administrative business, consistent with the provision of this division.~~

~~(Code 1986, § 11-86; Ord. No. 08-752, 8-12-2008)~~

~~Sec. 2-174. Meetings.~~

~~(a) Meetings of the committee shall be held on dates and at times established pursuant to state law requirements, at the Carolina Beach Municipal Administration Building. Prior notice of any change in meeting date (including special meetings of the committee), time and place shall be provided to all members, the Town Clerk and administrative staff one week in advance of said meeting.~~

~~(b) All regular scheduled meetings will have an agenda prepared by the Town Manager or his designee. The agenda will be distributed to all active members and to the Town Clerk five days in advance, prior to scheduled meeting.~~

~~(Code 1986, § 11-87; Ord. No. 08-752, 8-12-2008)~~

~~Secs. 2-175—2-201. Reserved.~~

~~DIVISION 4. CAROLINA BEACH MARKETING ADVISORY COMMITTEE~~

~~Sec. 2-202. Creation and purpose.~~

~~Pursuant to state law, G.S. 160A-146, the marketing advisory committee of the town is hereby created as a standing committee. The purpose of the marketing advisory committee shall be to consult with and provide input to the town council and the New Hanover County Tourism Development Authority related to the tourism industry in the town.~~

~~(Code 1986, § 11-88; Ord. No. 08-752, 8-12-2008; Ord. No. 10-845, 8-24-2010; Ord. No. 14-954, 9-9-2014)~~

~~Sec. 2-203. Composition and appointment of members.~~

~~The marketing advisory committee shall consist of seven voting members and one alternative that only votes in place of an absent member. The Town Manager or his designee shall serve as staff liaison to the committee. All voting members shall be appointed by the town council and shall be citizens of the town or representatives from the town's business~~

~~community, including, but not limited to, small business, real estate, and the resort/lodging industry within the town. All members shall be appointed for two-year terms or until a successor is appointed. Terms shall run from July 1 to June 30. Appointments shall be on staggered terms. No member of the marketing committee shall serve more than three consecutive terms. Vacancies occurring for reasons other than expiration of term shall be filled as they occur by the town council for the period of the unexpired term.~~

~~(Code 1986, § 11-89; Ord. No. 10-845, 8-24-2010; Ord. No. 11-872, 6-14-2011; Ord. No. 12-892, 5-8-2012; Ord. No. 14-954, 9-9-2014)~~

~~Sec. 2-204. Organization; meetings; records.~~

- ~~(a) There shall be a chairperson, vice chairperson, and secretary elected annually by the marketing advisory committee members at a regular meeting in July. The committee shall adopt rules of procedure for the conduct of its business that shall be effective following approval by the town council. Subsequent changes to the rules of procedure shall also be subject to approval by the town council. The committee shall keep minutes of the meetings and records of the members' attendance, discussions, and recommendations. All minutes and records shall be furnished to the town council. The records shall be considered a public record.~~
- ~~(b) The marketing advisory committee chairperson shall preside at all meetings and sign all documents relative to action taken by the committee. When the chairperson is absent, the vice chairperson shall perform the duties of the chairperson. When both the chairperson and vice chairperson are absent, a temporary chairperson shall be selected by those members who are present.~~
- ~~(c) The marketing advisory committee shall hold at least one meeting each month. The chairperson or, in his absence, the vice chairperson may call a special meeting of the marketing committee at any time. A quorum of the marketing committee shall be in attendance before action of an official nature can be taken. Notice of regular and special meetings shall be given in accordance with G.S. 143-318.9 et seq. All meetings shall be open to the public and subject to the provisions of G.S. ch. 143, art. 33C (G.S. 143-318.9 et seq.), regarding open meetings.~~
- ~~(d) Routine business shall include issues pertinent to the successful marketing of the community in relation to tourism, as well as, a review of applications being submitted from the town council for funding projects, programs, or equipment supporting the community's efforts to attract and support the tourism industry.~~
- ~~(e) The town council shall have the authority to remove any member who misses three consecutive regular meetings or more than four total meetings in a one-year period. It shall be the responsibility of the chairperson of the committee to advise the town council of any member who misses three consecutive regular meetings or more than a total of four meetings in a one-year period. Absences due to sickness, death, or other emergencies of a like nature shall be regarded as approved absences and shall not affect the member's status on the committee. However, in the event of a long illness, or other such cause for prolonged~~

~~absences, the chairperson of the marketing advisory committee shall advise the town council of the situation, and the town council may remove the member. In the event the town council removes a member because of his failure to comply with the attendance requirements set forth herein, the town council shall notify the chairperson of the committee, in writing, that the member has been removed. Each member shall notify the chairperson, vice chairperson, or secretary at least 48 hours before a regular meeting when an absence is anticipated.~~

~~(Code 1986, § 11-90; Ord. No. 10-845, 8-24-2010; Ord. No. 14-954, 9-9-2014)~~

~~Sec. 2-205. Responsibility, powers, and duties.~~

- ~~(a) The marketing advisory committee shall work with the town council, the New Hanover County Tourism Development Authority, and the Cape Fear Coast Convention and Visitors Bureau to develop programs and initiatives to promote the tourism industry in the town.~~
- ~~(b) Upon approval by the town council, the marketing advisory committee shall provide annual marketing recommendations to the Cape Fear Coast Convention and Visitors Bureau for inclusion in the annual countywide marketing plan.~~
- ~~(c) The marketing advisory committee shall function in an advisory capacity to the town council and shall meet from time to time with the town council to discuss issues relative to marketing and tourism.~~
- ~~(d) The marketing advisory committee shall coordinate on applications for TDA funding that have been prepared and approved by the town council prior to submission to the TDA for approval.~~
- ~~(e) The marketing advisory committee shall work closely with local nongovernmental organizations and the private sector to promote tourism that will benefit the community.~~

~~(Code 1986, § 11-91; Ord. No. 10-845, 8-24-2010; Ord. No. 14-954, 9-9-2014)~~

~~Sec. 2-206. Compensation.~~

~~Marketing advisory committee members shall serve without monetary compensation.~~

~~(Code 1986, § 11-92; Ord. No. 10-845, 8-24-2010; Ord. No. 14-954, 9-9-2014)~~

~~Secs. 2-207—2-235. Reserved.~~

~~DIVISION 5. RESERVED⁽⁴⁾~~

Footnotes:

~~(4)~~

~~**Editor's note**— An ordinance passed on March 14, 2017 repealed Div. 5, §§ 2-236—2-240, which pertained to an arts and activities committee and derived from Code 1986, §§ 11-93—11-97; Ord. No. 12-885, adopted March 13, 2012; Ord. No. 13-919, adopted Aug. 13, 2013; and Ord. No. 14-934, adopted June 10, 2014.~~

~~Secs. 2-236—2-258.— Reserved.~~

~~DIVISION 6.— PARKS AND RECREATION ADVISORY COMMITTEE^[5]~~

Footnotes:

~~—(5)—~~

~~**State Law reference**— Administration of parks and recreation programs, G.S. 160A-354.~~

~~Sec. 2-259.— Created.~~

~~There is hereby created a committee to be known as the parks and recreation advisory committee of the town.~~

~~(Code 1977, § 2-7001; Code 1986, § 11-16)~~

~~Sec. 2-260.— Composition; term.~~

~~The parks and recreation advisory committee shall be composed of seven members at large for staggered terms for a period of three years to be appointed by the town council. All members shall be citizens and reside within the corporate limits of the town.~~

~~(Code 1977, § 2-7002; Code 1986, § 11-17; Ord. No. 90-264, 4-10-1990; Ord. No. 08-747, 7-7-2008)~~

~~Sec. 2-261.— Organization.~~

~~The committee shall appoint from its membership a chairperson and such other officers as it may deem necessary for the orderly procedure of its business and may adopt bylaws, rules, and regulations covering its procedure not inconsistent with the provisions of state laws. The committee shall hold regular meetings at such times and places as it may designate.~~

~~(Code 1977, § 2-7003; Code 1986, § 11-18)~~

~~Sec. 2-262.— Function.~~

~~The committee shall from time to time recommend to the council such rules and regulations as may be feasible for providing, maintaining, operating, and supervising the public parks and playgrounds, athletic fields, and recreation centers and recreational facilities owned or controlled by the town. The committee shall help parks and recreation employees with the~~

~~organization or activities provided and conducted on or in connection with the parks, playgrounds, athletic fields, and recreation centers provided.~~

~~(Code 1977, § 2-7004; Code 1986, § 11-19)~~

~~Sec. 2-263.—Duties refunds.~~

~~(a) —Grants, gifts, etc. The committee may accept any grant, gift, bequest, or donation of any personal property offered or made for recreational purposes and, with the approval of the town council, may accept any grant, gift, or device of real estate. Any gift, bequest of money or other personal property, grant, or device of real estate shall be held, used, and finally disposed of in accordance with the terms or conditions under which such grant, gift, or device is made and accepted.~~

~~(b) —Incurring debt. The committee shall have no authority to enter into any contract or incur any obligation binding upon the town other than current obligations or contracts to be fully executed within the then-current fiscal year, and all within the budget appropriations made by the town council.~~

~~(Code 1977, § 2-7005; Code 1986, § 11-20)~~

~~Sec. 2-264.—Reports to council.~~

~~The committee shall make full and complete reports to the town council at such times as may be requested and at such other times as the council may deem proper. The fiscal year of the committee shall conform to that of the town.~~

~~(Code 1977, § 2-7008; Code 1986, § 11-21)~~

~~Secs. 2-265—2-291.—Reserved.~~

~~DIVISION 7.—CAROLINA BEACH OPERATIONS DEPARTMENT ADVISORY COMMITTEE~~

~~Sec. 2-292.—Composition; term.~~

~~The Carolina Beach Operations Department Advisory Committee shall be composed of seven members at large and two alternative members for staggered terms for a period of three years to be appointed by the town council. All members shall be citizens and reside within the corporate limits of the town.~~

~~(Code 1986, § 16-232; Ord. No. 08-747, 7-7-2008; Ord. No. 11-878, 9-13-2011; Ord. No. 19-1129, 11-26-2019)~~

~~Sec. 2-293.—Purpose.~~

~~(a) —The purpose of the committee is to provide an organized forum for two way communication between the operations department and the community. Where~~

~~appropriate, the committee may recommend to the town council and operations department on substantive issues, with the goal of improved operations services. The committee will form a team effort towards solving enforcement and community issues such as ordinances, user fees, and all other issues relating to the operations department. The committee shall make full and complete reports annually to the town council at such times as may be requested and at such other times as the council may deem proper.~~

- ~~(b) For the purpose of this division, the term "substantive issues" will be defined as matters of major or practical importance to all concerned. It shall not include personnel issues involving individual employees or daily operational procedure.~~

~~(Code 1986, § 16-233; Ord. No. 04-553, 5-11-2004)~~

~~Sec. 2-294. Membership.~~

- ~~(a) Membership shall be appointed for three-year terms. All appointments, except to fill a vacancy, shall be for three-year terms. A vacancy is created upon the death or resignation in writing to the chairperson.~~

- ~~(b) Members of the committee shall serve without pay and at the discretion of the town council. The Carolina Beach Operations Director, or his designee, shall serve as the administrator advisor in assisting this board.~~

~~(Code 1986, § 16-234; Ord. No. 04-553, 5-11-2004)~~

~~Sec. 2-295. Organization.~~

- ~~(a) The committee, within 30 days of its appointment, shall meet and elect a chairperson, vice-chairperson, and secretary.~~

- ~~(b) The chairperson shall serve a one-year term but cannot serve more than two consecutive terms as chairperson and/or two years. The chairperson shall be counted to determine a quorum, and shall have one vote as other members.~~

- ~~(c) The vice-chairperson shall serve a one-year term but cannot serve more than two consecutive terms as vice-chairperson and/or two years. The vice-chairperson shall become chairperson upon the death or resignation of the chairperson or upon the office of the chairperson otherwise becoming vacant. The vice-chairperson shall discharge the powers of the office of chairperson at any meeting at which the chairperson is absent. The interim vacancy in the office of vice-chairperson may be filled at any regular meeting at which such election has been placed on the notice of agenda to active members. The vice-chairperson shall be counted to determine a quorum, and shall have one vote as other members.~~

- ~~(d) The Director of Operations is not a voting member and shall serve in an advisory capacity to the committee.~~

- ~~(e) The secretary of the committee is that person elected by a majority of active members to serve a one-year term but cannot serve more than two consecutive terms as secretary. Upon~~

~~the death or resignation of the secretary or upon the office of the secretary otherwise becoming vacant, the office of the secretary may be filled at any regular meeting at which such election has been placed on the notice of agenda to send to all active members. In the absence of the secretary at any meeting, the chairperson shall appoint an interim secretary from the active membership present. The secretary shall maintain a record of its members' attendance, its actions, findings and recommendations, which record shall be open to the public. The secretary must provide to the Director of Operations minutes of the meeting to be distributed to the committee and Town Clerk. Minutes must be filed on a monthly basis or immediately following any special meeting in the office of the Town Clerk.~~

- ~~(f) A quorum of three members shall be necessary to take any official action authorized or required by this division. An issue shall carry by a majority of those voting.~~
- ~~(g) Any expired terms and/or vacancies shall be properly advertised. The committee may review all applications and make a recommendation to the town council in order to fill its membership. The town council shall make all appointments to fill expired terms and/or vacancies. The town council may revoke any member for misconduct or nonperformance of duty.~~
- ~~(h) The committee may adopt and amend from time to time rules to govern the conduct of its administrative business, consistent with the provision of this division.~~

~~{Code 1986, § 16-235; Ord. No. 04-553, 5-11-2004}~~

~~Sec. 2-296.— Meetings.~~

- ~~(a) Meetings of the operations advisory committee shall be held monthly at the Carolina Beach Municipal Administration Building. Prior notice of any change in meeting date, time and place shall be provided to all members and administrative staff one week in advance of said meeting.~~
- ~~(b) All regular scheduled meetings will have an agenda prepared by the Director of Operations or his designee. The agenda will be distributed to all active members five days in advance, prior to scheduled meeting.~~

~~{Code 1986, § 16-236; Ord. No. 04-553, 5-11-2004; Ord. No. 04-562, 8-10-2004; Ord. No. 05-577, 2-8-2005; Ord. No. 12-890, 5-8-2012}~~

~~Secs. 2-297—2-325.— Reserved.~~

~~DIVISION 8.— CAROLINA BEACH POLICE ADVISORY COMMITTEE~~

~~Sec. 2-326.— Establishment.~~

~~There is hereby created and established the police advisory committee of the town, comprised of nine members and one official or member of the town police department to serve as an ex officio member, and one alternate member, to serve in the absence of a regular member, shall be appointed by the town council, who shall serve in accordance with the~~

~~directive of the town council. All members shall be citizens and reside within the corporate limits of the town, with the exception of the ex-officio member or any person needed to fulfill local, state and federal requirements. There shall be representation from a cross-section of all town citizenry. The police advisory committee is established under the authority of town council, adopted November 13, 2001.~~

~~(Code 1986, § 13-62; Ord. No. 09-787, 5-12-2009; Ord. No. 10-854, 12-14-2010)~~

~~Sec. 2-327. Purpose.~~

~~The purpose of the committee is to provide and organized forum for two-way communication between the police department and the community. This shall include:~~

- ~~(1) Where appropriate, make recommendations to the town council and police department on substantive policy issues, with the goal of improved police services. For the purpose of this division, "substantive issues" will be defined as matters of major or practical important to all concerned. It shall not include personnel issues involving individual officers or daily police operational enforcement and implementation.~~
- ~~(2) Assist in identifying potential police; community partnerships to address public safety related issues within the community.~~
- ~~(3) Identify community resources and support for public safety activities (such as parking, lifeguards and marina); and give input to the town council and the police department regarding perceived effectiveness.~~
- ~~(4) Receive information and comments from citizens at the committee's open and public meeting forum regarding public safety issues.~~
- ~~(5) Make reports to the town council at such times as may be requested by the council or deemed necessary.~~

~~(Code 1986, § 13-63; Ord. No. 09-787, 5-12-2009)~~

~~Sec. 2-328. Membership.~~

~~Membership shall be appointed for three-year terms. All subsequent appointments, except to fill a vacancy, shall be for three-year terms. A vacancy is created upon the death or resignation, in writing, to the committee chairperson. Members of the committee shall serve without pay and at the discretion of the town council. The Police Chief, or his designee, shall serve as the administrator advisor and ex-officio member in assisting this committee.~~

~~(Code 1986, § 13-64; Ord. No. 09-787, 5-12-2009)~~

~~Sec. 2-329. Organization.~~

- ~~(a) The committee will meet and elect a chairperson and a vice chairperson. The chairperson shall serve a two-year term. The chairperson shall be counted to determine a quorum (five members) and shall have one vote, as other members.~~
- ~~(b) The vice chairperson shall serve a two-year term. The vice chairperson shall be chairperson upon the death or resignation of the chairperson or upon the office of the chairperson becoming vacant. The vice chairperson shall discharge the powers of the office of the chairperson at any meeting at which the chairperson is absent. The vice chairperson shall be counted to determine a quorum and shall have one vote as other members.~~
- ~~(c) The ex officio member of the committee is a non-voting member and shall serve in an advisory capacity to the committee.~~
- ~~(d) The duties of a secretary response for recording meeting minutes shall be rotated sequentially amongst the committee's membership for each monthly meeting. The chairperson shall be excluded from this responsibility. A roster for monthly secretarial duties shall be established by the committee.~~
- ~~(e) A quorum of five members shall be necessary to take any official action authorized or required by this division. An issue shall carry by a majority of those voting.~~
- ~~(f) Any expired terms and/or vacancies shall be properly advertised. The committee may review all applications and make a recommendation to the town council in order to fill its membership. The town council shall make all appointments to fill expired terms and/or vacancies. The town council may revoke any member for misconduct or nonperformance of duty.~~
- ~~(g) The committee may adopted and amend from time to time rules to govern the conduct of its administrative business, consistent with the provision of this division.~~

~~(Code 1986, § 13-65; Ord. No. 09-787, 5-12-2009; Ord. No. 10-854, 12-14-2010)~~

~~Sec. 2-330. Meetings.~~

- ~~(a) Meetings of the police advisory committee shall be held at the police department or as otherwise properly noticed and arranged. Prior notice of any change in meeting date, time and place shall be provided to all members and the administrative staff one week in advance of said meeting.~~
- ~~(b) All regularly scheduled meetings will have an agenda approved by the chairperson.~~

~~(Code 1986, § 13-66; Ord. No. 09-787, 5-12-2009)~~

Ordinance 21-1152

Town of Carolina Beach
Town Council

~~Secs. 2-331—2-348. Reserved.~~

LeAnn Pierce, Mayor

Attest: Kimberlee Ward, Town Clerk