



Appearance Commission Meeting Agenda Item Submittal

Item To Be Considered: **Discussion on Creation of By-Laws**

Board Meeting Date: **April 23, 2026**

Prepared By: **Alissa Fender, MMC – Town Clerk**

Overview: The Appearance Commission is tasked to adopt by-laws that govern its internal organization and meeting procedures, consistent with its advisory role as established by ordinance and applicable North Carolina law. By-Laws are then provided to the Board of Commissioners for final approval.

To carry out this directive, the by-laws should focus on how the Commission operates, not on expanding its authority. At a minimum, they should address the following areas:

Membership & Attendance

Expectations for regular attendance, Procedures for excused vs. unexcused absences, Grounds and process for recommending removal due to excessive absences (consistent with the appointing authority's role), Vacancy procedures (acknowledging that appointments remain with the Board of Commissioners)

Meetings & Procedures

Procedures for calling special meetings, Quorum requirements (consistent with the ordinance), Use of agendas, minutes, and recordkeeping, Compliance with the North Carolina Open Meetings Law, Rules for public comment, if any

Voting & Decision-Making

Handling of recusals due to conflicts of interest, Clarification that votes result in recommendations only - not binding decisions,

Ethics & Conduct

Adherence to applicable ethics standards and conflict-of-interest rules, disclosure and recusal procedures, Expectations for professional and respectful conduct

Committees or Subcommittees (if used)

Authorization to form committees, Scope and limitations of committee work, reporting requirements back to the full Commission

Requests for Review, Projects, or Issues

How requests from the Board of Commissioners, staff, or the public are received, criteria for placing items on the agenda, procedures for reviewing projects or appearance-related issues, timeframes and method for issuing written recommendations, coordination with Town staff during reviews

Role Clarification

A clear statement that the Commission:

Serves in an advisory capacity only, makes recommendations to the Board of Commissioners or staff, does not administer, enforce, or approve regulations

Amendments to By-Laws

How the by-laws may be amended

Recommended Action: Discuss and provide directions to staff regarding items to be included in the development of draft by-laws for future review.

Action: _____
