



Appearance Commission Meeting Agenda Item Submittal

Item To Be Considered: **Review of Draft By-Laws**

Board Meeting Date: **May 21, 2026**

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

Overview: The initial draft of the commission’s by-laws will be reviewed.

At its April 23, 2026, special meeting the Commission was previously tasked with developing by-laws to guide its organization and procedures, with the understanding that multiple drafts may be reviewed before a final version is submitted to the Board of Commissioners for approval. Based on prior research, examples from other municipalities, and input provided by members via email, an initial draft has now been prepared for the Commission’s review and consideration.

Records submitted to be considered for creation of this draft included:

- Draft by-laws created by Cynthia LaCorte
- Selma NC By-Laws
- River Bend NC By-Laws
- Kernersville NC By-Laws
- Wendell NC By-Laws

The final By-Laws will be provided to the Board of Commissioners for final approval.

Background Attachment(s): First Draft May 2026

Recommended Action: Review/discuss and provide direction for revisions as needed.

Action: _____
