

TOWN OF SWANSBORO
APPEARANCE COMMISSION
BY-LAWS

ARTICLE 1. GENERAL PURPOSE AND MISSION

The Swansboro Appearance Commission shall serve in an advisory capacity to the Board of Commissioners and Town staff on matters related to the visual character, aesthetic quality, and overall appearance of the Town.

The mission of the Appearance Commission is to create an aesthetically enhanced community with a focus on the Town's renowned charm, rich history, and coastal elements. Through coordination with residents, the business community, organizations, and governmental resources, the Commission strives to improve quality of life, support economic vitality, and promote community pride through beautification and design awareness.

ARTICLE 2. MEMBERSHIP

Membership composition, qualifications, appointment procedures, and term lengths shall be as established by the Town of Swansboro Unified Development Ordinance and applicable law.

Members are expected to actively participate in Commission meetings, projects, and initiatives and to support the mission and work of the Commission through good-faith service.

ARTICLE 3. OFFICERS

- A. CHAIRPERSON – elected annually from among the membership. The Chairperson shall:
 - Preside over meetings
 - Coordinate preparation of agendas with Town staff
 - Call special meetings as necessary
 - Appoint committees or subcommittees as needed
 - Serve as the primary liaison with Town staff and governing bodies
- B. VICE-CHAIRPERSON – elected annually and shall perform the duties of the Chairperson in their absence.
- C. SECRETARY / STAFF SUPPORT – Administrative staff shall provide clerical and administrative support.

ARTICLE 4. MEETINGS AND PROCEDURES

- A. REGULAR MEETINGS
The Commission shall establish a regular meeting schedule consistent with Town policy. Meetings may be held as frequently as necessary to conduct Commission business.
- B. SPECIAL MEETINGS
Special meetings may be called by the Chairperson or a majority of the members. Notice shall be provided in accordance with North Carolina Open Meetings Law.
- C. OPEN MEETINGS
All meetings shall be open to the public and conducted in accordance with applicable state law.
- D. QUORUM
A quorum shall consist of a majority of the currently appointed members.
- E. VOTING
A majority vote of members present and voting, provided a quorum exists, shall be required to take action.

F. AGENDAS AND MINUTES

Agendas shall be prepared in advance of meetings and distributed to members by email. All agendas and minutes shall be recorded and maintained at Town Hall and on the Town Website

G. ORDER OF BUSINESS

The order of business should generally follow:

1. Call to Order
2. Approval of Minutes
3. Business
4. Public Comment
5. Commission/Staff Comments
6. Adjournment

H. CONDUCT OF MEETINGS

Meetings shall be conducted in an orderly manner. The Chairperson may:

- Recognize speakers
- Set reasonable time limits
- Call for motions, discussion, or votes
- Members shall refrain from committing to positions on matters outside of a properly noticed meeting.

ARTICLE 5. ROLE, DUTIES, AND ACTIVITIES

The Appearance Commission is advisory in nature and shall not create binding obligations on behalf of the Town.

The Commission may:

- Review and make recommendations on matters affecting community appearance
- Assist in identifying beautification opportunities and priorities
- Coordinate with Town staff, boards, and community groups on appearance-related initiatives
- Support and participate in community beautification programs and projects
- Promote public awareness of aesthetic and design issues
- Assist in the development of plans, studies, or recommendations related to visual quality

The Commission may also be assigned specific projects or tasks by the Board of Commissioners or Town staff and may assist in the implementation of approved initiatives.

ARTICLE 6. PROJECTS, PROGRAMS, AND COMMITTEES

The Commission may establish committees or working groups to assist with specific programs or initiatives.

Members are encouraged to actively participate in Commission-sponsored programs and projects that enhance the Town's visual character.

Any project, program, or activity involving Town resources or representation shall be coordinated with and approved through appropriate Town administrative processes.

ARTICLE 7. COORDINATION AND REPORTING

The Commission shall coordinate its activities with the Board of Commissioners and Town staff.

Recommendations, reports, or requests for action shall be submitted through appropriate channels, typically via Town staff, for consideration by the Board of Commissioners.

The Commission may periodically provide updates or reports on its activities, projects, and priorities.

ARTICLE 8. ETHICS AND CONFLICTS OF INTEREST

Members shall:

- Avoid conflicts of interest
- Abstain from participation in matters where personal or financial interests exist
- Conduct themselves in a professional and ethical manner
- Members shall not use their position for personal gain or to advance private interests.

ARTICLE 9. ATTENDANCE AND PARTICIPATION

Attendance and active participation are essential to the effectiveness of the Commission.

A pattern of excessive unexcused absences may be reported to the Board of Commissioners for consideration of removal or replacement, consistent with Town policy.

Members are also expected to contribute to Commission activities and initiatives.

ARTICLE 10. ANNUAL REPORT AND WORK PROGRAM

The Commission may prepare an annual summary of activities, projects, and priorities for submission to the Board of Commissioners.

The Commission may also develop a work program identifying goals and initiatives for the upcoming year.

ARTICLE 11. AMENDMENTS

These by-laws may be amended by a majority vote of the Commission, provided that proposed amendments are presented in writing at a prior meeting.

All amendments shall be consistent with applicable law and are subject to approval by the Board of Commissioners.

ARTICLE 12. EFFECTIVE DATE

These by-laws shall become effective upon approval by the Board of Commissioners.