

Special Events Advisory Committee Formulation and Bylaws

To identify the need for a special events advisory committee in Spring Lake, North Carolina, it is important to assess the current process for approving and managing special events in the town. This can be done by reviewing the current policies and procedures, as well as any challenges or gaps in the process.

Some potential gaps or challenges in the current process for approving and managing special events in Spring Lake may include:

1. **Lack of expertise:** The current process may not have the necessary expertise to review and approve event applications, provide guidance to event organizers, or ensure that events are safe and successful.
2. **Inefficient process:** The current process may be time-consuming and inefficient, resulting in delays in approving and managing special events.
3. **Inconsistent standards:** The current process may lack consistent standards for event safety, marketing, and logistics, resulting in variations in the quality of special events held in the town.
4. **Limited resources:** The town may have limited resources to allocate towards the management and approval of special events, resulting in a need for additional support.

By identifying and addressing these gaps or challenges, a special events advisory committee can help improve the process for approving and managing special events in Spring Lake. The committee can provide expertise and guidance to event organizers, ensure consistent standards for event safety and logistics, and help streamline the approval process. Additionally, the committee can help the town allocate resources more efficiently and effectively towards the management and approval of special events, resulting in better quality events for residents and visitors alike.

The purpose of the committee is to provide guidance and recommendations to the town council on special events held in Spring Lake, North Carolina. The committee serves as an advisory body to review and make recommendations on event applications, event safety, marketing, logistics, and policies and procedures related to special events.

The scope of the committee includes the following:

1. **Reviewing and making recommendations for event applications:** The committee will review event applications submitted by event organizers and make recommendations for approval to the town council.
2. **Advising event organizers:** The committee will advise event organizers on event planning, including event safety, marketing, and logistics.

3. Providing recommendations to the town council: The committee will provide recommendations to the town council on policies and procedures related to special events, including changes to the special events ordinance and budget.

4. Reviewing and recommending changes to the special events ordinance: The committee will review the special events ordinance and recommend changes to the town council as needed.

5. Reviewing and recommending changes to the special events budget: The committee will review the special events budget and recommend changes to the town council as needed.

To ensure that the Spring Lake Special Event Advisory Committee is effective in its purpose and scope, it is important to create mandates for the members on the committee. These mandates should include the qualifications for members and how they will be appointed. Members should have relevant experience or expertise in event planning, public safety, marketing, or any other related field to ensure that they can provide valuable insight and guidance to event organizers.

Mandates for Members:

1. **Qualifications:** Members of the committee should have relevant experience or expertise in event planning, public safety, marketing, or any other related field. Members should have a demonstrated understanding of the special events industry and be able to provide insight and guidance to event organizers.

2. **Appointment:** Members of the committee should be appointed by the town council or other designated authority. The appointment process should be transparent and based on the qualifications outlined above.

3. **Attendance:** Members should attend all meetings of the committee and participate actively in the decision-making process. Members who miss more than two consecutive meetings may be removed from the committee.

4. **Confidentiality:** Members should maintain the confidentiality of all information discussed during committee meetings, including event applications and other sensitive documents.

5. **Conflict of Interest:** Members should disclose any conflicts of interest that may arise during the course of their work on the committee. Any conflicts of interest should be disclosed immediately to the chairperson and other members of the committee.

Overall, the mandates for members on the Spring Lake Special Event Advisory Committee are designed to ensure that members are qualified, appointed transparently, and able to provide valuable insight and guidance to event organizers. By having a diverse group of members with relevant experience and expertise, the committee can help ensure that special events held in Spring Lake are safe, successful, and well-managed.

The bylaws that outline the committee's structure, operating procedures, decision-making process, and other important provisions:

Bylaws:

Article I: Name and Purpose

The name of this committee shall be the Spring Lake Special Event Advisory Committee. The purpose of the committee shall be to provide guidance and recommendations to the town council on special events held in Spring Lake, North Carolina.

Article II: Membership

1. The committee shall consist of seven members which two (2) will be appointed by the town council, with a term of three years. The other five members will be a person from each Department listed that would serve continuously.

- (a) Fire Department
- (b) Inspections/Planning Department
- (c) Police Department
- (d) Public Works Department
- (e) Water/Sewer/Stormwater Department

2. Members shall have expertise or experience in event planning, public safety, marketing, or any other related field.

3. Appointed members may be removed from the committee by the town council for cause or lack of attendance.

4. A staff liaison from Fayetteville Cumberland Parks and Recreation will be a nonvoting member to ensure communication on special event requests at the recreation facility and parks.

Article III: Officers

1. The committee shall elect a chairperson, vice-chairperson, and secretary from among its members at the beginning of each calendar year.

2. The chairperson shall preside at all meetings of the committee and shall be responsible for setting the agenda.

3. The vice-chairperson shall assume the duties of the chairperson in his or her absence.

4. The secretary shall keep a record of all meetings and shall be responsible for sending meeting notices and minutes.

Article IV: Meetings

1. The committee shall meet at least fourteen days after receiving a special event permit or as necessary.

2. A quorum shall consist of four members.

3. Meetings shall be open to the public, and minutes shall be taken and made available upon request.

Article V: Decision-making

1. All decisions shall be made by a majority vote of the members present.

2. The chairperson shall not vote except in the case of a tie.

Article VI: Member Terms

1. Appointed members shall serve a term of three years.

2. Appointed members may be reappointed for additional terms.

Article VII: Meeting Frequencies and Attendance Requirements

1. The committee shall meet at least fourteen days after receiving a special event permit or as necessary.
2. Members are expected to attend all meetings of the committee.
3. Appointed members who miss more than two consecutive meetings may be removed from the committee.

Article VIII: Operating Procedures

1. The committee shall review and make recommendations on event applications submitted by event organizers.
2. The committee shall advise event organizers on event planning, including event safety, marketing, and logistics.
3. The committee shall provide recommendations to the town council on policies and procedures related to special events, including changes to the special events ordinance and budget.
4. The committee shall review the special events ordinance and recommend changes to the town council as needed.
5. The committee shall review the special events budget and recommend changes to the town council as needed.
6. The chairperson shall present the special event permit to the town's council for approval or denial.

Article IX: Confidentiality

1. Members shall maintain the confidentiality of all information discussed during committee meetings, including event applications and other sensitive documents.
2. Any member who violates confidentiality may be removed from the committee.

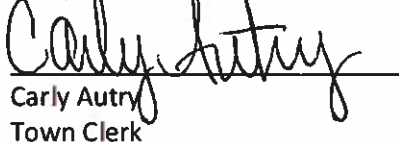
Article X: Conflict of Interest

1. Members shall disclose any conflicts of interest that may arise during the course of their work on the committee.
2. Any member with a conflict of interest shall recuse themselves from any decision-making related to the matter in question.

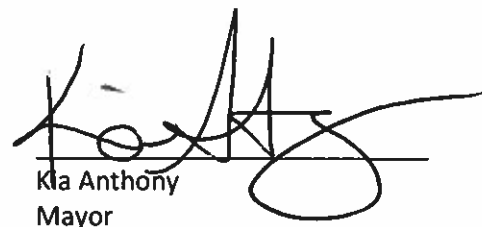
These bylaws outline the committee's structure, operating procedures, decision-making process, and other important provisions, including member terms, meeting frequencies, and attendance requirements. By following these bylaws, the Spring Lake Special Event Advisory Committee can effectively manage and approve special events in the town.

Adopted 9th day of October 2023.

Attest:


Carly Autry
Town Clerk




Kia Anthony
Mayor