

**REQUEST FOR BOARD ACTION**

**HENDERSON COUNTY  
BOARD OF COMMISSIONERS**

**MEETING DATE:** April 15, 2015

**SUBJECT:** Walk of Fame Steering Committee Charter

**PRESENTER:** Amy Brantley

**ATTACHMENTS:** Yes  
1. Draft Charter and By-Laws

**SUMMARY OF REQUEST:**

At the February 2, 2015 Board of Commissioners Meeting, Tom Orr presented for the Board's consideration, the concept for a "Walk of Fame" Committee. The purpose of the Committee would be to determine a means by which to recognize outstanding contributors to the growth and development of Henderson County.

Staff has worked with the City of Hendersonville on the specifics of establishing such a Committee, and presents the attached draft Charter and By-Laws for the Board's consideration at tonight's meeting.

**BOARD ACTION REQUESTED:**

The Board is requested to review the draft Charter and By-Laws, and direct Staff as necessary.

**Suggested Motion(s):**

*I move the Board approve the Charter and By-Laws for the Walk of Fame Steering Committee, and authorize Staff to work with both the City of Hendersonville and Heritage Museum as needed to get the Committee established.*

# **WALK OF FAME STEERING COMMITTEE**

## **CHARTER**

The Walk of Fame Steering Committee is established to recognize outstanding contributors to the growth and development of Henderson County.

The duration of the committee shall be perpetual.

## **BYLAWS AND RULES OF PROCEDURE**

*Pursuant to the Henderson County Code, § 3-31. Bylaws of Boards or Committees.* Bylaws drafted by any board of committee must be presented for approval by the Henderson County Board of Commissioners prior to adoption, unless otherwise provided by law.

### **I. NAME**

Walk of Fame Steering Committee

### **II. PURPOSE**

The purpose of this committee is to advise the Board of Commissioners and Hendersonville City Council on matters related to a Walk of Fame. The Committee shall act in the following manner:

- Determine the logistics of establishing a Walk of Fame in downtown Hendersonville. The Walk of Fame will recognize outstanding contributors to the growth and development of Henderson County.
- Identify the disciplines for which people would be recognized. For example: agriculture, education, cultural arts, industry, government, health care, commerce and special services.
- Establish the qualifications for recognition within each of the identified disciplines.
- Determine a procedure for setting up a selection committee
- Establish the means of recognition
- Identify a means of establishing sponsorships/funding mechanisms for expenses related to the project.

### **III. MEMBERSHIP**

- a. The Walk of Fame Steering Committee shall be comprised of five (5) voting members. Two (2) appointed by the Board of Commissioners, two (2) appointed by the Hendersonville City Council and one (1) appointed by the Henderson County Heritage Museum.

- b. Terms shall be for a length of three years. In order to establish a staggering of the terms, the initial expiration dates of the membership shall be as follows:
  - 1. Position 1 – June 30, 2018 (Heritage Museum)
  - 2. Position 2 – June 30, 2017 (Hendersonville)
  - 3. Position 3 – June 30, 2016 (Hendersonville)
  - 4. Position 4 – June 30, 2018 (Henderson County)
  - 5. Position 5 – June 30, 2017 (Henderson County)
- c. Any vacancy on the Committee shall be filled at the earliest convenience by the appointing authority.
- d. Members missing three (3) consecutive regular meeting in a calendar year will be subject to an appointment review by the appointing authority to determine if removal of the member is necessary or not, in light of the circumstances that are existing at that time.
- e. If for any reason a member must be replaced, the replacement member shall serve for the remainder of the unfilled term of the departing member.

#### **IV. MEETINGS AND VOTING**

Meetings shall be held at the time and place determined by the Walk of Fame Committee. Special meetings may be requested by the Chairman, or by a majority vote of the Committee. Written or phone notice of such a meeting shall be given to members at least three days prior to the meeting.

A quorum shall consist of the majority of members present at a meeting, and shall be considered an act of the Walk of Fame Committee.

Each member is entitled to one vote, with voting governed by parliamentary procedure according to Robert's Rules of Order.

All meetings shall be open to the general public.

#### **V. OFFICERS**

The appointment of the Chair shall alternate between the City and the County, with the City making the appointment in odd numbered years, and the County making the appointment in even numbered years. The governing body making the appointment shall not be limited to their appointed members, but may select any one of the five members to serve as Chair. The Chair will preside over all meetings and decide all points of order and procedure. The Chair will be the official spokesperson of the Walk of Fame Committee.

The Committee will elect a Vice-Chair and other officers as deemed necessary. The Vice-Chair will carry out the Chair's duties in case of absence, incapacity, or resignation.

No member shall receive any salary or compensation for his or her services.

**VI. DUTIES OF THE MEMBERS**

The Walk of Fame Steering Committee must work within the following parameters:

- a. North Carolina Open Meetings and Public Records Laws
- b. Projects must ultimately be approved by both the Board of Commissioners and Hendersonville City Council.

The Committee will report to the Board of Commissioners, Hendersonville City Council, and Heritage Museum.

The Chairman shall have general supervision and control of the business and affairs of the Committee. Minutes shall be kept at all meetings, and be provided to the appointing authority upon request.