

BY-LAWS GOVERNING THE DAVIDSON LIVABILITY BOARD

Adopted July 17, 2012

I. NAME

On December 13, 2011 the Davidson Town Board formed the **Livability Board**. The Livability board will also serve as the "Tree Board".

II. POWERS AND DUTIES

- A. The following livability themes are areas of civic importance to the Town of Davidson:
1. To create and promote an enjoyable place to live, learn, work, and play.
 2. To support safe and vibrant spaces and neighborhoods.
 3. To promote cultural, socioeconomic and age diversity.
 4. To encourage committed civic involvement and responsibility.
 5. To provide sustainable and healthy choices for transportation, food, and energy use.
 6. To enable faithful stewardship of natural and historic resources.
 7. To continue to provide effective and efficient public services.
 8. To maintain quality design and sound planning principles.
 9. To create diverse business and job opportunities.

The Livability Board may be called upon for advice and recommendations to the Town Board in any or all of these areas of concern as it seeks to achieve these goals.

- B. Serve as a sounding board and provide advice and recommendations to staff on any and all questions concerning parks & recreation, healthy living initiative, trees and natural assets, greenways and trails, bicycle and pedestrian facilities and policies.

III. ELECTION AND TERM OF SERVICE

- A. Members will be appointed by a vote of the Board of Commissioners at the Commissioners' regularly scheduled November or December meeting each year.
- B. Members will serve staggered three-year terms beginning on the date elected, three members in one rotation, three members in a second rotation, and four members in a third rotation.
- C. Mid-term vacancies will be filled by mayoral appointment.
- D. A member may serve two consecutive terms. After one intervening term that member will be eligible for reappointment.

III. ELECTION AND TERM OF SERVICE (REVISED)

- A. All Members will be appointed according to the Board of Commissioners' Rules of Procedure .
- B. Members will serve staggered three-year terms beginning on the date elected, three members in one rotation, three members in a second rotation, and four members in a third rotation.
- C. All Mid-term vacancies will be appointed according to the Board of Commissioners' Rules of Procedure.

- D. Members may be re-appointed for subsequent terms.

IV. MEMBERS

- A. The Livability Board shall consist of ten (10) members, including one Davidson College student and one resident of the ETJ (Extra Territorial Jurisdiction), unless no ETJ resident submits an application.
- B. The Managers of Parks and Recreation, Planning, and Public Works departments or their designated representative shall serve as ex-officio members of the Board. The ex-officio members will not have a vote on matters coming before the board. The Managers will appoint staff to assist in scheduling meetings, coordinating speakers, drafting agendas and producing other review materials necessary for the Board's work.
- C. A member who has two (2) consecutive un-excused absences, or misses more than fifty percent of the regular or called meetings in a calendar year will forfeit his/her membership on the Board.
- C. (REVISED) Any member of the board who attends fewer than 75% of the regular and special meetings held by the board during any one year period, will forfeit his/her membership on the board.
- D. Excused absences will be granted if a member notifies the Chair and/or the appropriate staff member prior to a meeting. The member must also notify the Chair and/or appropriate staff member of intentions to resign from the Board in a timely fashion.

V. MEETINGS

- A. The Livability Board shall meet at least bi-monthly, on the third Tuesday of the month. Regular and special meetings will be posted to the Town website at least seventy-two hours in advance.
- B. The Chair and designated staff shall jointly determine if a meeting is not necessary and contact other members at least one week prior to the regularly scheduled meeting of any cancellations.
- C. The Chair and designated staff shall jointly determine if a special meeting is necessary.
- D. A quorum shall be in attendance before any official action can be taken. A quorum is half of the current membership plus one.
- E. In order to adopt a recommendation, a majority of members present shall vote in the affirmative.
- F. Information may be sent via email or other electronic media between meetings.
- G. A member may participate, including voting, via conference call no more than two times per term.
- H. Order of business at regular meetings shall be as follows:
 - 1. Call to Order
 - 2. Determination of Quorum
 - 3. Changes to Agenda
 - 4. Consideration of Minutes from previous meeting(s)
 - 5. Welcome and recognition of guests

6. Presentations
 7. Staff and sub-committee reports
 8. Old Business
 9. New Business
 10. Updates and Announcements
 11. Brainstorming
 12. Adjourn
- I. General parliamentary rules, as given in “Roberts Rules of Order,” shall be observed in conducting the meetings.

VI. OFFICERS

- A. The Chair, Vice Chair and Secretary shall be elected at the first regular meeting of the annual term.
- B. The term of each position shall be one year.
- C. The Secretary’s position may be filled by Town staff if necessary.
- D. In the event of a resignation or termination of an officer, other than the Chair, a replacement shall be selected from the remaining Board members who do not currently hold an officer’s position.
- E. In the event of a resignation or termination of the Chair, the Vice Chair shall ascend to the position of Chair.

VII. DUTIES OF OFFICERS

- A. Chair
 1. Shall plan an agenda for each regular meeting in cooperation with the staff liaison, and preside at all meetings.
 2. Shall appoint sub-committees and recommend to staff the need for jump teams when appropriate.
 3. Shall represent the Livability Board and present its recommendations to the Town Board, or appoint a designee to perform that duty.
- B. Vice Chair
 1. Shall perform the duties of the Chair in the absence of the Chair
- C. Secretary
 1. Shall serve as secretary to the Livability Board and be responsible for maintaining the written minutes of all meetings and handling of correspondence when necessary.
 2. Shall submit to the staff liaison copies of official reports and minutes of all regular and special meetings at least one week prior to the next scheduled meeting.

VI. AMENDMENTS

- A. Amendments to the by-laws of the Livability Board may be presented at a regular meeting of the Board. They may not be considered for adoption and recommendation to the Town Board until the next regular meeting of the Livability Board.
- B. The Town Board of Commissioners must ultimately approve all changes to the by-laws of the Livability Board.