

Leland Special Events Planning Subcommittee (SEPS)

Created

As a Subcommittee of the Leland Parks and Recreation Board, the Leland Special Events Planning Subcommittee (SEPS) is hereby created to provide ideas and assist staff with the planning for large-scale special events in Leland. The Subcommittee shall seek to provide and support events that enable maximum citizen enjoyment and participation and reflect positively on the Town of Leland.

Duties and Goals

- Work with the Parks and Recreation staff to develop large-scale Town events for recommendation to the Parks and Recreation Board and Town Council.
- Work with local businesses and non-profit organizations to promote events and encourage their participation and support. Recruit volunteer support for special events.
- Provide regular reports on the Subcommittee's activities to the Parks and Recreation Board.
- Present, review, advise or recommend any other matter related to large-scale special events as the Parks and Recreation Board or Mayor and Town Council may direct.

Membership Terms and Vacancies

The Leland Special Events Planning Subcommittee shall consist of four (4) regular members and one (1) Parks and Recreation Board member. One (1) Town Council member shall serve on the Subcommittee as a liaison without voting rights.

The Parks and Recreation Board shall recommend a slate of potential regular Subcommittee members for approval at Town Council's December regular meeting. The Town Council shall appoint Subcommittee regular members for two-year terms. The terms of two (2) members shall expire on December 30 of even numbered years or until their successors are appointed. The terms of two (2) members shall expire on December 30 of odd numbered years or until their successors are appointed. The Town Council shall appoint regular members of the Special Events Planning Subcommittee at the regular Town Council meeting in December of each year and new Subcommittee members shall take office at the next regularly scheduled Subcommittee meeting. The Parks and Recreation Board member shall be appointed each year by the Chair of the Parks and Recreation Board at their regular December meeting. The Town Council liaison shall be appointed each year by the Mayor at the Town Council's regular December meeting.

Terms for regular members shall be staggered with initial appointments as follows: Two (2) members for a term of three (3) years; two (2) members for a term of two (2) years.

All vacancies shall be filled by the Town Council. All appointments are at will. Appointment to an unexpired term does not extend the period of the term to which a Subcommittee member is appointed.

Grounds for removal from the Subcommittee may include, but are not limited to, the following: unexcused absences from three consecutive meetings; failure to properly represent the Town of Leland; being charged with a crime other than a minor traffic offense; or other conduct unbecoming to a Town representative.

Officers

Chairman: The Parks and Recreation Board member shall serve as chairman of the Special Events Planning Subcommittee. The chairman shall preside at each meeting, and shall decide on all points of order and procedure. The chairman shall vote on all matters before the Subcommittee. The chairman will work with staff to establish an agenda for each meeting. Upon resignation or some incapacity visited upon the chairman, the Parks and Recreation Board Chairman shall appoint a new Parks and Recreation Board member who will serve as Subcommittee chairman within 90 days to complete the existing term of office. In addition, the Subcommittee chairman shall provide an annual report by June 30 of each year to the Parks and Recreation Board in reference to the activities of the Subcommittee for the previous year.

Vice-Chairman: A vice-chairman shall be elected by the Subcommittee from its members and shall be eligible for reelection. The vice-chairman shall serve as acting chairman in the absence of the chairman, and at such times shall hold all powers and duties of the chairman.

Voting

All members of the Subcommittee shall vote on every issue except in a situation where a member of the Subcommittee shall be excused from voting by the chairman on matters involving direct personal or financial interest. In the event that a member abstains from voting for reasons other than direct personal or financial interest, the abstention shall be ruled by the chairman as an affirmative vote.

Meetings

Regular meetings of the Subcommittee shall be held at Town Hall at a set time agreed upon by the members of the Subcommittee.

Special meetings of the Subcommittee shall be held at a time and place designated by the chairman subject to compliance with requirements of the North Carolina Open Meetings Law.

When there is no business for the Subcommittee, regular meetings may be cancelled. Notice will be given to all members of such cancellation.