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, and industry, government, health care, commerce and special services.
- Establish the qualifications for recognition within each of the identified disciplines.
- 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, three (3) appointed by the Hendersonville City Council. The City of Hendersonville Public Works Director or their designee shall serve as a non-voting Ex-Officio Member.

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 (Hendersonville)
    2. Position 2 – June 30, 2017 (Henderson County)
    3. Position 3 – June 30, 2019 (Hendersonville)
    4. Position 4 – June 30, 2018 (Henderson County)
    5. Position 5 – June 30, 2017 (Hendersonville)
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 is 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. Qualification and Appointment of Selection Committee

Selection Committee shall consist of the five voting members of the Steering Committee and two additional members who have demonstrated active involvement in the community and who have at least a minimal knowledge of Henderson County and Hendersonville history. It shall be the responsibility of the chairman of the Steering Committee to appoint the two additional members, who shall serve a one-year term. The additional members may be reappointed for ensuing years as the chairman sees fit.

It shall be the responsibility of the Steering Committee to provide orientation, explanation of procedures, and guidance during the deliberations of the Selection Committee. The Selection Committee shall meet as many times as necessary to complete the selection process.

The Selection Committee shall choose a minimum of five and a maximum of ten honorees annually.

V. 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.

VI. Officers

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 Chair, 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.

VII. 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, and Hendersonville City Council.

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.

APPROVED
8/7/2017
Teresa L. Wilson

Originally Adopted: April 15, 2015
Revised: June 24, 2015
Revised: June 6, 2016
Revised: August 17, 2016