

**MINUTES FOR BOARD OF ALDERMEN WORK SESSION**  
**January 23, 2024**  
**6:30 PM**

The following elected officials were present: Mayor Beaty, Alderman Milton, Alderman Withers, and Alderman Cloninger. Alderman Martin and Alderman Cearley were absent.

The following Staff members were present: Maria Stroupe, Town Manager; Ben Blackburn Interim Town Manager; Robbie Walls, Police Chief; Lanny Smith, Electric Director; Jonathan Newton, Finance Director; Bill Trudnak, Public Works Director; Tom Hunn, Town Attorney; Earl Withers, Fire Chief; Sonny Gibson, Electric Supervisor; Lindsey Tysinger, Planner; Dusty Haney, Assistant Fire Chief; Sarah Ballard, HR Director/Town Clerk; and Zack Foreman, Assistant Public Works Director.

Mayor Beaty called the meeting to order at 6:30 pm.

The Mayor then opened with the Pledge of Allegiance to the Flag.

At this time, the Mayor asked if there were any additions or deletions to the agenda. Alderman Milton added one item to the agenda. Alderman Cloninger made a motion to approve the agenda with the addition, seconded by Alderman Withers and carried unanimously.

**New Business:**

*Item 3A Rules of Procedures for Board of Alderman*

The Town Attorney has drafted proposed rules and procedures for the Board of Alderman for the process of conducting meetings. Attached is a draft copy of the proposal for discussion.

The Mayor had drafted a revised copy of the Town Attorney's proposal of rules and procedures (Exhibit 3A, 1-14).

The Board and Town Attorney went through and discussed each proposed procedure and decided to bring back the item at a later meeting.

*Item 3B Walk to Remember-Walker Hayes Scholarship Walk*

Kelly Leigh has submitted a special events application to Alderman Martin proposing to hold a memorial walk in memory of Walker Hayes. Any donations will go to the Walker Hayes Scholarship Fund. She is requesting to use Cloninger Park for the event on March 23, 2024 from 8:30am to 4:00pm. They are requesting to put up no more than 10 tents and the use of 6 trashcans. The event will be open to the general public and they are estimating attendance of 150 people (Exhibit 3B, 1-5).

The Board asked to bring back the item for approval at next month's agenda meeting with waiving the event fee and advertising the event on the Town's Electronic Sign free of charge.

*Item 3C Stacey Malker Thomas Sign Request*

Stacey Malker Thomas is requesting that a sign be placed at Jagers Park commemorating her tenure on the Dallas Board of Alderman as the first female African-American to be elected to the Board (Exhibit 3C-1).

Alderman Milton presented the item to the Board and after discussion, the Board decided to bring the item back at a later date.

*Item 3D Parks and Recreation Sponsorship Packet*

The Parks and Recreation Director has drafted a proposed Sponsorship Packet for businesses or organizations that would want to sponsor a Community Event or be a Youth Sport Sponsor. Attached is a draft of the proposed Sponsorship Packet (Exhibit 3D, 1-3).

After discussion, the Board decided to bring the item back at a later date.

*Item 3E Black History Month Proclamation and Stacey Malker Thomas Proclamation*

Alderman Milton asked the Board to consider a Proclamation for Black History Month and a Proclamation for Stacey Malker Thomas, for being the first African-American female to be elected as a Town Alderwoman and her accomplishments within the Town of Dallas.

The Board agreed to both Proclamation presentations at the February 13<sup>th</sup> Agenda meeting.

Alderman Milton thanked the Town Manager, Maria Stroupe, for her service of over 22 years with the Town and wished her best wishes in her retirement.

Alderman Milton made a motion to adjourn, seconded by Alderman Withers and carried unanimously (8:40).

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Hayley Beaty, Mayor

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Sarah Ballard, Town Clerk

# **RULES OF PROCEDURE FOR THE TOWN OF DALLAS BOARD OF ALDERMAN**

These rules shall govern the conduct of the Town of Dallas Board of Alderman in the conduct of official meetings. This document has used the North Carolina Institute of Government model advanced in the publication Suggested Rules of Procedure for Small Local Government Board of Alderman model.

## **Part I. Applicability**

### **Rule 1. Applicability of Rules**

These rules apply to all meetings of the Town of Dallas. A meeting of the board occurs whenever a majority of the board's members gather, whether in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the board's real or apparent jurisdiction. The term "majority" as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.

## **Part II. Types of Meetings**

### **Rule 1. Regular Meetings**

The Board of Alderman shall adopt at its Regular December Board Meeting a schedule of meeting dates for Regular Board Meetings and Board Work Sessions for the next calendar year. The schedule shall give the time and location where meetings will be held. This schedule shall reflect any deviation that holiday events would cause from a normal monthly cycle. Following the adoption of the annual schedule by the Board of Alderman, the schedule shall be published in compliance with publication mandates of the state of North Carolina.

### **Rule 2. Quorum**

The presence of a quorum is necessary for the board to conduct business. A majority of the board's actual membership plus the mayor, excluding vacant seats, constitutes a quorum. A member who withdraws from a meeting without being excused by majority vote of the remaining members in attendance is deemed present for quorum purposes.

### **Rule 3. Remote Participation in Board Meetings**

(1) A member who attends a meeting electronically (via phone, skype, etc.) may take part in

debate and vote on any matter before the board only when enough members are physically present to constitute a quorum. A member may remotely participate by right in up to 4 meetings per calendar year. If extenuating circumstances warrant remote participation beyond 4 meetings, the board may elect to approve those instances on a case by case basis.

#### **Rule 4. Special, Emergency, and Recessed (or Adjourned) Meetings**

##### **(a) Special Meetings.**

- (1) The Mayor, the Mayor pro tempore, or any two members of the Board of Alderman may at any time call a special Board of Alderman meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered. The notice shall be delivered to the Mayor and each Alderman or left at his usual dwelling place at least twelve (12) hours before the meeting. Only those items of business specified in the notice may be transacted at a special meeting, unless all members are present or have signed a written waiver of notice.
- (2) Special meetings may be held at any time when the Mayor and all members of the Board of Alderman are present and consent thereto, or when those not present have signed a written waiver of notice.

**(b) Emergency Meetings.** The Mayor, the Mayor pro tempore, or any two members of the Board of Alderman may at any time call an emergency Board of Alderman meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered. Emergency meetings may be called only because of unexpected circumstances that require immediate consideration by the Board of Alderman. Only business connected with the emergency may be considered at an emergency meeting.

- (1) A person or persons calling a special or emergency meeting of the Board of Alderman shall comply with the notice requirements of Article 33C of General Statutes Chapter 143.

**(c) Recessed (or Adjourned) Meetings.** A properly called regular, special, or emergency meeting may be recessed (or adjourned) to a time and place certain by a procedural motion made and adopted as provided in Rule 16(b), Motion 2, in open session during the regular, special, or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed (or adjourned) session of a properly called regular, special, or emergency meeting.

#### **Rule 5. Organizational Meeting: Selection of Mayor Pro-Tempore**

**(a) Scheduling Organizational Meeting.** The board must hold an organizational meeting following each general election in which board members are elected. The organizational meeting

must be held either (1) on the date and at the time of the board's first regular meeting in December following the election or (2) at an earlier date, if any, set by the incumbent board. The organizational meeting may not be held before municipal election results are officially determined, certified, and published as required by law.

**(b) Oath of Office.** As the first order of business at the organizational meeting, all newly elected members of the board must take and subscribe the oath of office set out in Article VI, Section 7, of the North Carolina Constitution. Each member's oath must be filed with the town clerk. Although a member who is not present for the organizational meeting may take the oath of office at another time, every member must take, subscribe, and file the oath before he or she begins performing any of the duties of the member's office.

**(c) Selection of Mayor Pro Tempore.** As the second order of business at the organizational meeting, the board shall elect from among its members a mayor pro tempore using the procedures specified in Part VI, Rule 1(b). The mayor pro tempore shall serve at the board's pleasure.

### **Part III. Agenda**

#### **Rule 1. Proposed Agenda**

The Town Clerk shall prepare a proposed agenda for each meeting. A request to have an item of business placed on the agenda must be received at least four (4) working days before the meeting. Any Board of Alderman member may, by a timely request, have an item placed on the proposed agenda. A copy of all proposed discussion items shall be attached to the proposed agenda. An agenda package shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce. Each Board of Alderman member shall receive a copy of the proposed agenda and agenda package and it shall be available for public inspection when it is distributed to the Board of Alderman. The Town's agenda policy will be followed; any deviation from the agenda shall be addressed during the adoption of the agenda.

#### **Rule 2. Adoption of the Agenda**

As the first order of business at each meeting, the Board of Alderman shall, discuss and revise the proposed agenda and adopt an agenda for the meeting. The Board of Alderman may by majority vote add or delete items from the proposed agenda, except that the Board of Alderman may not add items on the agenda of a special, emergency, or organizational meeting unless (a) all members are present and (b) the Board of Alderman determines in good faith at the meeting that it is essential to discuss or act on the item immediately. If items are proposed to be added to the agenda, the Board of Alderman may, by majority vote, require that written copies of particular documents connected with the items be made available at the meeting to all Board of Alderman members. The Board of Alderman may designate certain agenda items "for discussion and possible action." Such designation means that the Board of Alderman intends to discuss the general subject area of that agenda item before making any motion concerning that item.

(1) The agenda shall be posted in a public forum; ie: online or city website.

**(a) Open Meetings Requirement.** The Board of Alderman shall not deliberate, vote, or otherwise take action on any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the Board of Alderman to understand what is being deliberated, voted, or acted on. However, the Board of Alderman may deliberate, vote or otherwise take action by reference to an agenda, if copies of the agenda – sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on – are available for public inspection at the meeting.

**Rule 3. Recognition of Citizens.**

Any citizen may address the Board of Alderman at the regular meeting during the “Recognition of Citizens” portion of the regular meeting. Unless determined otherwise by the Board of Alderman, each speaker will have a maximum of three (3) minutes to address the Board of Alderman. Board members may address any individual, group, or citizen if any board member so desires during this time; however, the Board members are not required to respond. The Board may limit any group or groups to have one (1) speaker for any one issue.

- 1) The mayor will determine the order of speakers.
- 2) Decorum shall be maintained during recognition of citizens. Failure to maintain decorum may result in forfeiting remaining time and / or removal from the meeting.
- 3) The Mayor or Mayor Pro-Tempore shall determine decorum, which may be appealed by the Board of Alderman.

**Rule 4. Public Hearings**

Public hearings required by law or deemed advisable by the Board of Alderman shall be organized by a special order that sets forth the subject, date, place, and time of the hearing. The special order is adopted by a majority vote of the Board of Alderman. At the time appointed for the hearing, the Board of Alderman shall vote to open the hearing and the Mayor or his or her designee shall call the hearing to order and preside over it. When the hearing is complete, the presiding officer shall entertain a motion to end the hearing. The Town’s public hearing policy shall be followed.

**Rule 5. Minutes**

Full and accurate minutes of the Board of Alderman proceedings, including closed sessions, shall be kept. The Board of Alderman shall also keep a general account of any closed session so that a person not in attendance would have a reasonable understanding of what transpired. These minutes and general accounts shall be open to inspection by the public, except as otherwise provided in the rule. The exact wording of each motion and the results of each vote shall be recorded in the minutes, and on the request of any member of the Board of Alderman, the entire Board of Alderman shall be polled by name on any vote. Members’ and other persons’ comments may be included in the minutes if the Board of Alderman approves.

1. Minutes and general accounts of closed sessions may be sealed by action of the Board of Alderman. Such sealed minutes and general accounts may be withheld from public

inspection if it interferes with the closed session's purpose.

**Rule 6. Order of Business.**

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

1. Invocation and Pledge of Allegiance of the Flag
2. Approval of Agenda with Additions or Deletions
3. Approval of Minutes
4. Recognition of Citizens: Time set by Mayor
5. Consent Agenda
6. Old Business
7. Public Hearings
8. New business
9. Mayor's Report
10. Manager's Report
11. Closing

By majority vote of the Board of Alderman, items may be considered out of the order prescribed above.

**Part IV. Organization of the Board.**

**Rule 1. Presiding Officer**

If the Mayor is absent, the Mayor Pro- Temp shall preside. If both the Mayor and the Mayor Pro-Temp are absent, the secondary Mayor Pro-Temp designated by vote of the Board of Alderman shall preside. The Mayor Pro-Temp or other member who is temporarily presiding will suspend all of his or her rights as a Board of Aldermen member, including the right to make motions and the right to vote. They will assume the role and responsibilities of the Mayor for purposes of the meeting.

If, during the absence of the Mayor, the Mayor Pro-Temp and Secondary Mayor Pro-Temp become actively involved in debate on a particular matter, the discussion shall be continued until the Mayor is able to preside.

- 1.) The Mayor may only vote to break a tie.
- 2.) In order to address the Board of Alderman, a member must be recognized by the Mayor.
- 3.) The Mayor Pro-Temp or Secondary Mayor Pro-Temp shall have the following powers:
  - To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;
  - To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this

- grounds;
- To entertain and answer questions of parliamentary law or procedure, and consulting town legal counsel;
- To call a brief recess at any time;
- To adjourn in an emergency.

A decision by the Mayor Pro-Temp or Secondary Mayor Pro-Temp under any of the first three powers listed may be appealed to the Board of Alderman upon motion of any member, pursuant to Rule 16, Motion 1. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion, if timely made, may not be ruled out of order.

### **Rule 2. Board of Alderman**

The Board of Alderman shall proceed by motion, except as otherwise provided for in Part III: Rule 3 and 5, and Part IV. Any member, excluding the Mayor, may make a motion.

#### a.) A Second is Required

- i. A motion does require a second.

#### b.) One Motion at a Time

- i. A member may make only one motion at a time.

#### c.) Substantive Motions

- i. A substantive motion is out of order while another substantive motion is pending.

#### d.) Adoption by Majority Vote

- i.) A motion shall be adopted by a majority when a quorum is present as defined in Part II.

#### e.) Voting by Written Ballot

- i.) The Board of Alderman may choose, by majority vote, to use written ballots to vote on a motion. Such ballots shall be signed, and the minutes of the Board of Alderman shall show the vote of each member voting. The ballots shall be available for public inspection in the office of the Town Clerk immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed.

#### f.) Debate

- i.) The Mayor shall state the motion and then open the floor to debate. The Mayor shall preside over the debate according to the following principles:

- The maker of the motion is entitled to speak first;
- A member who has not spoken on the issue shall be recognized before someone who has already spoken;



- To the extent possible, the debate shall alternate between proponents and opponents of the measure.
- The Mayor, at any time may call for an end of the debate upon equal opportunity for opponents and proponents being heard.

g.) Ratification of Actions

i.) To the extent permitted by law, the Board of Alderman may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

*Ratification: the action of signing or giving formal consent to a treaty, contract, or agreement, making it officially valid.*

**Rule 3. Duty to Vote**

Every member must vote unless excused by the remaining members of the Board of Alderman. A member who wishes to be excused from voting shall inform the Mayor, before the vote. The Mayor shall take a vote of the remaining members. No member shall be excused from voting except in cases involving conflicts of interest, as defined by the Board of Alderman or by law, or the member's official conduct, as defined by the Board of Alderman. In all other cases a failure to vote by a member who is physically present in the Board of Alderman chamber, or who has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote.

**Rule 4. Special Rules of Procedure**

The Board of Alderman may adopt special rules of procedure as circumstances warrant. The special rules of procedure shall be established by a motion set out prior to discussion of the topic.

**Part V. Procedural Motions**

(a) **Certain Motions Allowed.** In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

(b) **Order of Priority of Motions.** In order of priority (if applicable), the procedural motions are:

***Motion 1. To Appeal a Procedural Ruling of the Presiding Officer.*** A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Board of Alderman, as specified in Rule 7. This appeal is in order immediately after a decision is announced and at no other time.

***Motion 2. To Adjourn.*** This motion may be made only at the conclusion of action on a

pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to recess or adjourn to a time and place certain shall also comply with the requirements of Rule 2(c).

**Motion 3. To Take a Brief Recess.** This motion may be made at any time. The Mayor or Mayor Pro Tempe will determine the length of time of sure recess.

**Motion 4. Call to Follow the Agenda.** The motion must be made at the first reasonable opportunity or it is waived.

**Motion 5. To Suspend the Rules.** The Board of Alderman may not suspend provisions of the rules that state requirements imposed by law on the Board of Alderman. For adoption, the motion requires an affirmative vote equal to two-thirds of the entire membership of the Board of Alderman. The motion to suspend rules shall not be used to circumvent the authorities vested in the Mayor or presiding member or Alderman by the rules of procedure.

**Motion 6. To Go into Closed Session.** The Board of Alderman may go into closed session only for one or more of the permissible purposes listed in G.S. 143-318.11(a). The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting.

### **Rule 1. Closed Sessions**

The Board of Alderman may hold closed sessions as provided by law. The Board of Alderman shall commence a closed session only after a motion to go into closed session has been made and adopted during an open meeting. The motion shall state the purpose of the closed session. If the motion is based on G.S. 143-318.11(1), closed session to prevent the disclosure of privileged or confidential information or information that is not considered a public record; it must also state the name or citation of the law that renders the information to be discussed privileged or confidential. If the motion is based on G.S. 143-318.11(a)(3), consultation with attorney; handling or settlement of claims, judicial actions, mediations, arbitrations, or administrative procedures, it must identify the parties in any existing lawsuits concerning which the public body expects to receive advice during the closed session. The motion to go into closed session must be approved by a majority of those present and voting. The Board of Alderman shall terminate the closed session by a majority vote, using Motion 7 of rule 16(b).

Only those actions authorized by statute may be taken in closed session (Part V (b), Motion 2).

a) **Basis for Closed Session.** A closed session is permissible under the following circumstances and no other:

(1) To prevent the disclosure of information that is privileged or confidential pursuant to the law

f North Carolina or of the United States or that does not constitute a p\_\_\_\_\_ meaning of Chapter 132 of the General Statutes. The motion to enter closed session must name or cite the law that renders the information confidential or privileged.

- (2) To consult with the town attorney or another attorney employed or retained by the town in order to preserve the attorney–client privilege. If the board expects to discuss a pending lawsuit with its attorney, the motion to enter closed session must include the names of the parties to the lawsuit.
- (3) To discuss matters relating to (a) the location or expansion of industries or other businesses in the area served by the town or (b) the closure or realignment of a military installation. The board may reach agreement in closed session on a tentative list of economic development incentives to be offered in negotiations, but the approval of the signing of any economic development contract or commitment and the authorization of the payment of economic development expenditures must take place in open session.
- (4) To establish or instruct staff or agents concerning the town’s position in negotiating the price or other material terms of an agreement for the acquisition of real property by purchase, exchange, or lease.
- (5) To establish or instruct staff or agents concerning the amount of compensation or other material terms of an employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, or conditions of appointment or employment of a public officer or employee or prospective public officer or employee, except when the individual in question is a member of the Town Board or other public body or is being considered to fill a vacancy on the Town Board or other public body. Final action to appoint or employ a public officer or employee must take place in open session.
- (7) To hear or investigate a charge or complaint by or against a public officer or employee. Final action discharging an employee or removing an officer must occur in open session.
- (8) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (9) To view a law enforcement recording released pursuant to G.S. 132-1.4A.
- (10) On any other basis permitted by law.

A motion based on G.S. 143-318.11(a) (1) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-318(a)(3) shall identify the parties in each existing lawsuit concerning which the Board of Alderman expects to receive advice during the closed session, if in fact such advice is to be received.

***Motion 7. To Leave Closed Session.*** Must be approved by majority vote when a quorum is present.

**Motion 8. To Divide a Complex Motion and Consider It by Paragraph.** The motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

**Motion 9. To Defer Consideration.** The Board of Alderman may defer a substantive motion for later consideration at an unspecified time. A substantive motion, the consideration of which has been deferred, expires 100 days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending. A person who wishes to revisit the matter during that time must take action to revive consideration of the original motion (Rule 16(b), Motion 14), or else move to suspend the rules (Rule 16(b), Motion 5).

**Motion 10. Motion for the Previous Question.** The motion is not in order until there has been at least 20 minutes of debate and/or every member has had an opportunity to speak once.

**Motion 11. To Postpone to a Certain Time or Day.** If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A person who wishes to revisit the matter must either wait until the specified time or move to suspend the rules.

**Motion 12. To Refer a Motion to a Committee.** The Board of Alderman may vote to refer a substantive motion to a committee for its study and recommendation. Sixty days or more after a substantive motion has been referred to a committee, the introducer of the substantive motion may compel consideration of the measure by the entire Board of Alderman, whether or not the committee has reported the matter to the Board of Alderman.

**Motion 13. To Amend.**

- (a) An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with the amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend.
- (b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote.
- (c) Any amendment to a proposed ordinance, policy, regulation or resolution shall be reduced to writing before the vote on the amendment.

**Motion 14. To Revive Consideration.** The Board of Alderman may vote to revive consideration of any substantive motion earlier deferred by adoption of Motion 9 of Rule

16(b). The motion is in order at any time within 100 days after the day of a vote to defer consideration. A substantive motion on which consideration has been deferred expires 100 days after the deferral unless a motion to revive consideration is adopted.

***Motion 15. To Reconsider.*** The Board of Alderman may vote to reconsider its action on a matter. The motion to do so must be made by a member who voted with the prevailing side (the majority, except in the case of a tie; in that case the "no's" prevail) and only at the meeting during which the original vote was taken, including any continuation of that meeting through recess or adjournment to a time and place certain. The motion cannot interrupt deliberation on a pending matter but is in order at any time before final adjournment of the meeting.

***Motion 16. To Rescind or Repeal.*** The Board of Alderman may vote to rescind actions it has previously taken or to repeal items that it has previously adopted. The motion is not in order if rescission or repeal of an action is forbidden by law.

***Motion 17. To Prevent Reintroduction for Six Months.*** The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption, an affirmative vote equal to two thirds of the entire membership of the Board of Alderman. If adopted, the restriction imposed by the motion remains in effect for six months or until the next organization meeting of the Board of Alderman, whichever occurs first.

### **Rule 1. Renewal of Motion.**

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.

### **Rule 2. Withdrawal of Motion**

A motion may be withdrawn by the introducer at any time before it is amended or before the Mayor puts the motion to a vote.

## **Part VI. Appointments and Appointed Bodies**

### **Rule 1. Appointments**

**(a) Appointments in Open Session.** The board must consider and make any appointment to another body or, in the event of a vacancy on the board, to its own membership in open session.

**(b) Nomination and Voting Procedure.** The board shall use the following procedure to fill a vacancy in the board itself or in any other body over which it has the power of appointment. The nominating committee shall be called upon to make its report and recommendation(s), if any. The mayor shall then open the floor for nominations, where upon board members may put forward and debate nominees. When debate ends, the mayor shall call the roll of the members, and each member shall cast a vote for his or her preferred nominee. The voting shall continue until a nominee receives a majority of votes cast during a single balloting.

**(c) Mayor.** The mayor may make nominations and vote on appointments.

**(d) Multiple Appointments.** If the board is filling more than one vacancy, each member shall have as many votes in each balloting as there are slots to be filled, and the votes of a majority of the total number of members voting shall be required for each appointment. No member may cast more than one vote for the same candidate for the same vacancy during a single balloting.

**(e) Duty to Vote.** It is the duty of each member to vote for as many appointees as there are appointments to be made, but failure to do so shall not invalidate a member's ballot.

**(f) Vote by Written Ballot.** The board may vote on proposed appointments by written ballot in accordance with Part IV, RULE 2 e (i).

## **Rule 2. Committees and Boards**

**(a) Establishment and Appointment.** The board may establish temporary and standing committees, boards, and other bodies to help carry on the work of town government. Unless otherwise provided by law or the board, the power of appointment to such bodies lies with the board.

- i.) Any board shall advise on matters within the oversight of the Board of Aldermen.
- ii.) All voting matters must be presented by a representative of the committee.
- iii.) The director makes the final decision.
- iv.) The committee's work is primarily advisory in nature. Decisions or resolutions are considered proposals to the Board of Alderman.
- v.) Each board or committee shall consist of an alderman, a representative of the department, and 3 citizens of the Dallas Township.
- vi.) The board or committee shall meet once a month.
- vii.) Bylaws unique to each committee can be found online and in the clerk's office.

**(1) Mayoral Appointments.** The Mayor shall make the following appointments after consultation with the Board:

### Mayor's Advisory Committee -

- a) An advisory committee is a collection of individuals who bring unique knowledge and skills which augment the knowledge and skills of the formal board of directors in order to more effectively guide the organization
  - i.) The presiding Mayor shall solely select and appoint members of the Mayor's Advisory Board.
  - ii.) This power does not transfer at any time to Mayor Pro-Temp.
  - iii.) Appointments of the board shall last 1 year and conclude the first week of December.
  - iv.) Members may be allowed to serve consecutive terms.
  - v.) The Mayor shall consider nominations.

- b) **Mayor's Youth Advisory Committee** – Students from North [redacted] nominated by their school or a city council member to serve on the Mayor's Youth Advisory Committee each year, with representatives from the junior & senior class each year.

i.) The presiding Mayor will appoint members to the Mayor's Youth Advisory Committee based on nominations from the the school and Board of Aldermen.

ii.) The Nominations are listed in the Bylaws

iii.) Appointments shall last the school year starting the first week in September and conclude in May.

(2) *Board Appointments.* The Mayor and Board of Aldermen shall appoint members of the following boards and committees:

- Planning and Zoning
- Public Safety
- Community Development Association of Dallas
- Parks and Recreation Advisory Board

**(c) Open Meetings Law.** The requirements of the open meetings law apply whenever a majority of an appointed body's members gather in person or simultaneously by electronic means to discuss or conduct official business. They do not apply to meetings solely among the town's professional staff.

**(d) Procedural Rules.** The board may prescribe the procedures by which the town's appointed bodies operate, subject to any statutory provisions applicable to particular bodies. In the absence of rules adopted by the board, an appointed body may promulgate its own procedural rules, so long as they are in keeping with any relevant statutory provisions and generally accepted principles of parliamentary procedure.

## **Part VII. Miscellaneous**

### **Rule 1. Amendment of the Rules**

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, unless a statute or a rule of the body that created the board provides otherwise. Adoption of an amendment shall require an affirmative vote equal to two-thirds of the entire membership of the Board of Alderman.

### **Rule 2. Reference to Robert's Rules of Order Newly Revised**

The board shall refer to *Robert's Rules of Order Newly Revised* for guidance when confronted with a procedural issue not covered by these rules or state law. Having consulted *Robert's*, the mayor shall make a ruling on the issue subject to appeal to the board under Part V, Motion 1.

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Hayley Beaty, Mayor

Attest:

Sarah Ballard, Town Clerk  
\_\_\_\_\_





## Special Events/ Activities Application

Town of Dallas  
210 North Holland Street  
Dallas, NC 28034-1628  
(704) 922-3176  
Fax: (704) 922-4701

The purpose of this application is to provide information about your event or activity in order for the Town of Dallas to best assist you. Depending on the specific event, a permit application and/or fee(s) from other departments may be required. The applicant is responsible for providing complete and accurate information on the application. The applicant is responsible for notifying the Town of Dallas of any changes. A complete application must be submitted by no later than 5:00 p.m. on the Tuesday preceeding the date of the Board meeting at which the event is to be approved, for an event which is to occur no sooner than 14 days following its date of approval.

### APPLICATION INFORMATION

Name of Event:	Walk to Remember		
Facility Requested:	Cloninger Park		
Applicant Name:	Kelly Keigh (can contact Sam Martin with questions)		
Organization:			
Mailing Address:	609 Hester Drive		
City / State / Zip:	Dallas NC 28034		
Daytime Phone:		Cell:	E-Mail:
Description of the Event:	Remembrance Walk for Walker Hayes Any Donations Will Go toward Walker's Scholarship Fund.		
Does the event have a Facebook, Twitter, or other social networking page:			
If yes, please list URL(s):			
Date (s) Requested for Event:	March 23		
Event Start Time:	8:30 AM	Event End Time:	4:00 PM
Road Closure Time Begins (if applicable):		Road Closure Time Ends:	
Set Up Begins:	8:30	Set Up Ends:	
Preferred Date & Time of Inspection (if required):			
Estimated Attendance:	150		
The Event is:	<input type="checkbox"/> Private (by invitation only)	or	<input checked="" type="checkbox"/> Open to General Public
Describe the procedures to be used for selecting vendors and exhibitors for this event:			

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A pre-event meeting may be required and will be scheduled to include appropriate staff. The event applicant must attend the meeting.

**TENTS/CANOPES/MEMBRANE STRUCTURE**

Will tents/canopes/membrane structures be used for events?  Yes  No (if no proceed to next section.)

# of Canopes	<input type="checkbox"/>	(fabric structure that is open without sidewalls on 75% or more of perimeter)
# of Tents	less 10	(fabric structure that is enclosed with sidewalls on more than 25% of perimeter)
# of Membrane structures	<input type="checkbox"/>	(air supported or air inflated structure)
Other type of structure (provide description)		

\*Notes\*

**VOICE / MUSIC AMPLIFICATION**

Are there any musical entertainment features related to your event?  Yes  No (if no proceed to next section.)

If yes, state the number of stages, number of bands and type of music:

Number of stages:  Number of Bands:

Type(s) of music:

Will your event use amplified sound:  Yes  No

If yes, please include times: Start Time:  Finish Time:

Will sound checks be conducted prior to the event?  Yes  No

If yes, please include times: Start Time:  Finish Time:

\* Must comply with Town of Dallas general entertainment ordinance.

**HAZARDOUS MATERIALS**

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks?  Yes  No

If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.

Will there be any portable heaters?  Yes  No

Will there be any deep fat fryers?  Yes  No

Will there be any fireworks, lasers, torches, candles or pyrotechnics?  Yes  No

Will generators or electrical power be used?  Yes  No

If yes, provide electrical load data and location of connection. In the case of extraordinary use or hookups, fees may apply.

**RIDES / ATTRACTIONS**

Does the event include mechanical rides, or other similar attractions?  Yes  No

If yes, company name?

Company address:

List details, if any:

Applicants contracting with amusement ride companies are required to provide the Town of Dallas with a certificate of insurance, naming applicant and the Town of Dallas (if applicable) as additional insured on general liability.

ALL rides must be inspected and approved by The Department of Labor.

**VENDORS**

A vendor is anyone who is serving, selling, sampling, or displaying food, beverages, merchandise or services

Does the event include food vendors?  Yes  No

If the event will have food vendors, please check the following that apply:  
 Served  Sold  Catered  Prepared Outdoors

Does the event include food concession and/or cooking areas?  Yes  No

If yes, please list each vendor and specify cooking method (Gas, Electric, Charcoal, Other)  
 (Use additional sheet if necessary)

Vendor	Cooking Method	Food Item

Food and beverages shall not be sold at an event unless approved and licensed, if necessary by the Gaaston County Health Department. Event organizers are responsible for arranging health inspections for their event.

List all other commercial vendors who will be present during the event (serving, selling, sampling, or displaying).

VENDOR NAME	ADDRESS	PHONE NUMBER (S)

**EVENT SCHEDULE**

Provide a detailed schedule of the event including dates and times for entertainment, activities, hours of event, start time, finish time, etc. If the event requires an extended time frame for set-up, include details with a timeline listing the times and locations where streets or public property will be impacted and when dismantling will be completed.

(Use additional sheet of paper if necessary)

DATE	TIME	ACTION	ADDITIONAL NOTES

**SERVICES**

The Town of Dallas does not provide amenities such as portable washrooms/toilets, sound systems, tables, chairs, tents, canopies or other equipment. The applicant is responsible for arranging and providing services such as event clean up, traffic control, etc.

**TRASH CONTAINERS**

In order to determine what types of containers best suit the needs of the event, please answer the following questions:

Will the event be serving/selling/distributing beverages?  Yes  No

If yes, in what containers will they come packaged in?

aluminum cans  glass bottles/jars  plastic bottles/jugs/jars

How many trash cans are you requesting for trash?

How many recycle carts are you requesting?

Delivery Location?

Date and Time for rollout carts to be emptied?

Date and Time for rollout carts to be picked up?

Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans and event marketing signs. Clean-up fees may be incurred because of an applicant's failure to clean and/or restore the site following the event. If you reasonably believe that no litter will be generated during your event, please state this in your plan.

**PUBLIC PROPERTY CLEAN-UP**

Contracted personnel or volunteers may be used if indicated below. What is the clean-up plan for the event?

**SAFETY AND SECURITY (CHECK ALL TYPES OF SECURITY USED)**

Stage Security  Event Area Security  Road Closure Security

Other

Overnight Security From  :  To  :

Dates & Times security will be on site:

Security provided by:  Number of Security Personnel:

*Applicant may be required to hire sworn off-duty Town of Dallas police officers or Sheriff's Department personnel to provide security to insure public safety. The Town of Dallas will determine the number of security personnel required on site.*

**SITE PLAN**

Provide a detailed Site-Plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets and the surrounding area. The plan should include the following information:

- Location of the event/activity on the property with approximate distances from roads, fire hydrants, existing buildings, etc.
- Location of temporary structures that will be used during the event. Must indicate size of temporary structures, distances between temporary structures and existing buildings.
- Identify how each temporary structure will be used. Example: type of vendor, food preparation, etc.
- Identify location of all cooking devices and open flames; generators and fuel storage.
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
- Identify all designated parking areas.

**ROUTE AND TRAFFIC PLAN**

<input type="checkbox"/>	<b>PARADE</b> (Includes floats, vehicles, and persons)	<input type="checkbox"/>	<b>BICYCLES</b>
<input type="checkbox"/>	<b>MARCH OR WALK</b> (persons only)	<input type="checkbox"/>	<b>FOOT RACE</b>
<input type="checkbox"/>	<b>VEHICLES ONLY</b> (Includes motorcycles)		
<input type="checkbox"/>	<b>OTHER</b> (Description: <input type="text"/>		
Number of Persons:	<input type="text"/>	% Children:	<input type="text"/>
Number of Vehicles:	<input type="text"/>	Vehicle Types:	<input type="text"/>
Number of Animals:	<input type="text"/>	Kinds:	<input type="text"/>
<p><b>DESCRIBE BELOW THE EVENT ROUTE. IF THERE IS MORE THAN ONE SEGMENT TO AN EVENT, INCLUDE START AND FINISH TIMES FOR EACH SEGMENT. (Example: The "GENERIC AWARENESS RUN" may include a 5k, a 10k, and a Fun Run).</b></p>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			

**ROAD CLOSURES**

If your event involves road closures, a parade, a foot or bike race, any type of procession, or more than one location, attach a Route and Traffic Plan. Include the required information (listed below) and any additional information you believe applies to your event. When planning a moving route, the Dallas Police Dept. is available to assist you.

- NC and US roadways will also require approval from the NCDOT.
- The proposed route to be traveled including the requested starting and termination point. Please also clarify the directions of movement of your event.
- Routing plans for traffic. Illustrate a plan to include roads that you are requesting to be closed to vehicular or other traffic for your event. Include planned arrangements to resolve conflicts with people trying to reach businesses, their own residences, places of worship and public facilities including public transportation.
- Whether the event will occupy all or a portion of the street(s) requested for use.
- Proposed locations for barricades, signs and police/volunteers.
- The provision of twenty foot (20') minimum emergency access lanes throughout the event site.
- White temporary water base paint can be used to mark the route on the street pavement (May be purchased at common hardware stores such as Lowes Home, Home Depot, etc.).

*Please Note: All road closure requests will be strictly reviewed by the Town of Dallas. Approval, denial, or modification of all road closure requests are at the sole discretion of the Town of Dallas. The Town has final discretion over your Route and Traffic Plan including, but not limited to the route, placement and number of all barricades, signs, and police/volunteer locations.*

**DO NOT ASSUME, ADVERTISE, OR PROMOTE YOUR EVENT UNTIL YOU HAVE A SIGNED PERMIT FROM THE TOWN OF DALLAS. CONFLICTS DO ARISE AND CHANGES TO THE REQUEST MAY BE NECESSARY.**

Applicant's Signature: Kelly Leigh Date: 1-13-24

Rick Coleman  
606 Brookgreen Drive  
Dallas, NC 28034

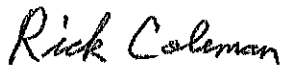
December 17, 2023

Mayor & Board of Alderman  
Town of Dallas  
210 N. Holland St.  
Dallas, NC 28034

To Mayor & Board of Alderman

I would like to recommend that a sign be placed at Jagers Park commemorating Stacy Walker Thomas as the first female African-America to be elected to the Dallas Board of Alderman. During her time on the Board, she was always well versed in all matters before her. She would always listen to citizen's concerns and bring them to the attention of the Board, as well as attending all Town events. Her devotion to Dallas should not go un-recognized.

Respectfully,



Rick Coleman  
Mayor, Town of Dallas 2003 - 2023



## Sponsorship Letter of Intent

**Business/Organization/Individual Name:** \_\_\_\_\_

**Contact Person's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Facebook Page Name:** \_\_\_\_\_

**Instagram:** \_\_\_\_\_

### Community Events Sponsorship Options (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Concert Series Sponsor \$5,500 | <input type="checkbox"/> Halloween Carnival Sponsor \$125 |
| <input type="checkbox"/> Concert Single Event \$1,000   | <input type="checkbox"/> Christmas Parade Sponsor \$125   |
| <input type="checkbox"/> Fall Festival Sponsor \$125    | <input type="checkbox"/> Easter Egg Hunt Sponsor \$125    |

### Youth Sports Sponsorship Options (check all that apply):

- Yearlong Sponsorship \$1,800
- Team Sponsorship \$275
- Season Sponsorship \$725

**Sponsorship Package Request (please specify particular event features/items you would like to sponsor if your sponsorship level gives you that option.)**

\_\_\_\_\_

### Payment Option (Check One):

- Check Included. Please send me an invoice

Please submit this completed form to:

**Town of Dallas**

**Attention: Parks and Recreation Department**

**210 N. Holland St**

**Dallas, NC 28034-1625 or email to @dallasnc.com**

**\*\*If sponsorship is approved, Parks and Recreation staff will work with your organization to obtain needed information for promotional items.\*\***

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Printed Signature

\_\_\_\_\_  
Date



## **2024 Town of Dallas Parks and Recreation Sponsorship Packet**

### ***How Sponsoring Town of Dallas Community Events and Youth Athletics will Benefit Your Company:***

- Great publicity for your business/organization
- Relationship building with Participants & Attendees
- Helping to offer affordable & quality family friendly programs to our community

### **Community Events Sponsorship Opportunities**

#### **Concert Series Sponsor - Gold Sponsor \$5,500**

- Name/Logo on stage for all of our monthly concerts  
(Options: May, June, July, August, September, October)
- Verbal Recognition all of our Concert Series and Fall Festival
- Name/Logo on social media and Town's website for each monthly event
- 10x10 vendor space at each event Concert Sponsor

#### **Single Event \$1,000**

- Name/Logo on stage
- Your choice of concert (first come; first served)  
(Options: May, June, July, August, September, October)
- Verbal Recognition at the event of your choice
- Name/Logo on social media and Town's website
- 10x10 vendor space

#### **Fall Festival Sponsor \$125**

- Name/Logo on social media and City's website
- 10x10 vendor space

#### **Trunk or Treat Sponsor \$125**

- Name/Logo on social media and City's website
- 10x10 vendor space

#### **Carols on the Square Sponsor \$125**

- Name/Logo on social media and City's website
- 10x10 vendor space

#### **Christmas Parade Sponsor \$125**

- Banner on Santa's float
- Name/Logo on social media and City's website

#### **Easter Egg Hunt Sponsor \$125**

- Verbal Recognition at this event
- Name/Logo on social media and City's website
- 10x10 vendor space





## Youth Athletics Sponsorship

### **Yearlong Sponsorship \$1,800**

- Logo on ALL team jerseys for every season for one year (baseball, soccer, and basketball)
- 8x10 team photos
- Logo on promotional opportunities
- One of our team's jerseys from each sports season with your logo on it
- Organization can provide up to two banners that we will put on our ballfield fence for one year. Your banner will also be in the Dallas Gym during basketball season.

### **Youth Sports Season Sponsorship \$725**

- Logo on ALL team jerseys for one season of your choice (baseball, soccer, and basketball)
- 8x10 team photos
- Logo on promotional opportunities
- One of our team's jerseys with your logo on it
- For baseball or soccer season
- Organization can provide up to two banners that we will put on our ballfield fence for one season. Your banner will also be in the Dallas Gym during basketball season.

### **Youth Sports Team Sponsor \$275 per team**

- Logo on team jerseys for **one** team for a season of your choice (baseball, soccer, or basketball)
- 8x10 team photo
- Logo on promotional opportunities
- One of our team's jerseys with your logo on it
- For baseball or soccer season
- Organization can provide up to two banners that we will put on our ballfield fence for one season. Your banner will also be in the Dallas Gym during basketball season.

***\*\*We will be glad to work with your organization to create a customized package that will fit your current goals to market your brand to our audience.\*\****