



Appearance Commission Special Meeting Agenda

Town of Swansboro

Thursday, April 23, 2026

I. Call to Order

II. Business

a. Introduction of Commission Members

b. Election of Chairperson & Vice Chairperson

Presenter: Alissa Fender, MMC – Town Clerk

Pursuant to Town Code §152.034 THE APPEARANCE COMMISSION (C) Organization: The Commission shall elect from its membership a Chairperson and Vice-Chairperson annually.

Recommended Action: Elect a Chairperson & Vice Chairperson.

c. Determination of Staggered Terms

Presenter: Alissa Fender, MMC – Town Clerk

Pursuant to Town Code §152.034 THE APPEARANCE COMMISSION (B) Membership: Members shall serve staggered three-year terms and may serve no more than two consecutive full terms.

Recommended Action: Determine which 3 members will serve a 1-year term to establish the committees membership of staggered terms.

d. Determination of a Regular Meeting Schedule

Presenter: Alissa Fender, MMC – Town Clerk

Pursuant to NCGS 143-318.12 a public body may establish a schedule of regular meetings, showing the time and place. A copy of the schedule shall be filed with the Town Clerk.

Recommended Action: Designate a regular meeting date to be adopted by the commission at its next meeting.

e. Rules that Govern the Operation of the Committee

Presenter: Alissa Fender, MMC – Town Clerk

A review the statutory requirements Board and committee members must follow under North Carolina General Statutes, including laws governing public bodies, open meetings, and conflicts of interest will be provided.

Recommended Action: No action needed.

f. **Discussion on Creation of By-Laws**
Presenter: Alissa Fender, MMC – Town Clerk

The Appearance Commission is tasked to adopt by-laws that govern its internal organization and meeting procedures, consistent with its advisory role as established by ordinance and applicable North Carolina law. By-Laws are then provided to the Board of Commissioners for final approval.

Recommended Action: Discuss and provide directions to staff regarding items to be included in the development of draft by-laws for future review.

III. Chairman/Board Thoughts/Staff Comments

IV. Public Comments

V. Adjournment