



## **Town of Bermuda Run Christmas in Bermuda Run Board**

### **Section 1. Establishment and Purpose**

The Christmas in Bermuda Run Board (“the Board”) is established by the Bermuda Run Town Council to serve as an advisory and operational body responsible for the execution, planning, coordination, and budgeting of the annual one-day Christmas in Bermuda Run event. The Board shall operate in a manner that reflects the values, goals, and standards of the Town of Bermuda Run.

---

### **Section 2. Membership**

1. The Board shall consist of five (5) voting members and one (1) Ex-Officio non-voting member, all of whom must be residents of the Town of Bermuda Run at the time of their appointment and during their service.
  2. Members shall be appointed by the Bermuda Run Town Council.
  3. Terms shall be staggered as follows:
    - o Three (3) members shall serve initial terms of three (3) years.
    - o Two (2) members shall serve initial terms of two (2) years.
  4. Members may be reappointed for up to two (2) additional consecutive, two (2) year terms.
  5. Any vacancy shall be filled by the Town Council for the remainder of the unexpired term.
  6. The Town Council may remove any member of the Board at its discretion when it is determined to be in the best interest of the Town.
- 

### **Section 3. Officers and Duties**

1. The Board shall elect the following officers annually from among its members:
  - a. Chairperson – Shall conduct meetings of the Board and provide leadership, and financial oversight, in fulfilling the Board’s responsibilities.
  - b. Vice Chairperson – Shall serve in the place of the Chairperson if the Chairperson is absent or otherwise unable to fulfill their duties.
  - c. Secretary – Shall:
    - o Record the minutes of all Board meetings.
    - o With the concurrence of the Chairperson, prepare draft agendas for meetings.

- Provide public notice of all meetings to the Town Clerk.
  - Attend to correspondence of the Board.
  - Perform such other administrative duties as necessary to support the Board.
- 

**Section 4. Town Council Liaison**

One (1) member of the Bermuda Run Town Council shall serve as a non-voting liaison to the Board. The liaison shall:

- Attend Board meetings;
  - Provide regular reports on Board activity to the full Town Council; and
  - Provide communication between the Board and the Town Council.
- 

**Section 5. Meetings**

1. The Board shall meet regularly, with a meeting schedule adopted annually.
  2. Meetings shall typically be held at Bermuda Run Town Hall, unless otherwise designated.
  3. All meetings shall be conducted in accordance with North Carolina General Statutes, including the Open Meetings Law.
  4. Minutes of all meetings shall be recorded, approved, and submitted to the Town Clerk for the public record.
  5. The Board shall provide written reports of its activities to the Bermuda Run Town Council.
- 

**Section 6. Amendments**

This bylaw may be amended by a simple majority vote of the Bermuda Run Town Council.

Adopted this day \_\_\_\_\_, of June 2025, by the Bermuda Run Town Council.

\_\_\_\_\_  
Mayor Mike Brannon

Attest: \_\_\_\_\_,

Cindy Poe, Town Clerk