



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #26-04-15-001

ORDINANCE CREATING A PUBLIC ART ADVISORY BOARD

SECTION 1. Creation

There is hereby created a Public Art Advisory Board for the Town of Knightdale.

SECTION 2. Purpose

The Public Art Advisory Board (hereafter, the Board) serves in an advisory capacity to the Knightdale Town Council to review and recommend public art throughout the town as a vehicle to enhance community connectedness, historic preservation, economic vitality, and resident quality of life.

SECTION 3. Roles and Responsibilities

The Board shall assume the following roles and responsibilities:

1. Develop themes and site-planned initiatives for Public Art throughout the Town
2. Review and recommend artists and artwork to Town Council for approval
3. Assist in developing selection criteria for specific projects
4. Provide recommendations for Public Art Policy updates to Town Council for approval
5. Review artwork donations or loans
6. Implement Biennial Temporary Public Art Exhibit
7. Assist with judging town art contests

SECTION 4. Membership

The Board shall be composed as follows:

1. Voting - The Board shall be composed of seven (7) voting members appointed by the Town Council. One member shall be a representative of the United Arts Council of Raleigh and Wake County, and one member shall be a youth representative between the ages of 14 and 18. The remaining membership shall be comprised of individuals who are arts professionals, enthusiasts, and community volunteers and include individuals with significant professional qualifications in the visual arts and/or civic design, such as artists, architects, landscape architects, arts educators, arts administrators, urban designers, urban planners, or owners/managers of a creative business.
2. Ex-Officio - The Mayor shall appoint two (2) ex-officio representatives from the Town Council to serve on the Board.
3. The ex officio members will not have a vote on items coming before the Board.
4. The Mayor shall make ex-officio appointments annually

5. Staff Support - The Assistant Town Manager, Assistant Parks, Recreation and Cultural Programs Director, and a Development Services Liaison will serve as staff support to the Board. The Town Clerk (or designee) will prepare and distribute the agenda, take minutes, and record attendance.

SECTION 5. Terms of Office

The terms of office for all voting members shall be on a two (2) year staggered basis.

- A. All members may hold their positions until their successors are appointed by the Knightdale Town Council unless they are removed from the Board or they resign.

SECTION 6. Compensation

Members of the Board shall serve without compensation.

SECTION 7. Officers

The Board shall elect officers from its membership annually for a term of one year. The following officers shall be elected to ensure the orderly conduct of business: Chair and Vice Chair. All officers shall hold their positions until their successors are elected.

SECTION 8. Meetings, Establishment of a Quorum

The Board shall meet on a regularly scheduled basis, with its meeting schedule adopted annually.

- A. A quorum shall consist of a majority of the voting members. A quorum must be established before any official action can be taken. Official action shall be approved by a simple majority.
- B. All meetings will operate in accordance with the North Carolina General Statutes' open meetings law.
- C. The Board shall not establish a subcommittee without prior approval from the Town Council.

SECTION 9. Acceptance of Grants, Gifts, Etc.

The Board may recommend to the Town Council the acceptance of any grant, gift, bequest, or donation of any personal or real property offered or made for public purposes.

SECTION 10. Code of Ethics

All voting members of the Board shall sign an Advisory Board Code of Ethics Statement at their first meeting upon appointment. All members are expected to serve as ambassadors for Knightdale supporting the Town Council, Town Staff and all programs and initiatives of the Town.

SECTION 11. Authorized Spokesperson

The Chair is authorized to serve as the spokesperson for the Board to the Town Council. Only the Town Council or Town Manager (or designee) are authorized to speak on behalf of the Town.

SECTION 12. Conflict of Interest

The Board shall operate in compliance with North Carolina's Conflict of Interest laws.

SECTION 13. Limitations of Power, Removal

The Board is not authorized by the Town Council to operate outside the scope of authority granted under this Ordinance.

- A. All voting members are subject to removal by the Knightdale Town Council in their sole discretion.
- B. The Board may recommend to the Town Council the member(s) to be removed.
 - 1) Recommendations shall be made in writing and include specific reasons for removal.
 - 2) The Board may make removal recommendations with a three-fourths majority approval of all voting members.

Members of the Board may be removed by the Town Council for failure to attend 75% or more of meetings within a 12-month period or for any other good cause related to the performance of duties.

This the 15th day of April, 2026.

BY: _____
Jessica Day, Mayor

ATTEST: _____
Heather M. Smith, Town Clerk