



Town of Knightdale

Staff Report Cover Sheet

Title: 2026 Meeting Schedule Amendment 02

Staff: Heather Smith, Town Clerk

Date: April 15, 2026

PURPOSE

- A key component of the open meetings law is the requirement to provide advanced notice of meetings. The Knightdale Town Council adopted its 2026 meeting schedule on December 1, 2025.
- In March, the regularly scheduled Community Relations Advisory Board (CRAB) meeting was canceled due to lack of quorum. The meeting schedule needs to be amended to include a makeup date on Thursday, April 30, 2026.
- In April, the regularly scheduled Parks and Recreation Advisory Board (PRAB) meeting will need to be rescheduled due to lack of quorum. The meeting schedule needs to be amended to include a makeup date on Monday, May 11, 2026.

STRATEGIC PLAN PRIORITY AREA(S)

- Organizational Excellence

GENERAL STATUTE REFERENCE(S), *if applicable*

- § 143-318.12: Public notice of official meetings. *“If a public body changes its schedule of regular meetings, it shall cause the revised schedule to be filed as provided in subdivisions (1) through (4) of this subsection at least seven calendar days before the day of the first meeting held pursuant to the revised schedule.”*

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- 2026 Meeting Schedule Amendment 02

STAFF RECOMMENDATION

- Adopt the 2026 Meeting Schedule Amendment 02

Knightsdale Strategic Priorities



Safe



Connected &
Inclusive



Sustainable



Active & Healthy



Organizational
Excellence