



## 2025 APPLICATION FOR LEWISVILLE BOARD/COMMITTEE

Please submit a separate application for each board/committee appointment request.

Please refer to attached Resolution **2021001**: Policy - Application process for boards and committees

Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

I am interested in serving on the following Committee:

Public Art Advisory Committee (separate application) - 2-year term

Public Art Advisory Committee (separate application) - 3-year term

NOTE: The Public Art Advisory Committee is comprised of 7 members - 5 artists and 2 non-artists.

I am interested in serving on the following Board (3-year term):

Planning Board

Willow Run Municipal Service District: Area 3 \_\_\_ At-Large \_\_\_

Zoning Board of Adjustment

### EMPLOYMENT AND EDUCATION

Employer: _____	Graduate? Y/N	Major _____
Address: _____	High School: _____	
Phone: _____	College: _____	
Email: _____	Graduate School: _____	
Occupation: _____	Other: _____	

Do you currently serve on a board and/or committee? Yes  No

If so, what board and/or committee: \_\_\_\_\_

Are you requesting reappointment? Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach a brief statement with information detailing why you wish appointment to the board or committee and return to: Town Clerk, Town of Lewisville, PO Box 547, Lewisville, NC 27023 or email [townclerk@lewisvillenc.net](mailto:townclerk@lewisvillenc.net).

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Interview Date (if applicable): \_\_\_\_\_

Staff Recommendation: \_\_\_\_\_

Appointed by Town Council: Yes  No  Appointment Date (if applicable): \_\_\_\_\_

**Applications will be accepted through January 31, 2025**



TOWN OF LEWISVILLE  
6510 Shallowford Road, PO Box 547  
Lewisville, NC 27023

**LEWISVILLE PUBLIC ART ADVISORY COMMITTEE APPLICATION**

Full Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**EMPLOYMENT AND EDUCATION**

Employer: _____	Graduate? Y/N	Major
Address: _____	High School: _____	
Phone: _____	College: _____	
Email: _____	Graduate School: _____	
Occupation: _____	Other: _____	

Are you a current board/committee member? Yes  No

Board/Committee: \_\_\_\_\_ Original Appointment Date: \_\_\_\_\_

Are you requesting reappointment? Yes  No

Why are you interested in serving on Lewisville's Public Art Advisory Committee? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List what interests, skills, expertise, and/or experience you have that may be of assistance to the Public Art Advisory Committee? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Available date(s) for interview: \_\_\_\_\_

Submit applications to: Town Clerk, Town of Lewisville, PO Box 547, Lewisville, NC 27023 or [townclerk@lewisvillenc.net](mailto:townclerk@lewisvillenc.net).

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Interview Date: \_\_\_\_\_  
Interview Date: \_\_\_\_\_ Appointed: Yes  No   
Recommendation: \_\_\_\_\_

Applications will be accepted through January 31, 2025

**RESOLUTION 2021001 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING THE POLICY ON ACCEPTING APPLICATIONS TO  
LEWISVILLE BOARDS AND COMMITTEES**

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**NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** amends the policy for the receipt of requests from citizens requesting appointment or reappointment to a Lewisville board or committee as stated in the policy attached herein.

**Adopted this the 14<sup>th</sup> day of January, 2021 by the Lewisville Town Council.**

\_\_\_\_\_  
Mike Horn, Mayor

ATTEST:

\_\_\_\_\_  
Joyce C. McWilliams Walker, Town Clerk

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**POLICY**

**Application process for boards and committees**

Any resident of the Town of Lewisville may request appointment to a committee or board at any time. With the exception of the Student Leadership Committee, applicants must be 18 years of age and have lived within the town limits for at least six (6) months. The application for appointment is on the Town of Lewisville's web site and may be filled out on-line.

Applicants must also submit a letter with the application with a brief biography and an explanation of why the applicant wishes to serve. An optional item that the applicant may wish to include is any experience that may be useful in serving on the board or committee.

Council may choose not to consider applications that do not include the above listed information.

Current committee or board members whose terms have expired may request reappointment to a board after three (3) years and to a committee after two (2) years, by providing the Town Clerk with notice of such request accompanied by an application.

In-cycle requests for reappointment and appointment to boards and committees must be received by the Town Clerk by the last Friday in January. New appointment requests will be scheduled for interviews during the month of February.

Out-of-cycle applications and requests for appointment must be received by the Town Clerk at least one (1) week prior to Council's monthly briefing on the first Thursday of the month in order to be considered at the next Council meeting on the second Thursday of the month. If received later than one (1) week prior to briefing, the application will be considered at the following month's Council meeting should the committee or board vacancy still be available; provided, however, this policy shall not prohibit nominations by council members at the meeting so long as no other council member objects.

Some committees do not have a limit on the number of residents who may participate. Some committees and all boards do have membership limit requirements.

For in-cycle vacancies on town boards and committees, the Town will advertise the vacancy prior to the briefing deadline for application by posting notice on bulletin boards at Shallowford Square and the G. Galloway Reynolds Community Center, Spectrum Channel 6, publication in the Town's January/February newsletter, on the Town's social media and any other distribution lists available. In addition, the Town shall endeavor to provide notice by additional means including, without limitation, announcements at Council, committee or board meetings. If no application for

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appointment is received by the deadline set above, the Town will continue to advertise until an application for appointment is received. The application for appointment will be forwarded to Council at their next regularly scheduled briefing meeting and may be voted on at the next scheduled Council meeting.

With unanimous consent of the council, an application may be accepted beyond the deadline to be considered at the next regularly scheduled council meeting.

**Resolution 2005015 02-10-2005 - Establishing the Policy**  
**Resolution 2021001 01-14-2021 - Amending the Policy**



**ORDINANCE 2024-028 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 13-2 OF THE LEWISVILLE TOWN CODE  
ESTABLISHING A PUBLIC ART ADVISORY COMMITTEE**

**WHEREAS**, there is a desire to showcase public art within the Town of Lewisville; and

**WHEREAS**, the Town Council recognizes the value of resident inclusion.

**NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** establishes a Public Art Advisory Committee.

1. Committee Name – Public Art Advisory Committee (herein referred to as “Committee”).
2. Committee Type – The Committee will serve in an advisory role to Town Council.
3. Mission – The Committee may suggest and recommend actions pertaining to the acquisition, loan, placement, maintenance, display, and/or disposal of the Town’s public artworks. The Committee shall consult with and advise Town staff and Town Council in matters affecting public art policies, resources, and acquisitions related to the total Town public arts program.
4. Public Art Definition
  - a. Photography, paintings, sculptures, murals, pottery, ceramics, tapestry, fabric, and other media.
  - b. Visually and physically accessible to community.
  - c. Indoor or outdoor.
  - d. Temporary or permanent.
5. Department Funding
  - a. The Committee shall coordinate an annual budget, if needed, with the Town Manager by February 28 for approval by Town Council.
  - b. Expenditures must follow the Town’s financial procedures.
6. Membership
  - a. The Committee shall be comprised of seven (7) members, effective with 2025 appointments. Five of the members should have an art background. Examples of art professionals include, but are not limited to: visual arts, art nonprofit workers, design professionals, art educators, architects, art collectors, artists, craftsperson, and other professions in visual arts. Two of the members do not need an art background.
  - b. Members are appointed by Town Council. Residents interested in serving on the Committee shall submit a Public Art Advisory Committee application form to the Town Clerk requesting appointment. The Town Clerk forwards information to Council.
  - c. Members serve without compensation.



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7. Terms of Appointment

- a. Appointments shall be made by the Town Council in March. Terms are two years commencing April 1 and expiring on March 31. Terms are renewable without limitation to the number of consecutive terms.
- b. Effective with 2025 appointments, terms shall be staggered. Four members (three artists and one non-artist) will be appointed to a two-year term and three members (two artists and one non-artist) will be appointed to a three-year term. Upon term expiration, all members will be appointed to two-year terms.
- c. Members who wish to resign their appointment shall submit their resignation to the Town Clerk who shall provide to Town Council for their acceptance. Vacancies on the Committee shall be filled for the unexpired term by Town Council.

8. Committee Structure

- a. Chair
  - i. The Committee shall select from among themselves a Chair.
  - ii. The Chair shall serve for one (1) year with eligibility of reelection.
  - iii. The Chair shall be selected at the next scheduled committee meeting April 1 or later, following March appointments.
- b. Vice Chair
  - i. The Committee shall select from among themselves a Vice Chair.
  - ii. The Vice Chair shall serve for one (1) year with eligibility of reelection.
  - iii. The Vice Chair shall be selected at the next scheduled committee meeting April 1 or later, following March appointments.

9. Meetings

- a. The Committee shall establish its own regular meeting schedule. Schedule to be provided to the Town Clerk for appropriate filing and posting.
- b. The Committee shall meet as needed.
- c. All Committee meetings are subject to the North Carolina Open Meetings Law.
- d. Minutes of all meetings shall be maintained in accordance with public records laws and regulations with approved Committee meeting minutes submitted to the Town Clerk for appropriate filing and posting.
- e. Four (4) members, one of which must be the Chair or Vice Chair, constitute a quorum.
- f. The Committee shall have a meeting attendance policy such that members failing to attend three (3) consecutive regular Committee meetings, without notification to the Chair or Town Clerk, shall have their membership subject to review and possible replacement by the Town Council.

10. Reports – The Committee Chair shall submit a report of its activities and other important matters to the Town Council upon request.



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11. Requests – All official requests should be in writing from the Committee Chair and must be presented to the Town Manager.

Adopted this the 8th day of August 2024.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

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Dora K. Moore, Town Clerk