**All-Terrain Vehicle Park Advisory Committee**

There is hereby created a citizens' advisory committee to serve in an advisory capacity to the town commission and as a research and discovery entity devoted to the proposed all-terrain vehicle park in an effort to benefits the community. The committee shall be charged with information gathering, consolidation of such, and the communication of its conclusions to the town commission, including suggestions and recommendations for improvements or changes to benefit the community.

**Appointment process**. Appointments to the All-Terrain Park board of the Town of [your town or city name] (hereinafter referred to generally as "board" or "town board") shall be by a majority vote of the town commission. The town commission will make every effort to ensure that the membership of its advisory board reflects the diversity of the community. Board openings shall be publicly advertised for a period not less than three (3) weeks. Board applicants shall submit an application supplied by the town and may submit a letter of intent and a resume listing qualifications and other reasonable information requested by the town commission for making an informed decision.

The majority of members shall be residents of the town and all shall be residents of the state of Tennessee.

Re-appointment for sitting board members shall not be automatic. Members will receive letters from the town recorder near the end of their terms. Members who are still eligible and wish to apply for re-appointment shall advise the town recorder by the date required in the letter. All appointments and re-appointments will be determined by a majority vote of the town commission. Members will serve without pay, but with prior approval shall be reimbursed for expenses.

**Terms of appointment.** Members shall serve for three (3) years commencing on the first day of January of the year in which their terms begin.

**Provision for ad hoc membership.** Non-voting ad hoc members with interest, skill sets, or expertise in particular areas may be appointed to serve on the board to support the purposes and goals of the board. Such members shall provide a completed board application to the town recorder and will serve at the will and convenience of the board with approval by the town commission.

**Meetings and officers.** The date and time of regular meetings shall be decided by a majority vote of the board. A majority of members shall constitute a quorum necessary to transact board business. All meetings shall be publicly noticed and comply with the provisions of public meetings law. The board shall elect a chairman who will set the agenda, call and preside over meetings, provide orientation to new members, and keep all members informed; a vice-chairman to serve in the chairman's absence; and a secretary who shall keep minutes for the board, and upon approval, shall provide copies of them to the town recorder for the public record and for distribution to the town commission. Should an elected officer resign or be unable to complete his/her term for any reason, the board shall elect a new officer at the next regular meeting.

**Commission support**. The town commission by majority vote shall appoint a commission member as a representative or liaison to the board to facilitate communication between the board and the commission. The commission representative shall participate in the work of the board but shall not be an official voting member of a board.

**Vacancies and removals**. In the event that a vacancy shall occur during the term of a member, his or her successor shall be appointed for the unexpired portion of the term by means of the appointment process. Board members serve at the pleasure of the commission. Members may be removed for cause. Cause shall include, but not be limited to, if a member:

(1) Lacks at any time during the term of office any qualification for the office prescribed by the charter or by law.

(2) Violates any expressed prohibition of the charter.

(3) Is convicted of a state or federal felony, appeals notwithstanding.

(4) Fails to stay current and participate in the work of the board.

(5) Fails to attend seventy percent (70%) or more of meetings of the board.

(6) If required for membership, fails to maintain a bona fide residence within the town for sixty (60) consecutive days.