

Charter of the Town of Lovettsville
Events Committee
Approved January 9, 2025

Background

Per § 4.2 of Chapter 520 of the Acts of Assembly of 1983, which provided a charter for the Town of Lovettsville, “the [town] council, in its discretion, may establish such committees, whether standing or ad hoc, as it may deem appropriate, to study and report to the council on those matters referred to such committees by the council. The report of any such committee shall not be binding upon the council but shall be advisory only.” Per § 3.3 of Chapter 520 of the Acts of Assembly of 1983, “[e]xcept as otherwise provided herein or by law, the mayor shall have the authority to appoint such officers and committees as are necessary for the proper administration of the affairs of the Town but shall report each appointment to the council for confirmation at the next meeting thereof following any such appointment.” As such, the Mayor and Council of the Town of Lovettsville have established a number of advisory and administrative committees to carry out the advisory and administrative functions of the Town, respectively.

Committee

The Events Committee Chair shall be selected by the Town Council from among the members of the Council, and the committee shall include one additional Member from the Town Council who will serve as the Council’s representative. The Council shall appoint sufficient Members at-large to conduct the business of the Committee, including the Event Leaders of each of the Town’s events. One representative from the Planning Commission shall be appointed to the Events Committee by the Town Council. Additional non-voting Members may be appointed by the Town Council. The Committee shall select an appointed Member to serve as Vice Chair and shall appoint a Secretary to prepare agendas and minutes.

Meetings

The Committee shall have the power to call meetings to discuss and recommend policies within its jurisdiction, and to receive testimony at public hearings called for the same purpose. All meetings and hearings shall abide by the open meeting requirements of the Town and Laws of the Commonwealth of Virginia.

Meetings shall be held once per month on a date designated by the Events Committee Chair, with additional meetings subject to the call of the Chair or by request of a majority of the Members of the Committee. When coinciding with Federal holidays, meetings shall be automatically moved to the following week. Modifications to this schedule may be made by motion or informal discussion with a majority of the Members responding in the affirmative.

Quorum shall be comprised of a majority of the appointed, voting Members. Meetings shall adhere to Roberts Rules of Order and are subject to additional rules as may be imposed by the Council.

Jurisdiction

The jurisdiction of the various Town Council Committees shall indicate both the core policy areas and delineate the extent of the Committee’s influence on matters which might overlap with other standing Committees.

To the greatest extent possible, Committees should refrain from taking action on matters outside their jurisdiction, notwithstanding discussions on broad issues which may include information or areas covered by other or multiple Committees. All matters not within the jurisdiction of a Committee shall be reserved for the Town Council or other Committees as shall be appointed by the Town Council.

It shall be the jurisdiction of the Events Committee to advise the Town Council on all matters pertaining to Events Planning, including: operations and compliance with local, state, and Federal laws; coordination with county and state agencies for public safety, traffic, and pedestrian management; vendors and procurement for events; liability insurance and safety best practices; event funding, sponsorships, and fiscal policy; oversight, audits, internal controls, and approval of budgets; appropriated funding requests; capital improvements and equipment purchases related to event functions; implementation of event branding and promotion; volunteer recruitment, incentives and management; and policies governing events, generally.”

Event Leaders

The Town of Lovettsville has events in the categories of Mayfest, Love America, Love Summer, Oktoberfest and Love Winter. Each event will have a designated Event Leader. Based on the size and complexity of the event, an Event Leader may have responsibility for multiple events. The number of Event Leaders for all events is currently five (5), however this number may be modified by the Town Council as necessary.

Each Event Leader shall be a voting member of the Events Committee.

Each Event Leader must prepare a projected budget in collaboration with the Town Manager, for review by the Town Council by December 15 for the following Fiscal Year. Any revised line-item budget shall be presented to Town Council for review no less than 60 days prior to the start of the first event; additional requests for adjustments may be entertained by Council up to the end of the last event. Each Event Leader shall coordinate with the Town Manager to approve a Scope of Services to be provided by Town Staff.

Each Event Leader shall have the power to call meetings to discuss matters within the event’s jurisdiction, and all meetings shall abide by the open meeting requirements of the Town and Laws of the Commonwealth of Virginia. Meetings shall adhere to Roberts Rules of Order and are subject to additional rules as may be imposed by the Council.

The scope for each Event Subcommittee shall be:

- Love America:
 - The duties of the LOVE America Subcommittee are to honor our country and military service members, promote citizenship, celebrate patriotism, and build community through the participation in National days of remembrance and celebration in partnership with civic and community organizations. Love America consists of four events
 - Memorial Day
 - July 3rd Parade
 - Patriot’s Day (9/11)
 - Veteran’s Day
- Love MayFest:
 - Mayfest is the first town celebration of the year, traditionally Memorial Day Weekend and the kickoff to all of the town’s spectacular summer activities. A Family Fun Festival including Vendors,

Children's Fun Zone (relay races, pie eating contest, rock climbing, pony rides), Live Music, Corn-Hole Tournament, Races and Games, Food and Drinks. Fun for all.

- Love Summer:
 - The Love Summer Subcommittee seeks to engage our residents, strengthen our community and promote our Town through family-oriented events which provide learning, entertainment and civic engagement through partnerships with businesses, non-profit organizations and volunteers. The Committee plans and implements a series of events from June 1st until August 31st each year, including movies and concerts, free of charge for the public. As appropriate, the Committee engages vendors, community organizations, and coordinates with other event Committees to provide food, beverages and logistical support for summer events.
- National Night Out
 - National Night Out is an annual event that fosters community spirit and strengthens relationships between residents and public safety organizations. Held on the first Tuesday of August, it brings together police departments, fire departments, emergency medical services, and other public safety agencies to engage with the community. It provides an opportunity for residents to meet and interact with local law enforcement, firefighters, paramedics, and other emergency personnel. This collaboration enhances trust, promotes safety awareness, and encourages a united effort to create safer, more connected neighborhoods. National Night Out is a celebration of community resilience and the vital role of public safety organizations in maintaining it.
- Love Oktoberfest:
 - Lovettsville's Oktoberfest was created to build community pride and to celebrate our Town -its heritage, its current makeup, and its future. In celebrating our community, the Town seeks to showcase and promote the town and its businesses, support our community Civic Groups, and promote tourism. In carrying out our charter from the Town, the Lovettsville Oktoberfest Committee receives access to Town facilities and support from Town Staff, but otherwise is self-funded through donations and sales.
- Love Winter:
 - Love Winter consists of six events:
 - The Cocoa Crawl
 - The Cocoa Crawl is an annual event that brings the community together to celebrate the holiday season with delicious hot chocolate and cocoa-inspired treats. Held in early December, this festive crawl invites residents and visitors to stroll through the town visiting participating businesses to sample and purchase a variety of cocoa delights. From classic hot chocolate to creative concoctions like cocoa floats and chocolate-dipped treats, there's something for everyone to enjoy. The event also features holiday shopping, community spirit, and the warmth of shared experiences, making it a beloved tradition that highlights the town's local culture
 - Wintertainmentfest (Tree Lighting / Lantern Walk)
 - Nothing like enjoying the talent and joy of children singing while watching the lights get turned on for our town's bright holiday tree. It's a perfect way to start the month-long festivities of the holiday season. As we come together as a community, we celebrate our special 5th grade chorus from Lovettsville Elementary and get dazzled by our tree lighting in a quirky and fun show.
 - Light Up Lovettsville

- Celebrating the lights and holiday cheer of our Lovettsville residents. By encouraging friendly competition of electric and sometimes extremely quirky home decorations, we bring folks out to roam our town in enjoyment. Our Oktoberfest royalty work in conjunction with the public ranking of the town's bright displays and acknowledge the innovative, the traditional, and the very quirkiest with bragging rights and gifts graciously donated by town businesses and appreciative fans.
- Menorah Lighting
 - The menorah lighting is a cherished tradition during Hanukkah, the Jewish Festival of Lights. Each night for eight nights, a candle is lit on the menorah, a nine-branched candelabrum. The central branch, known as the shamash, is used to light the other candles. This ritual commemorates the miracle of the oil that lasted eight days in the rededication of the Holy Temple in Jerusalem. Families gather to recite blessings, sing songs, and celebrate with traditional foods. The menorah lighting symbolizes hope, faith, and the enduring spirit of the Jewish people.
- Berzerkle on the Squirkle
 - Braving the cold temperatures while dressed in your favorite costumes, tutus, or even in your pajamas is just how our town kicks off the New Year. A family fun run/5K that you can run, walk, polka, or even crawl around our town's unique Squirkle is a perfect way to bring together all of our community, no matter if you are royalty, Vikings, firemen, costumed crusaders, wiener dogs, or just plain exhausted after staying up all night. We also provide a great way to get rid of those wicker toilet paper holders your Aunt Esther gave you as we love to hand out random prizes to the participants while they do a conga line for a lap, walk with a new friend, or even do a polka down the sidewalk. Quirky is just how our town loves it!