

BYLAWS

CITIZENS ADVISORY COUNCIL

Article I – Purpose, Goals and Organization

Section 1. Purpose

The purpose of the Citizens Advisory Council (CAC) is to promote citizen participation in City government; disseminate information to communities and solicit views from community members; advise the Raleigh City Council on matters affecting the wellbeing of the citizens of the City of Raleigh jurisdictional area; and assist in development, evaluation, and implementation of solutions to issues that confront the citizens and the City Council. Consistent with this purpose, the CAC may communicate its views on relevant matters to the City Council and other governing boards, agencies, institutions and officials.

Section 2. Goals

The goals of the CAC are to:

- A. Provide a forum for discussion of City programs, plans and concerns and to supply feedback to the City Council, City administration and associated bodies;
- B. Improve the neighborhoods of Raleigh by specific and individual programs; and
- C. Identify facts relating to the interests of the general public on sensitive issues and present these facts to decision-making bodies.

Section 3. Membership

Membership in the CAC is open to any person age 18 or older who resides within the boundaries of the CAC. Property owners who do not reside within the CAC boundaries are not eligible for membership.

Section 4. CAC Boundaries

The City of Raleigh has established CAC boundaries to encompass all areas within the city limits of the City of Raleigh and its extraterritorial jurisdiction. The CAC shall have the opportunity to provide feedback on proposed changes to its boundaries.

The boundaries of a CAC may be changed by the following process:

- A. The affirmative vote of two thirds of the members present at any regular or special meeting of the CAC, provided the mailed agenda for said meeting included notice of a vote on changing boundaries and a description of the changes to the boundaries. As this may affect other CACs, the affirmative vote of two thirds of the members present at any regular or special meeting of all CACs affected by the change is also required.
- B. A request for recommendation to City Council shall be made to the Raleigh Citizens Advisory Council by all affected CACs.
- C. The affirmative vote of two thirds of the members of the Raleigh Citizens Advisory Council.
- D. Upon advice of City staff, the Raleigh Citizens Advisory Council shall recommend to the City Council changes in the boundaries of CACs affected by the changes.

Article II – Nomination and Election of Officers

Section 1. Officers

The CAC shall have at least two officers ~~and~~ consisting of a chairperson and a vice chair. The CAC can also have any additional officers it may designate (e.g. secretary). All other offices in addition to the Chair and Vice Chair will be titled or designated to make order of succession clear. (e.g. first vice chair, second vice chair and so on). All vacancies shall be reported immediately to the chairperson of the Raleigh Citizens Advisory Council.

Section 2. Eligibility for Office

Eligibility for election as officers of the CAC is restricted to residents of the CAC who are age 18 or older.

Section 3. Nomination of Officers

The officers of the CAC shall appoint ~~a nominating committee with a minimum of three CAC members~~ three CAC members to a nominating committee to select nominees for positions as officers of the CAC. The Community Relations Analyst will oversee the nomination process through the election of officers.

A call for nominations shall be published in the newsletter/agenda prior to the meeting at which the nominating committee submits its slate of nominees. During the meeting at which the nominating committee submits its nominees, additional nominations may be made from the floor with the consent of the additional nominees.

A list of all nominees shall be published in the newsletter/agenda prior to the meeting during which officers are elected. Nominations that are not published in the newsletter prior to the scheduled election shall not be allowed.

Section 4. Election of Officers

Officers of the CAC shall be elected for a two-year term by a majority of voting members present at the scheduled meeting for the election of officers. All voting for vacant offices shall be done by paper ballot. Ballots shall be prepared by the Community Relations Analyst. Ballots shall include all nominees published in the newsletter/agenda prior to the meeting during which officers are elected. Ballots must contain the voter's name and signature. The minutes must reflect how each voter cast his or her ballot. The signed ballots, which are public records available for review, must be kept until the minutes are approved.

Elections of CAC officers shall occur in the months of May or June to coincide with the fiscal year. To maintain a working knowledge within the context of the Raleigh Citizens Advisory Council, these elections shall be staggered among the CACs with odd and even numbered CACs.

- odd numbered CACs (1-Atlantic, 3-East, 5-Forestville, 7-Hillsborough, 9-Mordecai, 11-North Central, 13-Northwest, 15-South Central, 17-Southwest and 19-West) holding elections in odd numbered years and

- even numbered CACs (2-Central, 4-Five Points, 6-Glenwood, 8-Midtown, 10-North, 12-Northeast, 14-South, 16-Southeast and 18-Wade) holding elections in even numbered years.

Section 5. Vacancy

In the event of a vacancy in any office, ~~a special election shall be held~~ the following succession hierarchy shall be followed to fill the unexpired portion of the term in accordance with the nomination and election procedures in Article II, Sections 3 and 4. In the event of the failure of any officer to carry out his or her duties, the office may be declared vacant by a vote of the CAC.

- A. **In case of a chairperson vacancy**, the vice chair shall ascend to the chairperson office. If there are multiple vice chairs, (e.g. first vice chair, second vice chair and so on), the first vice chair shall become the chairperson and the second vice chair shall become the first vice chair, and so on. If the vice chair does not wish to assume the chairperson office and there are no other elected officers to replace the chairperson, the CAC shall hold a special election to replace the chairperson.
- B. **In case of a vice chair vacancy**, the next officer shall ascend to the vice chair office. If the next officer does not wish to assume the vice chair office and there are no other elected officers to replace the vice chair, the CAC shall hold a special election to replace the vice chair.
- C. **In case of a secretary and any other vacancies**, the chairperson may appoint any member of the CAC who is willing and able to fill the unexpired portion of the term of the outgoing person that once held that office. Such appointment must be published in the newsletter/agenda at the time the appointment is made.

Article III – Duties of Officers

Section 1. Duties of Officers

Officers shall:

- A. Convene such meetings, delegate such authority, and appoint such committees and representatives as necessary to deal with issues and problems that confront communities within the CAC;
- B. Ensure an adequate and representative exchange of information between the CAC and the Raleigh Citizens Advisory Council;
- C. Ensure that the CAC is represented at all meetings of the Raleigh Citizens Advisory Council; and
- D. Ensure that CAC votes regarding zoning cases are presented or delivered to the appropriate planning or zoning public meeting.

Article IV – Meetings

Section 1. Regular Meetings

The CAC shall schedule at least one meeting per year **quarter**. Election of CAC officers shall be conducted at least once every two years in accordance with the procedures in Article II, Sections 3 and 4.

Other meetings throughout the year are encouraged on a monthly basis for the purpose of disseminating information and soliciting views on matters affecting the well-being of the citizens of the community. All reasonable efforts shall be made to give adequate prior notice of such meetings to all interested parties in the CAC area. **Rescheduled meetings are not considered special meetings.**

Section 2. Agenda

An agenda shall be mailed or emailed at least seven calendar days in advance of each regular and special meeting to CAC members who have subscribed to the CAC mailing list.

CAC members may request that the presiding officer add items to the agenda. **CAC leadership should exercise this authority with care. Intentionally adjusting an agenda to prevent certain viewpoints or speakers could prompt a legal challenge and undermine the legitimacy of a CAC decision. The better practice is to include the subjects to be discussed in an agenda so that citizens**

can attend those meetings involving matters of interest to them. Without that notice, a citizen might miss a chance to contribute on an issue of concern. If a matter of significance is raised for the first time at a meeting, a chairperson ought to consider whether further discussion at the next meeting would be appropriate to give absent CAC members an opportunity to comment. CAC members also may ask the presiding officer to change the order of items on the agenda.

Section 3. Voting Members

Any member of a CAC may vote on any matter brought before the CAC in which a vote is requested or required.

Section 4. Questioned Voting Member

In case of a question regarding eligibility to vote, the presiding officer shall render the decision.

Section 5. Conduct of Meetings Procedural matters not covered by the rules of these bylaws shall be governed by Robert's Rules of Order.

Section 6. Special Meeting

A special meeting of the CAC may be called at any time by the officers. The Community Engagement Department may call a special meeting based upon a written petition by residents of the CAC. At a special meeting, only those items contained in the special meeting notice may be considered by the CAC. The CAC should not discuss or vote on an issue that is not included in the special meeting notice.

Section 7. Notice of Special Meetings

Not less than seven calendar days prior to a special meeting, written notice of the time, place, and purpose of such meeting shall be mailed or otherwise distributed to the members of the CAC on the mailing list.

Article V – CAC Committees

Section 1. Standing Committees

CAC officers shall establish standing committees and appoint committee chairpersons upon the advice of CAC members. The standing committees shall function in accordance with their statements of purpose and responsibility approved by the CAC. The CAC officers and the standing committee chairperson shall appoint members of a standing committee. Such appointments must be published in the newsletter/agenda at the time the appointments are made.

Section 2. Eligibility for Standing Committee Chairpersons

CAC officers shall appoint standing committee chairpersons from among the active participating members of the CAC. Such appointments must be published in the newsletter/agenda at the time the appointments are made.

Section 3. Special Committees

The officers of the CAC may establish special committees for specific temporary purposes. The statement of purpose and responsibility for each special committee shall be made a matter of record.

Article VI – Merging of CAC

Section 1. Merger

In the event of a merger of two or more CACs, the officers of the merging CACs may agree on the new name and leadership structure for the newly formed CAC. The chair, vice chair(s) and other officers of the new CAC shall be drawn from the leadership structure of the merging CACs.

- A. The new CAC's chairperson, vice chair and other officers shall be the existing officers of one of the merging CACs until the time of the next scheduled May/June election for the merged CACs.

- B. There shall be a new election for officers of the newly formed CAC in May/June of the year following the merger.
- C. Merger of CACs requires the affirmative vote of two thirds of the members present at any regular or special meeting of each of the respective CACs.
- D. Approval of merger of CACs requires the affirmative vote of two thirds of the members of the Raleigh Citizens Advisory Council. Following the Raleigh Citizens Advisory Council affirmative vote, an immediate recommendation shall be made to the Raleigh City Council for final approval.
- E. Upon final approval from the Raleigh City Council, the new CAC shall be formally recognized like all other CACs.

Article VII – Amending of Bylaws

Section 1. Amendments

These bylaws may be amended, changed or replaced by the following process:

- A. The affirmative vote of two thirds of the members present at any regular or special meeting of the CAC, provided the mailed agenda for said meeting included notice of a vote on bylaws amendments and a description of the amendments.
- B. The affirmative vote of two thirds of the members of the Raleigh Citizens Advisory Council. These bylaws shall then take effect 30 days after they have been approved by the Raleigh Citizens Advisory Council.

These bylaws were adopted by a vote of the Raleigh Citizens Advisory Council on Mmm ##, 2018.