

# **BY-LAWS OF THE RALEIGH CITIZENS ADVISORY COUNCIL**

*January 19, 2011*

## **Article I – Purpose, Goals, and Organization**

### **Section 1. Purpose.**

The purpose of the Raleigh Citizens Advisory Council (RCAC), as a representative citizen group, is to promote citizen participation in city government, to disseminate information to its communities and solicit views from its communities, and to advise the Raleigh City Council on matters affecting the well being of the citizens of Raleigh jurisdictional area, and to assist in developing, evaluation, and implementing solutions that confront the City Council and the citizens. Consistent with this purpose, the RCAC may communicate its views on relevant matter to other governing boards, agencies institutions, or officials.

### **Section 2. Goals.**

- a. To educate and provide a forum for discussion of City programs and plans, and concerns, and supply feedback to City Administration, City Council and associated bodies.
- b. To improve the neighborhoods of Raleigh by specific and individual programs.
- c. To identify the facts that best represent the interest of the general public on sensitive issues and then find effective ways to present these facts to the decision making bodies.

### **Section 3. Membership.**

The RCAC shall be comprised of the RCAC chairperson and vice chairperson, immediate past chairperson, standing committee chairpersons, and the officers of each Citizens Advisory Council (CAC – previously referred to as Community CACs). The CAC boundaries have been established by the appropriate city staff which includes the City of Raleigh and its extra-territorial jurisdiction.

### **Section 4. CAC Boundary.**

Boundary changes between establish CAC area may be effected by consent of the affected CACs with advice from appropriate City staff and approval by the RCAC.

## **Article II – Nomination and Election of Officers**

### **Section 1. Officers.**

There shall be a chairperson, 1<sup>st</sup> vice chairperson and 2<sup>nd</sup> vice chairperson of the RCAC. The chairperson shall serve a one year term. The 1<sup>st</sup> vice chairperson and 2<sup>nd</sup> vice chairperson shall be elected for a two-year term.

## **Section 2. Eligibility for Office.**

Eligibility for election as chairperson or vice chairpersons of the RCAC is restricted to a person who is either serving as an officer of a CAC or has completed a term as such, or a person designated as the RCAC representative from their respective CAC, or a person who is serving or has served a complete term as the RCAC chairperson, vice chairperson, or standing committee chairperson. This requires a residency within the CAC district.

## **Section 3. Nomination of Officers.**

The chairperson of the RCAC shall appoint a nominating committee of a minimum of three RCAC members to select nominees for the positions of chairperson and vice chairperson. A call for nominations will also be published in the newsletter/agenda prior to the meeting where the nominating committee will submit its slate of nominees. At the meeting where the nominating committee submits its nominees, additional nominations may also be made from the floor with prior consent of the qualified nominee. The list of all nominees will then be published in the newsletter/agenda sent to the membership in advance of the subsequent meeting for the election of officers. Nominations for any RCAC or CAC office that are not published in the newsletter prior to the scheduled election will not be allowed.

## **Section 4. Election of Officers.**

Officers of both the RCAC and CACs shall be elected by a majority of voting members (see Article IV, Section 3 and Article VI, Section 1 below) present at the scheduled meeting for the election of officers.

## **Section 5. Vacancy.**

In the event of a vacancy in any office, a special election shall be held to fill the vacancy for the unexpired portion of the term, following the nominating and election procedures in Article II, Sections 3 and 4. In the event of the failure of either officer to carry out his/her duties, the office may be declared vacant by a vote of the RCAC. In the event of a temporary vacancy at a meeting in the office of the chairperson and the 1<sup>st</sup> and 2<sup>nd</sup> vice chairpersons, the staff person provided by the City of Raleigh, if present for that meeting, shall preside for the purpose of the members nominating and electing a presiding officer for that meeting.

# **Article III. – Duties of Officers**

## **Section 1. Duties of Chairperson.**

The Chairperson of the RCAC shall preside at the RCAC meeting, appoint RCAC committee, and provide leadership and general supervision of the activities of the RCAC. The RCAC chairperson shall establish a written agenda for the clerical staff 14 days prior to the next regular meeting. The RCAC chairperson may appoint, on the advice of the vice chairperson and the City of Raleigh staff and the affirmative vote by a majority of

the RCAC membership, a special committee to investigate and assist as necessary any CAC which has failed to assure representation at two successive RCAC meetings.

**Section 2. Duties of 1<sup>st</sup> Vice Chairperson.**

The first vice chairperson shall perform such duties and functions as may be assigned by the chairperson, and in the event of the temporary disability or absence of the chairperson, shall perform the duties of the chairperson. In addition, the first vice chairperson shall advise the RCAC chairperson when a CAC has failed to assume representation at two successive RCAC meetings and convey this information to the RCAC chairperson. The vice chairperson shall serve as the nominating committee chairperson.

**Section 2A. Duties of the 2<sup>nd</sup> Vice chairperson.**

The second vice chairperson shall perform such duties and functions a may be assigned by the chairperson, and in the event of temporary disability or absence of either the chairperson or fist vice chairperson, shall perform the duties of the chairperson for special committees established by the RCAC.

**Section 3. Duties of Immediate Past Chairperson.**

The immediate past chairperson is expected to serve as a liaison between the chairperson's orientation to the new position and the past established policies and precedents of the RCAC.

**Article IV. Meetings**

**Section 1. Regular Meetings.**

Regular monthly meetings of the RCAC shall be held during each year, designated as to time and place at the prior meeting by the presiding officer of the RCAC. In any one calendar year the RCAC reserves the right to have fewer than twelve meetings with a minimum of six meetings per year.

**Section 2. Agenda.**

An agenda, accompanied by copies of any report, study or recommendation that is to be acted on at the meeting, will be mailed (or at the option of the member(s) e-mailed) to the RCAC members seven calendar days in advance of each regular or special meeting. RCAC members may request that items be given more or less priority in the agenda. Such requests should be delivered to the chairperson.

**Section 3. Voting Members.**

On any matter put to a vote at any meeting of the RCAC, one (1) vote shall be permitted for each CAC. The vote for each of the CAC shall be cast by the chairperson of the CAC or a member of that CAC designated as its proxy representative. Proxy designation must be made prior to voting and it shall be made in writing or by verbal conversation between

the CAC chairperson and an appropriate member of the City staff or the RCAC presiding officer. The RCAC will reject a motion that does not receive a majority of votes.

**Section 3a. E-mail Voting**

With consensus of the RCAC members attending a Council meeting, they can agree (during that meeting) to allow a post-meeting vote in which eligible RCAC members respond to a motion or petition using e-mail, fax or written vote. Electronically sent comments and subsequent e-mail vote from the CAC chairperson must be sent within the voting-gathering deadline. For these instances, only written response (vote) from the CAC chairpersons will be accepted. Those votes are collected and forwarded to chair or vice-chair to become part of the official meeting record. Each CAC has one (1) vote.

**Section 4. Quorum.**

The presence of 50% of the voting members, of the RCAC shall constitute a quorum at any meeting. Any action taken without a quorum present shall be considered at the next meeting which as a quorum present. At the consensus of the attendees, a motion can be drafted and presented in accordance with Section 3a.

**Section 5. Questioned Voting Member.**

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

**Section 6. Conduct of Meetings.**

Procedural matters not covered by the rules of these bylaws shall be governed by *Robert's Rules of Order*.

**Section 7. Special Meeting.**

A special meeting of the RCAC may be called at any time by the chairperson or on petition of a majority of the voting members.

**Section 8. Notice of Special Meetings.**

Not less than seven calendar days prior to the date fixed for 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 RCAC. Advance written notice of the time, place, and purpose of any special meeting may be waived, in writing, prior to such meeting, by a majority of the voting members.

## **Article V – RCAC Committees**

### **Section 1. Standing Committees.**

As deemed necessary, the RCAC chairperson shall establish standing committees and appoint respective committee chairpersons upon the advice of RCAC members. The standing committees shall function in accordance with the statement of purpose and responsibility approved by the RCAC for each such standing committee. The RCAC chairperson and the standing committee chairperson may secure those persons whom they feel necessary to complete the specific purpose of the committee. Each CAC chairperson is expected to cooperate with the chairperson on the matters requested by either chairperson.

### **Section 2. Eligibility for Standing Committee Chairpersons.**

Appointments of standing committee chairperson should be made from among the active participating members of the CAC.

### **Section 3. Special Committees.**

The chairperson of the RCAC may establish special committees for specific temporary purposes. When establishing such committees, statement of purpose and responsibility shall be made a matter of record.

## **Article VI – CAC Organization**

### **Section 1. Membership.**

Membership of a CAC shall be open to any adult (age 18 or over) who resides within that CAC area. Non-residents of the CAC that own property within the CAC area are not eligible for membership.

### **Section 2. Meetings.**

At a minimum, each CAC shall schedule an annual meeting. Election of CAC officers shall be conducted at least once every two years and will require a meeting for nominations followed by a meeting for election in accordance with the nominating and election procedures in Article II, Section 3 and 4 above. 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.

**Section 3. Officers of the CACs.**

Each CAC shall have a chairperson, vice chairperson, and such other officers as it may choose. Vacancies should be processed in the same manner of procedure outlined in Article II, Section 5 above. All permanent vacancies should be reported immediately to the RCAC chairperson.

**Section 4. Members of RCAC Standing Committees.**

Each CAC chairperson should appoint a representative to represent its district at the RCAC meetings; and transmit this member's name to the RCAC chairperson.

**Section 5. CAC Bylaws.**

Each CAC is encouraged to adopt its own bylaws, consistent with the provisions of these bylaws. The RCAC bylaws will apply to those CACs that have not adopted their own bylaws.

**Section 6. Voting.**

Anyone who is a member of a CAC may vote on any matter brought before that CAC when it is being considered by the CAC.

**Section 7. Duties of CAC Chairperson.**

Each CAC chairperson shall convene such meetings, delegate such authority, and appoint such committees and representatives as are necessary to deal with issues and problems which confront the community residents, and assure an adequate and representative exchange of information between the CAC and the RCAC. The CAC chairperson is responsible for assuring that the CAC is represented at all meetings of the RCAC and its standing committee. Additionally, the chair insures that CAC votes regarding zoning cases are presented or delivered to the appropriate (Planning/Zoning) public meeting.

**Article VII – Amending of Bylaws**

**Section 1. Amendments.**

These bylaws may be amended, changed, or replaced by the affirmative vote of a two-thirds majority of the members present at any regular or special meeting of the RCAC, provided that there is a quorum present and that the mailed agenda for said meeting has included notice a vote on bylaws amendments including a description of the amendment to be considered.