

# **Bylaws of the Mordecai Citizens Advisory Council**

October 2009

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

### **Section 1. Purpose**

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

### **Section 2. Goals**

- a. To educate and provide a forum for discussion of city programs, plans, and concerns and supply feedback to city administration, City Council, and associated bodies.
- b. To improve our CAC by specific and individual programs.
- c. To identify the facts that best represent the interest of our collective neighborhoods on sensitive issues and then find effective ways to present these facts to the decision-making bodies.
- d. To organize, foster, and present neighborhood social functions such as the Annual Picnic and Ice Cream Social.

### **Section 3. Membership**

The MCAC membership shall be composed of anyone living in or operating a business within the MCAC boundaries, which have been established by the appropriate city staff.

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

The Mordecai CAC is one of nineteen (19) CAC's in the City of Raleigh. It is located north of the downtown business district and encompasses all of Mordecai neighborhood, parts of the Oakwood neighborhood, the commercial area known as the Person Street Business District, Peace College, Seaboard Station, The Village at Pilot Mill, the CSX/Norfolk Southern Railroad, and the Capital Boulevard corridor from Peace Street to the south up to Atlantic Road to the north. The Mordecai CAC is the smallest CAC and has traditionally been one of the most active due to its smaller size and close-knit community.

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

### **Section 1. Officers**

There shall be two co-chairpersons of the MCAC and one secretary. Initially, one co-chair shall be elected for a one-year term and the other for a two-year term. After the first year, one co-chair shall be elected on alternate years. The secretary will be elected for a two-year term. No treasurer is currently required until such time that the MCAC is funded by and receives money from the city.

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

Eligibility for election for the co-chairpersons and secretary of the MCAC is restricted to persons who live within the MCAC boundary. A notice seeking MCAC co-chairpersons and committee co-chairs will 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 MCAC office that are not published in the newsletter prior to the scheduled election will not be allowed.

### **Section 3. Nominating Committee**

At the September meeting, the co-chairpersons shall appoint a Nominating Committee of no less than three MCAC members to assist in identifying potential candidates for the co-chairperson and secretary positions. One of the co-chairpersons may serve as a member of this committee.

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

Officers of the MCAC shall be elected by a majority of voting members present at the scheduled meeting for the election of officers, which is the December meeting.

### **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 MCAC.

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

### **Section 1. Duties of Co-chairpersons**

The co-chairpersons of the MCAC shall preside at the MCAC meetings, appoint MCAC committee chairpersons, and provide leadership and general supervision of the activities of the MCAC. The MCAC co-chairpersons shall establish a written agenda for the Community Services Department staff 14 days prior to the next regular meeting to be posted in the monthly newsletter. The co-chairpersons shall speak on behalf of the MCAC when necessary and represent the views of the MCAC as a whole. The co-chairpersons shall attend MCAC social events whenever possible. The co-chairpersons are responsible for seeing that all nominations and applications for city and other applicable awards and grants are submitted in proper form and time frame. At least one of the co-chairpersons should attend the monthly MCAC meeting. The co-chairpersons may alternate attendance at their discretion.

### **Section 2. Duties of the Secretary**

The secretary shall record the minutes of the meeting and post them in the newsletter and on the website if appropriate.

### **Section 3. Immediate Past Co-chairperson**

The immediate past co-chairperson is expected to serve as a resource during the new chairperson's orientation to the position.

#### **Section 4. Advisory Council**

An advisory council shall be established consisting of no more than three long-term MCAC members who are familiar with how MCAC business and policy are conducted. These members will be available to advise the current MCAC co-chairpersons on any matter of business relevant to the MCAC.

### **Article IV – Meetings**

#### **Section 1. Regular Meetings**

Regular monthly meetings of the MCAC shall be held on the second Tuesday of the month at 7:30 p.m. Meetings should generally be kept to an hour unless an important item is being discussed. For long-term consistency in meetings, it is strongly urged that the meeting time and day not be changed. There will be no meeting in July, and the August meeting time will be reserved for the Annual Ice Cream Social with no business meeting conducted. The Holiday Party will take place during the December meeting with election of officers being the only item of business. It is recommended that refreshments be provided after each meeting to allow members a brief period to socialize and ask further questions of speakers. There should be a sign-up sheet for those scheduled to provide refreshments and a reminder sent out by the co-chairpersons prior to the meeting.

#### **Section 2. Agenda**

The co-chairpersons are responsible for setting the agenda of each meeting. The agenda should include the approval of the last meeting's minutes, a police report, introduction of and presentations by pre-arranged and relevant speakers, items up for vote, committee reports, announcements, and adjournment.

#### **Section 3. Special Voting Rule**

The MCAC has a long-standing tradition of not voting on any "issue of importance" at the same meeting at which the issue is presented. "Issues of importance" may be defined as issues that may positively or negatively affect the MCAC as a whole and therefore need to be advertised on the website, discussed and researched for at least one month and then voted on at a subsequent meeting with a sufficient number of informed members present. This rule applies to issues of zoning approval, proposed policy changes at the city level, changes in CAC bylaws, etc. This rule does not apply to general procedural items such as approval of the minutes, motion to adjourn, etc.

#### **Section 4. Voting Members**

On any matter put to a vote at a meeting of the MCAC, one (1) vote shall be permitted for each CAC member in attendance. The MCAC will reject a motion that does not receive a majority of votes.

#### **Section 5. Questioned Voting Member**

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

#### **Section 6. Conduct of Meetings**

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

**Section 7. Special Meeting**

A special meeting of the MCAC may be called at any time by the co-chairpersons as deemed necessary. Section 3 (Special Voting Rule above) applies here as well.

**Article V – MCAC Committees**

**Section 1. Standing Committees**

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

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

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

**Section 3. Special Committees**

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

**Section 4. Standing Committees**

The following standing committees are representative of the active issues and concerns currently relative to the MCAC. It is recommended that each committee have two co-chairs when possible.

- Social/Picnic
- Parks
- Community Watch
- Yard sale
- Zoning
- Traffic
- Website
- Railroads

**Article VI – Amending of Bylaws**

**Section 1. Amendments**

These bylaws may be amended, changed, or replaced by the affirmative vote of a majority of the members present at any regular or special meeting of the MCAC, provided that a notice for a vote on bylaw amendments, including a description of the amendment to be considered, be announced in the minutes.

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