

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 well-being 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.

Article II – Nomination and Election of Officers

Section 1. Officers

The CAC shall have at least two officers and any additional officers it may designate. 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 to select nominees for positions as officers of the CAC.

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 by a majority of voting members 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 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.

Section 6. Absenteeism

In the event of the absence of a presiding officer at a CAC meeting, the RCAC chairperson or a staff member from Community Services 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 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. 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.

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 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 Services Department may call a special meeting based upon a written petition by residents of the CAC.

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.

Section 2. Eligibility for Standing Committee Chairpersons

CAC officers shall appoint standing committee chairpersons from among the active participating members of the CAC.

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 VII – Amending of Bylaws

Section 1. Amendments

These by-laws may be amended, changed, or replaced by 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 by-laws amendments and a description of the amendments.

These bylaws were adopted by a vote of the Raleigh Citizens Advisory Council on July 18, 2012.