

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

*Adopted September 20, 2012*

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

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

The purpose of the Hillsborough CAC, 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 Hillsborough CAC 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 and Voting.**

Membership of the Hillsborough CAC is open to any adult (age 18 or over) who resides within that Hillsborough CAC area. Members may be renters, property owners, or guests as long as they reside within the Hillsborough CAC boundaries. Non-residents of the Hillsborough CAC who own property within the CAC area are not eligible for membership.

Any member of the Hillsborough CAC may vote on any matter brought before Hillsborough CAC when it is being considered.

### **Section 4. Meetings.**

At a minimum, the Hillsborough CAC shall schedule an annual meeting. Election of the Hillsborough 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 I, Section 7 below. Other meetings throughout the year may be held at the discretion of the officers 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 5. Officers and Term of Office.**

The Hillsborough CAC shall have a chairperson, vice chairperson, and secretary. Officers serve consecutive two-year terms beginning January 1 in the calendar year following their election.

**Section 6. Eligibility for Office.**

Any member of the Hillsborough CAC may stand for election.

**Section 7. Nomination of Officers.**

The chairperson of the Hillsborough CAC shall appoint a nominating committee of a minimum of three Hillsborough CAC members to select officer nominees. 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 Hillsborough CAC office that are not published in the newsletter prior to the scheduled election will not be allowed.

**Section 8. Election of Officers.**

Officers of the Hillsborough CAC shall be elected by a majority of voting members present at the scheduled meeting for the election of officers.

**Section 9. 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 I, Section 7 above. In the event of the failure of any 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 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.

**Section 10. Representation at RCAC Meetings.**

The Hillsborough CAC chairperson should appoint a representative to represent the Hillsborough CAC at RCAC meetings; and will transmit this member's name to the RCAC chairperson.

**Section 11. Duties of Hillsborough CAC Chairperson.**

The Hillsborough 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. Additionally, the chair ensures that CAC votes regarding zoning cases are presented or delivered to the appropriate (Planning/Zoning) public meeting.

**Section 4. Hillsborough CAC Boundary.**

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

**Article II – 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 Hillsborough CAC, provided that the mailed agenda for said meeting has included notice a vote on bylaws amendments including a description of the amendment to be considered.

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