

BYLAWS OF NORTH CENTRAL CITIZENS ADVISORY COUNCIL OF
RALEIGH, NORTH CAROLINA
AMENDED AND ADOPTED
2011

ARTICLE I ORGANIZATION AND PURPOSE

SECTION 1. MEMBERSHIP.

The North Central Citizens Advisory Council (NCCAC) shall be comprised of residents (age 18 or over) living within NCCAC boundaries.

SECTION 2. NORTH CENTRAL COMMUNITY CITIZENS ADVISORY COUNCIL BOUNDARIES.

Boundaries of NCCAC are Glascock Street, Brookside Drive to the north, Raleigh Boulevard to the east, Hillsborough Street and New Bern Avenue to the south, and CSX Railroad to the west or as established by the city of Raleigh.

SECTION 3. PURPOSE.

The purpose of the NCCAC is to advise the Raleigh City Council on matters affecting the well-being of the citizens of the impacted neighborhoods, and to assist in developing, evaluating and implementing solutions to the broad range of problems which confront the City Council and the citizens of the above community.

ARTICLE II NOMINATION AND ELECTION OF OFFICERS

SECTION 1. OFFICERS.

There shall be a Chairperson, Vice Chairperson, and a Secretary.

SECTION 2. ELIGIBILITY FOR OFFICE.

Any person who is a resident of the NCCAC area is eligible to serve as Chair, Vice Chair, or Secretary.

SECTION 3. NOMINATION OF OFFICERS.

Following appropriate consultation with the North Central Citizens Advisory Council, the Chairperson of the NCCAC shall no later than the regular monthly meeting scheduled in November of each year appoint a Nominating Committee of at least three members, to accept nominees for the positions of Chairperson, Vice Chairperson, and Secretary. The nominating committee shall submit its written report of nominations to the NCAC membership at least ten (10) days in advance of the regular meeting for the month of December. Nominations for such officers may also be made from the floor.

SECTION 4. ELECTION OF OFFICERS

Annual election of NCCAC officers shall be held at the regularly scheduled meeting in January.

SECTION 5. DURATION OF TERMS.

Officers are elected for a one year term, effective following the election.

SECTION 6. VACANCY.

In the event of a vacancy in the office of the Chairperson, Vice Chairperson or Secretary, a special election shall be held to fill the vacancy for the unexpired portion of the term, following prescribed procedures detailed in Article II Sections 1 through 4.

ARTICLE III DUTIES OF OFFICERS

SECTION 1. DUTIES OF CHAIRPERSON.

The Chairperson of the NCCAC establishes and presides at all NCCAC meetings, appoints members of committees, and provides leadership and general supervision in the activities of the organization; represents the NCCAC at Raleigh CAC meetings.

SECTION 2. DUTIES OF VICE-CHAIRPERSON.

The Vice-Chairperson presides in the absence of the Chairperson; conducts outreach to members; serves as an alternate at RCAC meetings in the Chairperson's absence.

SECTION 4. DUTIES OF SECRETARY.

The Secretary shall take minutes of each meeting and coordinate with Community Services, handle any correspondence for the NCCAC.

SECTION 5. DISPOSITION OF PROPERTY.

At the end of an officer's term of service, all City property will be returned.

ARTICLE IV MEETINGS

SECTION 1. REGULAR MEETINGS.

Regular monthly meetings of the NCCAC shall be held the second Tuesday of each month at 7 p.m. at Tarboro Road Community Center.

SECTION 2. SPECIAL MEETINGS.

A special meeting of the NCCAC may be called at any time by the Chairperson or by a majority of the members in good standing.

SECTION 3. NOTICE OF SPECIAL MEETINGS.

Not less than seven 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 NCCAC. Notice of the time, place and purpose of any special meeting may be waived in writing either before or after such meeting..

SECTION 4. AGENDA.

The Chairperson will announce the published agenda at the beginning of the meeting. The announced agenda will be followed unless a change is necessary as deemed by the Chairperson.

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. VOTING

Votes will be decided by a majority of members present at the meeting.

ARTICLE V COMMITTEES

SECTION 1. SPECIAL COMMITTEES.

Special committees for specific, temporary purposes, may be established as needed.

SECTION 2. APPOINTMENT OF COMMITTEE CHAIR(S) AND SELECTION OF MEMBERS.

The Chairperson of the NCCAC shall appoint the Chairperson of any special committee and other members on North Central CAC can serve on the committee by attending the meeting. The Chairperson and Vice Chairperson of the NCCAC are ex-officio non-voting members of each special committee, other than nominating committee (see Article II, Section 3).

ARTICLE VI

AMENDMENT OF BYLAWS

SECTION 1. AMENDMENTS.

These bylaws may be amended, changed or repealed by the affirmative vote of a majority of those present and entitled to vote at any regular or special meeting of the members, provided that written notice of the proposed amendment, change or repeal is mailed or distributed not less than fourteen (14) days prior to the meeting.