

BYLAWS OF RALEIGH CITIZENS ADVISORY COUNCIL

Article I – Purpose, Goals, and Organization

Section 1. Purpose

The purpose of the Raleigh Citizens Advisory Council (RCAC) 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 RCAC 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 RCAC 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 of the RCAC includes:

- A. The chairperson and vice chairpersons of the RCAC;
- B. The immediate past chairperson of the RCAC; and
- C. Current officers of each Citizens Advisory Council (CAC) in the City of Raleigh.

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 RCAC shall recommend to the City Council changes in the boundaries of CACs upon advice of City staff and with the consent of each CAC affected by the changes.

Article II – Nomination and Election of Officers

Section 1. Officers

There shall be a chairperson, first vice chairperson and second vice chairperson of the RCAC. The chairperson shall be elected to serve a one-year term. The first vice chairperson and second vice chairperson shall be elected for two-year terms.

Section 2. Eligibility for Office

Eligibility for election as chairperson and vice chairpersons of the RCAC is restricted to:

- A. CAC officers and immediate past officers; and
- B. RCAC chairperson, vice chairpersons and standing committee chairpersons.

Section 3. Nomination of Officers

The chairperson of the RCAC shall appoint a Nominating Committee chaired by the first vice chairman of the RCAC and consisting of a minimum of three RCAC members to select nominees for the positions of chairperson, first vice chairperson and second vice chairperson.

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 RCAC shall be elected by a majority of voting members (see Article IV, Section 3) 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 vacated term. This election shall be conducted according to the nomination and election procedures in Article II, Sections 3 and 4. In the event of the failure of an officer to carry out his or her duties, the office may be declared vacant by a vote of the RCAC.

Section 6. Absenteeism

In the event of the absence of the chairperson and vice chairpersons at a meeting of the RCAC, members attending the meeting shall nominate and elect a presiding officer for the meeting.

Article III. – Duties of Officers

Section 1. Duties of Chairperson

The chairperson of the RCAC shall preside at RCAC meetings, appoint RCAC committees, and provide leadership and general supervision of the activities of the RCAC.

The RCAC chairperson shall establish a written agenda and provide it to the City clerical staff at least 14 days prior to each regular meeting.

The RCAC chairperson, after consultation with City staff and after an affirmative vote by the majority of the RCAC, may appoint a special committee to investigate and assist as necessary any CAC that fails to ensure representation at two successive meetings of the RCAC.

Section 2. Duties of First Vice Chairperson

The first vice chairperson shall perform such duties and functions as may be assigned by the chairperson. In the event of the temporary disability or absence of the chairperson, the first vice chairperson shall perform the duties of the chairperson.

The first vice chairperson shall advise the RCAC chairperson when a CAC has failed to ensure representation at two successive RCAC meetings.

The first vice chairperson shall serve as the chairperson of the Nominating Committee.

Section 2A. Duties of the Second Vice Chairperson

The second vice chairperson shall perform such duties and functions as may be assigned by the chairperson. In the event of temporary disability or absence of both the chairperson and first vice chairperson, the second vice chairperson shall perform the duties of the chairperson.

The second vice chairperson shall serve as chairperson of special committees established by the RCAC.

Section 3. Duties of Immediate Past Chairperson

The immediate past chairperson of the RCAC is expected to assist in orienting the new chairperson to the established policies and precedents of the RCAC.

Article IV. Meetings

Section 1. Regular Meetings

The RCAC may hold regular monthly meetings with times and places designated in advance by the presiding officer of the RCAC. The RCAC shall hold a minimum of six meetings per year.

Section 2. Agenda

An agenda shall be mailed or emailed to RCAC members at least seven calendar days in advance of each regular and special meeting.

RCAC members may ask the chairperson to change the order of items on the agenda.

Section 3. Voting Members

Each CAC shall have one vote on any matter put to a vote by the RCAC. A CAC's vote shall be cast by the chairperson of the CAC or by a CAC member designated by the CAC chairperson as proxy. The CAC chairperson shall designate the proxy in writing or orally to the RCAC presiding officer and the City staff prior to a vote.

The RCAC shall reject a motion that does not receive a majority of votes.

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

Section 3A. Post-Meeting Voting

RCAC members may agree at an RCAC meeting to allow post-meeting voting on a motion or petition presented at that meeting. The RCAC member who makes such a motion or presents such a petition shall designate a deadline for the receipt of all post-meeting votes. Only RCAC members present at the meeting and designated as voting representatives of their CACs may cast post-meeting votes. Post-meeting votes shall be submitted by email, fax or postal mail. All votes shall be forwarded to the RCAC presiding officer and become part of the official record of the RCAC.

Section 4. Quorum

The presence of 50 percent of the voting members of the RCAC shall constitute a quorum at any meeting. Any matter requiring a vote that is discussed at a meeting without a quorum present shall be considered at the next meeting at which a quorum is present.

Section 5. Conduct of Meetings

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

Section 6. Special Meeting

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

Section 7. Notice of Special Meetings

Written notice of the time, place and purpose of a special meeting shall be mailed or otherwise distributed to members of the RCAC not less than seven calendar days prior to the special meeting.

Article V – RCAC Committees

Section 1. Standing Committees

The RCAC chairperson may establish standing committees and appoint committee chairpersons upon consultation with RCAC members. Each standing committee shall function in accordance with its statement of purpose and responsibility as approved by

the RCAC. The RCAC chairperson and the standing committee chairperson shall select members of a standing committee.

Section 2. Eligibility for Standing Committee Chairpersons

The RCAC chairperson shall select chairpersons of standing committees from among active members of the RCAC.

Section 3. Special Committees

The chairperson of the RCAC may establish special committees for specific temporary purposes. The chairperson shall make a matter of record the statement of purpose and responsibility for each special committee.

Article VI – Amending of Bylaws

Section 1. Amendments

These bylaws may be amended, changed, or replaced by the affirmative vote of two-thirds of the voting members present at any regular or special meeting of the RCAC, provided:

- A. A quorum is present; and
- B. The mailed agenda for said meeting included notice of a vote on the amendments and a description of the amendments.

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