

**BYLAWS OF
THE CITY OF RALEIGH COMMUNITY ENGAGEMENT BOARD**

ARTICLE I. ORGANIZATION

Section 1. Name. City of Raleigh Community Engagement Board

Section 2. Mission Statement. Nurture a city-wide approach to community engagement that promotes radical inclusion through trust, transparency, and mutual respect.

Section 3. Membership. The board will have sixteen (16) members to be appointed by the City Council. Of the sixteen (16) Board members, eight (8) community representative members shall be nominated by the Office of Community Engagement and eight (8) general members shall be nominated by the City Council. The Office of Community Engagement should seek community representative member nominees that include:

- Long-term Raleigh Resident
- New Raleigh Resident
- Local Black, Indigenous, Person of Color (BIPOC) Business Owner
- First Time Serving on Board or Commission
- Renter
- Young Adult ages 18-23
- Senior ages 65 and older
- Community Leaders

ARTICLE II. OFFICERS

Section 1. Number. The elected officers to the Board shall consist of a Chair, a Vice-Chair, and a Secretary.

Section 2. Election and Term. The majority of the Board shall elect the Chair, Vice-Chair, and Secretary for a one-year term. No officer shall exceed two terms in the same capacity. Election of the Officers shall occur at the Annual Retreat with their terms of office to begin at the conclusion of the Annual Retreat at which they are elected. Officers shall maintain their position until their removal, resignation, disqualification, or when their successor is chosen in the next election.

Section 3. Removal of Officers. Any officer elected may be removed by the vote of two-thirds of the members of the Board with or without cause at any regular or special meeting of the Board, but no vote for the removal of an officer shall be effective unless notice of the proposed removal has been given to the members of the Board at least 10 days in the advance of the meeting. Such notice shall be sent by an elected officer at the request of the members proposing the removal.

Section 4. Vacancies. In the case of any officer vacancy, nominations for election for the vacant officer position shall be submitted to the Board at least thirty (30) days before the election will be held.

Section 5. Duties of the Chair. The Chair shall be the principal and executive officer of the Board. A Chair shall preside at all meetings of the Board, with the Vice Chair presiding in the absence of the Chair. The Chair shall represent the Board before the Raleigh City Council and in the community. The Chair shall have the power to create and appoint committees and their chairs upon recommendations for membership to committees. The Chair shall serve as an ex officio member of all committees created by the Board. The Chair shall perform all above duties related to the office of Chair and such other duties as may be prescribed by the Board from time to time.

Section 6. Duties of the Vice-Chair. The Vice-Chair shall be an executive officer of the Board. The Vice-Chair shall preside over meetings in the absence of the Chair. The Vice-Chair shall oversee the work plan (settings goals and objectives) of the Board's vision. The Vice-Chair shall perform all above duties related to the office of Chair and such other duties as may be prescribed by the Board from time to time.

Section 7. Duties of the Secretary. The Secretary shall be an executive officer of the Board. The Secretary shall record the minutes of each regular and special meeting of the Board. For regular meetings, the Secretary shall make the minutes available to the Board within seven (7) days after each meeting. The Secretary shall make a final draft of those minutes available to the Board at least seven (7) days before the next regular meeting. If neither Chair nor Vice-Chair is present at a Board meeting, the Secretary shall preside at the meeting.

Section 8. Delegation of Duties of Officers. In case of the absence of any elected or appointed officer of the Board, or for any other reason deemed sufficient, the Board may delegate the powers of such officer to any member of the Board.

ARTICLE III. MEMBERS

Section 1. Terms. An appointed member may serve on the Board as determined by Raleigh City Code Section 1-4022.

Section 2. Attendance. Attendance and participation at scheduled meetings are a primary duty and responsibility of Board membership.

Section 3. Excused Absences. An excused absence shall be recorded in the minutes of the meeting for which the absence has been excused. To request an excused absence, a Board member should communicate the absence to the Board Secretary in writing ahead of the Board meeting.

Section 4. Removal of Members. The Chair may recommend the removal of a Board member for cause, including but not limited to lack of attendance or misconduct, upon a

majority vote of the Board and written notice to the City Council requesting removal including the reason(s) for removal. Any member of the board who is absent without being excused from three (3) consecutive meetings may be removed or replaced by the Council upon recommendation of a Chair or other officer.

Section 5. Resignation of Members. If an appointed member of the board resigns prior to the expiration of the term, or is removed prior to the expiration of the term, or exits the board by expiration of term, the vacant seat shall be replaced by the corresponding member nomination process, whether the corresponding City Council member nomination by district or at-large representative, or corresponding Office of Community Engagement nomination of community representative in vacant category.

ARTICLE IV. COMMITTEES

Section 1. Standing Committees. Standing committees of the Board shall report to and be accountable to the Board and the Chair. The standing committees shall have the broad duties and responsibilities as outlined in these bylaws and maintain permanent status unless removed according to these bylaws. Standing committees inform, advise, and make recommendations to the Board on matters affecting the Board as necessary to improve and fulfill the Board's mission and to ensure compliance with applicable law.

Section 2. Standing Committee Policies and Procedures. Standing committees will follow policies, procedures and bylaws set by the Board.

Section 3. Standing Committee Descriptions. The standing committees of the Community Engagement Board are Outreach, Policy, and Equity. Each standing committee is more specifically defined below.

Outreach Committee: Manage outreach to the community; promote opportunities for community engagement; share community event opportunities and engagement opportunities to the Board and to the community; communicate information about the activities of the Board into the wider community.

Policy Committee: Research and share information about existing community engagement policies and programs to the Board and to the community. Provide information about any new or potential community engagement policies and programs to the Board and to the community.

Equity Committee: Recommend equitable community engagement strategies, with the goal of actively seeking out and amplifying the voices and needs of communities that have been underinvested and historically marginalized, working with the City of Raleigh Equity and Inclusion Department.

Section 4. Standing Committees Membership. Board members shall serve on at least one standing committee. Each standing committee shall have between four (4)

and six (6) members. The Board Chair will serve as an ex officio member of all standing committees.

Section 5. Standing Committee Chair. Standing committee chairs shall be appointed by the Board Chair. Each Chair of each standing committee shall cause minutes to be recorded for each standing committee meeting. The Chair of each standing committee shall present a report of standing committee activities at each regular Board meeting. The City of Raleigh may provide such administrative support and assistance as needed.

Section 6. Action Teams. Each standing committee may create Action Teams as needed. The Standing committee shall define the duties and duration of such Action Teams in writing at their formation. A Team Leader of each Action Team shall be selected by the Chair of that standing committee. Action Teams will be open to all City of Raleigh residents and area stakeholders. Action Team participants are not members of the Board unless so appointed by the Raleigh City Council.

Action Team Leaders: The Team Leaders of Action Teams shall cause minutes to be recorded for each Action Teams meeting. The Team Leader of each Action Team shall present a report to the standing committee chair. The City of Raleigh may provide such administrative support and assistance as needed.

Section 7. Standing Committee Term of Service and Review. The term of service for each standing committee member shall begin at the conclusion of the Annual Retreat, or when appointed, and shall expire at the conclusion of the following Annual Retreat or upon completion of the work required by the standing committee, whichever occurs first. Standing committees are reviewed by the Officers annually, or more frequently as needed, and renewed by a vote of the Board at the Annual Retreat.

ARTICLE V. MEETINGS OF THE BOARD

Section 1. Regular Meetings. Regular meetings shall be held not less than monthly, at the time and place determined by the Board at the Annual Retreat.

Section 2. Special Meetings. Special meetings may be called by the Chairperson or, in their absence, the Vice-Chair, or by any 7 members, in accordance with Raleigh City Code 1-4023.

Section 3. Annual Retreat. The Annual Retreat is a regular Board meeting and may be held before the start of the new fiscal year. The agenda of the Annual Retreat may include:

- Elect Board Officers
- Establish committee membership
- Set the calendar of regular meetings
- Provide an annual report of accomplishments and activities of the Board
- Report the annual attendance of each Board member
- Receive Board members' conflict of interest disclosure statements, and

- Transact such other business as deemed necessary and appropriate

Section 4. Notice of Meetings. In addition to notice of regular meetings during the Annual Retreat, the Chair shall provide public notices stating the time and place of any additional regular meeting or special meeting as required by N.C. Gen. Stat. §143-318.12(b).

Section 5. Conduct of Meetings. All meetings shall be open to the public. Any question concerning parliamentary procedure at meetings shall be determined by reference to the most recent edition of Robert's Rules of Order except where such rules conflict with the laws of the State of North Carolina, ordinances of the City of Raleigh, or these Bylaws. Robert's Rules of Order may be suspended by a two-thirds vote of the Board members present at any meeting. Except as otherwise provided in these Bylaws, the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Board.

Section 6. Quorum. A majority of the voting membership of the Board, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members present shall be counted as present for purposes of determining whether a quorum is present.

Section 7. Voting. Each Member shall be entitled to one vote on each matter submitted to a vote at a meeting of the Board. Voting on all matters shall be by voice vote or show of hands. Silence or failure to vote by a Member shall be counted as an affirmative vote on the matter before the Board. The Secretary shall record the votes on all matters in the meeting minutes. Any member who has an interest in any official act or action before the Board shall publicly disclose on the record such interest and withdraw from any consideration of the matter.

ARTICLE VI. GENERAL PROVISIONS

Section 1. Amendments. The amendment of these Bylaws shall require the affirmative vote of two-thirds of the members of the Board. Proposed amendments shall be submitted in writing to the Chair at least ten days prior to the next scheduled meeting. The Chair shall distribute the proposed changes to the membership at least seven days prior to that meeting. No bylaw change is effective until approved by the Raleigh City Council.

Section 2. Nondiscrimination Policy. The Community Engagement Board, its agents, officials, directors, officers, members, representatives, agree not to discriminate in any manner or in any form the administration of its policies, programs, or in access to or treatment in any other program based on actual or perceived age, mental or physical disability, sex, religion, creed, race, color, sexual orientation, gender identity or expression, familial or marital status, economic status, veteran status or national origin in connection with the administration of its policies, programs, or in access to or treatment in any other program or its performance.

Community Engagement Board agrees to conform with the provisions and intent of Raleigh City Ordinance Number (2022) 364 in all matters related to the administration of its policies, programs, or in access to or treatment in any other program. This provision is incorporated into these Bylaws for the benefit of the City of Raleigh and its residents and may be enforced by an action for specific performance, injunctive relief, or any other remedy available at law or equity.

Section 3. Conflict of Laws. If any provision within these Bylaws conflicts with any applicable Federal, State, or local law, statute, ordinance, rule, or regulation, the applicable law, statute, ordinance, rule, or regulation shall supersede said provision and control.

This the _____ day of _____, 20 _____.

Secretary