

# **BYLAWS OF THE CITY OF RALEIGH FAIR**

## **HOUSING HEARING BOARD**

Pursuant to Chapter 2, Section 4, 2001-2012 of the City of Raleigh (North Carolina) Code of Ordinances, the following Bylaws are adopted by the City of Raleigh Fair Housing Hearing Board (“Board”):

### **ORGANIZATION**

#### **I. Article I: Name and Purpose**

- a. Section 1: Name: The name of the Board shall be the “City of Raleigh Fair Housing Hearing Board.”
- b. Section 2: Membership, Purposes, and Activities: The membership, purposes, and activities of the Board shall be as provided by the City of Raleigh.
- c. Section 3: Purposes: The purpose of the Board is:
  - i. To educate the community-at-large of Fair Housing practices and resources;
  - ii. To host an annual Fair Housing Conference; and
  - iii. To complete any and all tasks required by Chapter 2, Section 4, 2001- 2012 of the City of Raleigh Code of Ordinances in compliance with the direction provided by the City Council.

#### **II. Article II: Officers**

- a. Section 1: Number: The officers of the Board shall be Chairperson, Vice-Chairperson, Secretary, and Treasurer. Such other officers shall be appointed from time to time by the Board.
- b. Section 2: Election and Term: The officers of the Board shall be elected by a majority of the Board for a one-year term. Such elections shall be held at the Annual Retreat of the Board.

- c. Section 3: Removal: Any officer elected by the Board 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; however, 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 advance of the special meeting.
- d. Section 4: Vacancies: A vacancy occurring among the officers of the Board may be filled at any regular or special meeting of the Board.
- e. Section 5: Chairperson: The Chairperson shall be the principal, executive officer of the Board. The Chairperson shall preside at all meetings of the Board and serve as the spokesperson for the Board.
- f. Section 6: Vice-Chairperson: At the request of the Chairperson, or in his/her absence or disability, the Vice-Chairperson shall perform all duties of the Chairperson; and, when acting as such, shall have all of the powers of and be subject to all of the restrictions placed upon the Chairperson.
- g. Section 7: Secretary: The Secretary shall keep or cause to be kept a log of all minutes and actions of the Board. The minutes of each meeting shall state the time and place that it was held and such other information, as shall be necessary, to determine the actions taken and whether the meeting was held in accordance with these Bylaws. The Secretary shall also perform such other duties as the Chairperson and/or Board shall direct.
- h. Section 8: Treasurer: The Treasurer shall oversee and keep the Board informed of the financial condition of the Board. In conjunction with the Chairperson or other officers, the Treasurer shall oversee budget preparation and shall ensure that appropriate financial reports, including an account of major transactions and the financial condition of the Board, are made available to the Board on a timely basis or as may be required by the Board. The Treasurer shall also perform such other duties as the Chairperson and/or Board shall direct.

### **III. Article III: Committees**

- a. Section 1: The Board, with a majority vote of the members, shall create such committees to fulfill specific duties as the Board sees fit.

#### **IV. Article IV: Meetings of the Board**

- a. Section 1: Regular Meetings: Unless notified otherwise, regular meetings of the Board shall be held on the third (3<sup>rd</sup>) Wednesday of every month, in an available meeting room in a City of Raleigh facility, the location of which, will be distributed in the days prior to the meeting.
- b. Section 2: Annual Retreat: The regular monthly meeting held during the month of May shall be replaced by the Annual Retreat, unless circumstances call for the meeting to be held in a different month.
- c. Section 3: Special Meetings: Special meetings of the Board may be called at any time by the Chairperson. In addition to the foregoing, the Chairperson shall call a special meeting at the written request of the members of the Board, if necessary.
- d. Section 4: Excused Absences: No member of the Board should miss more than two (2) regular meetings within a calendar year. Any member absent from a meeting should notify the Board prior to the meeting.
- e. Section 5: Conduct of Meetings: All meetings shall be open to the public and held in compliance with Parliamentary Procedure.
- f. Section 6: Quorum: A majority of attending Board members shall constitute a quorum for the transaction of business at any meetings of the Board.

#### **V. Article V: Amendments**

- a. Section 1: Amendments: These Bylaws may be amended by the affirmative vote of the majority of the members of the Board, provided that such amendment shall have first been presented to the membership, in writing, prior to the meeting at which the vote is taken.

These Bylaws are pending approval by Raleigh City Council.