

ADOPTED 6/15/2021
CITY OF RALEIGH
HISTORIC CEMETERIES ADVISORY BOARD
BYLAWS

I. Name

The name of this board shall be the City of Raleigh Historic Cemeteries Advisory Board, hereinafter referred to as the HCAB.

II. Purpose

The City of Raleigh Historic Cemeteries Advisory Board advises the Raleigh City Council and the City of Raleigh Parks, Recreation and Cultural Resources Department on issues related to cemetery restoration and revitalization, funding and donorship, interpretation and heritage tourism of the city's three historic cemeteries: City Cemetery, Mt. Hope Cemetery and O'Rorke-Catholic Cemetery. The mission of the HCAB shall be to promote, encourage, support, or undertake, either individually or jointly with governmental agencies and/or others, the advocacy and advancement of public knowledge and awareness of Raleigh's historic cemeteries, and to provide general advice, guidance, and professional recommendations to the Raleigh Parks, Recreation and Cultural Resources Department in carrying out the duties and responsibilities associated with Raleigh's city cemeteries. The HCAB may also consider issues of historic or archaeological significance as they may relate to other cemetery properties owned and managed by the City.

III. General Rules

The HCAB shall be governed by the terms of the Raleigh City Code: Division II, Part 1, Chapter 4, Article A, Sections 1-4001 – 1-4004.

IV. Organization and Membership of the Board

1. The HCAB will consist of seven (7) members, all of whom will be appointed by the Raleigh City Council. All members shall reside within the City's corporate limits or within the extraterritorial jurisdiction of the City for planning and regulation of development. The HCAB may from time to time, invite the public to provide comment and advice. The Parks, Recreation and Cultural Resources Department shall provide appropriate staff to support HCAB activities and to serve as a resource to the HCAB in the administration of its duties and responsibilities.

2. The HCAB's appointed members should represent the full cross-section of stakeholders. The majority of the members shall have a demonstrated special interest in historic cemeteries, historic preservation, archaeology or related fields.

3. The term of each member shall be two (2) years, beginning at appointment. Members may serve for a maximum of six (6) consecutive years. Members will not be eligible for reappointment for two (2) years following expiration of their third term.

4. A member may resign from the HCAB by giving written notice thereof to the Chair or the Secretary.

V. Meetings

1. All meetings shall be open to the public. The order of business at all regular meetings of the HCAB shall be as follows: roll call, public comment, approval of minutes, old business, new business, committee reports, chair's report, staff report, adjournment.

2. The HCAB will hold regular meetings, a minimum of once per quarter. Notice of regular meetings to members will be given at least ten (10) days prior by the Secretary through any usual means of communication. All meetings shall be open to the public with notice of date, time, and location complying with the requirements of the North Carolina Open Meetings Law, Article 33C.

3. Special meetings of the HCAB may be called by or at the request of the Chair and/or any three (3) members. Notice of special meetings will be given at least two (2) days prior by the Secretary through any usual means of communication. All special meetings shall be open to the public with notice of date, time, and location complying with the requirements of the North Carolina Open Meetings Law, Article 33C.

4. A majority of the members of the HCAB shall constitute a quorum at regular and special meetings of the HCAB. A majority of committee members shall constitute a quorum of any committee of the HCAB.

5. Faithful and prompt attendance at all meetings of the HCAB and conscientious performance shall be a prerequisite to continued membership on the HCAB. If a Board Member must be absent from a meeting, the member shall contact the Board Chair before the meeting to advise of the absence. Any member who is absent without being excused from three (3) consecutive meetings of the HCAB *may*, upon recommendation of the chair or otherwise designated officer, be removed or replaced by the Raleigh City Council.

VI. Officers

The officers of the HCAB shall consist of a Chair and a Vice-Chair.

- A. The Nominating Committee will recommend a slate of officers to the voting members a minimum of ten (10) days prior to the election of officers. New officers shall assume office at the beginning of the board's calendar year.

B. The Chair and Vice-Chair shall each serve a term of one (1) year immediately upon election.

C. The Secretary will be the Parks Superintendent or his/her designee.

2. Vacancies and resignations of officers will be filled by the HCAB upon recommendation by the Nominating Committee.

3. Any officer may be removed from office by a two-thirds (2/3) vote by the full membership of the HCAB.

4. Duties

A. The Chair will preside at all meetings of the HCAB.

B. The Chair, Vice-Chair and the Secretary shall set the meeting agenda.

C. The Vice-Chair will assist the Chair and will serve as Chair in the absence of the Chair, and at such times will have the same powers and duties of the Chair. The Vice-Chair will perform such duties as may be assigned by the Chair.

D. The Secretary will provide meeting reminders not later than ten (10) days prior to meeting dates and time. Appropriate notification shall be US Mail and/or electronic copy. The Secretary will provide minutes of each meeting in advance of the next regular meeting of the HCAB.

VII. Committees

1. The Nominating Committee shall consist of all members of the HCAB. The Nominating Committee shall recommend candidates for Chair and Vice-Chair of the HCAB ten (10) days prior to the annual meeting for election at the Annual meeting. The Nominating Committee shall also make recommendations to the Raleigh City Council for member appointment, reappointment, filling vacancies, or termination of service.

2. Ad Hoc committees' duties and durations may be established from time to time by the HCAB, with members and non-board members appointed by the HCAB Chair. Recommendations made by any Ad Hoc committee shall be reviewed by and voted on by the full HCAB. If necessary, HCAB recommendations shall be forwarded to City Council for review, approval or subsequent action.

VIII. Parliamentary Procedure

The rules contained in the current edition of Robert's Rules of Order Newly Revised will govern the Board in all cases to which they are applicable, and in which they are not inconsistent with these bylaws or the special rules of order the Board may adopt.

IX. Conflict of Interest

No part of the net earnings of the HCAB will inure to the benefit of, or be distributed to members, Officers, or other private persons except that the Board may pay reasonable compensation for services rendered and make payments and distributions in furtherance of the purposes. Members will avoid conflict of interest and any conduct which may suggest appearance of impropriety when exercising their responsibilities to the Board per Resolution No. (1988) 955A entitled A Resolution to Clarify the Ethical Responsibilities of Certain Boards and Commissions Appointed by the Raleigh City Council.

X. Annual Report and Work Plan

Reports describing the activities, accomplishments, and proposed HCAB work plan for the coming year shall be developed annually and submitted to the City Council prior to the beginning of the HCAB calendar year.

XI. Calendar Year

The calendar year of the Board shall be July 1 – June 30.

XII. Non-Discrimination

Participation in the administration, programs, benefits, and services of the HCAB shall not be based on race, creed, color, national origin, religion, political affiliation, sexual orientation, marital status, disability, sex, age, or any other non-merit factor.

XIII. Amendments

These bylaws may be amended by an affirmation vote of two-thirds (2/3) of the full membership of the HCAB present at any regular or special meeting of the HCAB, provided that notice of the intention to amend the bylaws and the proposed amendment(s) have been given to each member in writing at least ten (10) days prior to the said meeting. Proposed amendments to these Bylaws shall be submitted for review and approval of the City Council.

XIV. Dissolution

In the event of dissolution, the residual assets of the HCAB will be turned over to the City of Raleigh Parks, Recreation and Cultural Resources Department, County of Wake, North Carolina.

Approved: Upon adoption of the Board, these bylaws will be approved by the Raleigh City Council.

March 31, 2009.

Revision date: April 21, 2009.

Final Version: April 22, 2009.

Revision date: March 26, 2013.

Adopted by the Raleigh City Council on 5/7/13

Revision date: 11/15/16

Adopted by the Raleigh City Council on 2/21/17

Adopted by the Raleigh City Council on 6/15/2021

