

# HISTORIC RESOURCES AND MUSEUM ADVISORY BOARD BYLAWS

## I. Board Created

There is hereby established, a Historic Resources and Museum Advisory Board, as the official municipal advisory body for the City of Raleigh Historic Resources and Museum Program, hereinafter referred to as the HRMP, within the Parks and Recreation Department.

## II. Mission

The mission of the Historic Resources and Museum Advisory Board, hereinafter referred to as the HRMAB, shall be to promote, coordinate, and strengthen the advocacy and advancement of public programs within the Historic Resources and Museum Program to further the cultural development of the City.

## III. Membership

1. The HRMAB shall consist of twelve (12) members (advisors), all of whom will be appointed by the Raleigh City Council upon recommendation by the HRMAB. The Administrator of the HRMP shall serve as an ex-officio, non-voting member. In addition to the regular members of the board, there *may* be nonvoting ex-officio members as follows: one representative of the City Council, and one representative of the Parks, Recreation, and Greenway Advisory Board. The HRMAB, upon recommendation of the Chair and approval by the HRMAB, may appoint additional ex-officio, non-voting members to serve at any given time.
2. All appointments to the HRMAB shall be on the basis of a two (2) year term. Once an advisor has three (3) consecutive terms, or six (6) years, on the HRMAB they are not eligible for reappointment to the HRMAB for a two (2) year period. Appointments shall be staggered to the end that there shall always be one (1) or more advisors upon the HRMAB.
3. A vacancy occurring on the HRMAB shall be filled by appointment of the Raleigh City Council upon recommendation by the HRMAB. Such advisor will be appointed on the basis of a new two (2) year term.
4. An advisor may resign from the HRMAB by giving written notice thereof to the Chair or Secretary.
5. An advisor who is absent without being excused from three (3) consecutive meetings of the HRMAB *may*, upon recommendation of the chair or otherwise designated officer of the HRMAB, be removed or replaced by Council. On three (3) consecutive unexcused absences from the HRMAB meeting, the Chair will communicate with the advisor and notify the HRMAB as promptly as feasible.

6. An advisor may be removed from office by the Raleigh City Council upon recommendation by a two-thirds (2/3) vote of the full Board.

#### **IV. Meetings**

1. The Annual Meeting of the HRMAB will be the July meeting for the purpose of electing officers, reporting the activities from the preceding year and for other such business as may be brought before the HRMAB.

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

3. Special meetings of the HRMAB may be called by or at the request of the Chair or any two (2) advisors. Notice of special meetings will be given at least two (2) days prior by the Chair according to open meetings law.

4. Six (6) advisors will constitute a quorum for the transaction of business at any meeting. The act of a majority of the HRMAB shall be the act of the Board, except in removal procedures and amending the bylaws.

5. The Chair shall vote only to break a tie.

#### **V. Officers**

1. The HRMAB officers shall consist of a Chair, Chair-Elect, and Secretary.

A. The Nominating Committee will recommend a slate of officers to the advisors ten (10) days prior to the Annual Meeting.

B. The Chair and Chair-Elect shall each serve a term of one (1) year immediately upon election by the advisors at the Annual Meeting.

C. The Chair-Elect shall assume the Chair upon re-election by the Board.

D. The Secretary will be the Administrator of the HRMP or their designee. The Secretary will be a permanent non-voting member of the Board.

2. Vacancies and resignations of offices will be filled by the Board upon recommendation by the Nominating Committee or by succession at the next regular meeting.

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

4. Duties

A. The Chair will preside at all meetings of the Board and Executive Council. The Chair will serve ex-officio on all standing and ad-hoc committees. The Chair may not serve on the Nominating Committee.

B. The Chair-Elect 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. (ADDITION) In the case where the Chair resigns, steps down, or is otherwise unable to perform their duties, the Chair-Elect will become the new presiding Chair of the HRMAB. The Chair-Elect will perform such duties as may be assigned by the Chair. (ADDITION) The Chair-Elect will serve as Chair of one of the Standing Committees (Nominating, Collections, Community Engagement, or Programs/Exhibits).

C. 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 at the next regular meeting of the Board.

## **VI. Committees**

1. The Executive Committee will consist of the Chair of the HRMAB Board and the chairs of the Standing Committees (Nominating, Collections, Community Engagement, and Programs/Exhibits). The Executive Committee will have the power to act on behalf of the Board between regular meetings. A majority of the Executive Committee shall constitute a quorum. The Secretary will serve as a non-voting member. The Secretary will provide Executive Committee meeting minutes to the advisors at the next regular meeting of the HRMAB.
2. The Nominating Committee consists of three advisors, all of whom shall be appointed by the Board Chair and shall serve for a term of one (1) year. The Nominating Committee shall recommend officers and candidates for the Advisory Board ten (10) days prior to the annual meeting for election at the Annual meeting; and for recommending individuals to the Raleigh City Council for appointment, reappointment, filling vacancies, or termination of service.
3. In addition to the Executive Committee and the Nominating Committee, there are 3 other standing committees: The Collections Committee, The Community Engagement Committee, and the Programs/Exhibits Committee. Each of these committees will have at least two (2) members, one (1) of which being the chair of said committee. Upon appointment, all HRMAB Members, except the Chair, are required to join at least one (1) standing committee.
4. Ad Hoc committees' duties and durations may be established from time to time by the HRMAB, with Advisors and volunteers appointed by the Chair.

## **VII. 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.

### **VIII. Conflict of Interest**

Advisors will avoid conflict of interest and any conduct which may suggest appearance of impropriety when exercising their responsibilities to the HRMAB.

### **IX. Calendar Year**

The calendar year of the Board will be July 1 through June 30.

### **X. Policy of Equal Employment Opportunity and Non-Discrimination (CHANGE)**

The City of Raleigh provides equal opportunities without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, disability, genetic information, pregnancy, familial or marital status, economic status, political affiliation, covered veteran status, or any other non-job-related factor. The City is committed to providing an environment that is free from discrimination. As part of the Discrimination and Harassment Prevention Policy, the City will promote diversity by taking affirmative action as called for by applicable laws and Executive Orders.

### **XI. Amendments**

These bylaws may be amended by an affirmation vote of two-thirds (2/3) of the full HRMAB present at any regular or special meetings of the Board, provided that notice of the intention to amend the bylaws and the proposed amendment(s) have been given to each advisor in writing at least ten (10) days prior to the said meeting.

### **Approved:**

Adopted September 18<sup>th</sup>, 2012 (Raleigh City Council)  
Revised August 24<sup>th</sup>, 2022