



BOARDS AND COMMISSIONS TRAINING HANDBOOK

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WELCOME

Thank you for your decision to serve the City of Raleigh!

We want to welcome you to your new role as a member of one of our City of Raleigh boards or commissions. You join hundreds of resident volunteers whose time, lived experience, and talents help make Raleigh a great place to live, work, play, and raise a family.

This Board and Commission Member Handbook is a great starting point to understand the general policies and goals guiding boards and commissions, as well as what's expected of you in your role as a board or commission member.

This handbook applies to all City of Raleigh board and commission members. In addition, you may receive further information from your board or commission liaison, including adopted ordinances, policies, and by-laws specific to your board or commission.

You have challenging and meaningful work ahead that will help shape our growing and vibrant city. Thank you for accepting your nomination and appointment to serve. We look forward to your board or commission's feedback, advice, and recommendations.

CITY OF RALEIGH

OUR MISSION

To build a stable platform of evolving services for our community through which we champion positive and sustainable growth and realize visionary ideas for all.

OUR VISION

To pursue world-class quality of life by actively collaborating with our community towards a fulfilling and inspired future for all.

OUR STRATEGIC PLAN

In the City of Raleigh, efforts are focused and intentional. The City's five-year [Strategic Plan](#) translates vision and goals into an actionable strategy that guides the organization's focus, work, and resource alignment. The Plan's overarching key focus areas and underlying objectives, initiatives, and performance measures allow us to be transparent about our goals, focused in our efforts, and accountable for our results. Raleigh's Strategic Plan is a collaborative effort that is led by Raleigh City Council's vision and leadership, influenced by resident feedback obtained from the biennial Community Survey, reflective of staff contributions, and appropriately aligned with other important efforts such as the 2030 Comprehensive Plan.

The City's FY2021-2025 Strategic Plan was adopted by City Council in October 2020 and will receive annual revisions to maintain its relevancy. Each fiscal year, City staff submits a performance report to City Council, and ultimately the public, to document our progress on addressing the [Strategic Plan](#).

This Strategic Plan provides a solid foundation on which we will continue to build an intentional and prosperous future for the City of Raleigh.

1 | BOARDS AND COMMISSIONS

BASICS

WHAT'S IN THE NAME?

There are numerous terms used to describe board and commission groups. Some of the most common names are board, commission, advisory, authority, committee, and sub-committee. As stated in the City of Raleigh Code of Ordinances, the term board or commission refers to any group which is appointed or elected to serve the government of the City. Despite the variation in names, they all fall under the broader term of board or commission. In this guide, we will use the term “boards and commissions” to describe all groups that serve as appointed members of any of these groups.

PURPOSE OF BOARDS AND COMMISSIONS

The role of an individual board or commission appointee is to bring their experience, expertise, and opinions to inform and advise the City on various issues, policies and matters. Each advisory board and commission has a purpose that has been approved by City Council. As a body they must reach decisions that fulfill the purpose of the particular board or commission, and advise the City Council on matters related to specific areas of interest.

RALEIGH, NC – CODE OF ORDINANCES/ PART 1- GENERAL GOVERNMENT - CHAPTER 4 ARTICLE A



SEC. 1-4001. DEFINITIONS.

- (a) As used in this article, the term board or commission shall mean any committee, subcommittee, commission, board or authority, or other similar agency or group whether advisory, managerial or quasi-judicial, which is appointed or elected to serve the government of the City.
- (b) As used in this article, the term member shall mean any person appointed, reappointed or confirmed as a member of a board.

(Res. 1976-18, §1; Ord. No. 1981-617, §§1, 2, 3-17-81)



COMPOSITION

Boards and commissions are made up of residents with the desire to share their expertise and time in service to the community. Raleigh has over 30 boards and commissions which provide recommendations and advise City Council on a wide range of topics. These boards and commissions were established either through the City Charter, or by action of the North Carolina General Assembly, or the Raleigh City Council.

Most boards and commissions are created by City resolution or ordinance and serve as advisory bodies to the City Council. They provide information, analysis, and recommendations to inform the City Council's and City Administrator's decisions on matters pertaining to the board or commission's specialized knowledge.

TYPES OF BOARDS AND COMMISSIONS

Some boards are not just advisory, but also have distinct responsibilities established by law. They have specific authority to make binding decisions in certain areas, such as the Planning Commission, Appearance Commission, Board of Adjustment, and the Historic Development Commission. These bodies generally derive their decision-making authority from state laws.

Generally there are four types of boards or commissions, and any particular board or commission may belong to one or more of the types listed on table below.

TYPE	DESCRIPTION
Autonomous	These boards are structured under general laws or local acts of the state. They are self governing and function independently of any outside control. They report to the City Council and adhere to policies of the City Council that directly affect board responsibilities.
Quasi-Judicial	These boards make findings of fact and conclusions of law in handling appeals that affect provision of the City Code. They are quasi-judicial in that the hearings must comply with due process requirements and the decisions are subject to review in Superior Court. They may also have an advisory role.
Administrative	These boards carry out administrative functions and administer funds for fulfilling the objectives of the organization.
Advisory	These boards develop short and long term goals and make recommendations to the City Council. In their advisory capacity, the boards act as important sources of citizen information on a variety of activities that affect the city and residents.



Most boards and commissions in the City of Raleigh are advisory boards that make recommendations to City Council. Although they do not have the authority to make final decisions, their recommendations are heavily weighted and essential in City Council's determination.

Turn to the next page to see a list of the current City of Raleigh Boards and Commissions.

LIST OF CITY OF RALEIGH COUNCIL APPOINTED BOARDS AND COMMISSIONS

BOARD OR COMMISSION	DESCRIPTION
Arts Commission	The Commission serves as the official advisory body and advocate for the arts to the City Council and is dedicated to the ongoing goal of connecting people to the arts and building a vital and ever-expanding creative community for residents and visitors.
Bicycle and Pedestrian Advisory Commission	The Commission is responsible for making recommendations on the implementation of relevant programs, policies, regulations, and funding priorities regarding walking and bicycling in Raleigh.
Board of Adjustment	The Board is a quasi-judicial body that conducts evidentiary hearings on requests for variances, special use permits, and appeals from administrative decisions regarding the City's zoning ordinances
Community Engagement Board	The Community Engagement Board will help to develop, evaluate, and implement the City of Raleigh's community engagement efforts.
Design Review Commission	The Commission provides guidance, advise, and recommendations regarding the visual quality and aesthetic characteristics of the City and hears requests for Design Alternates from the City's Unified Development Ordinance, acting as a quasi-judicial body.
Environmental Advisory Board	The Environmental Advisory Board gives the City Council advise on matters related to environmental quality and promotes environmental protection standards and policies to the public.
Fair Housing Hearing Board	The Fair Housing Hearing Board works to improve public awareness of the City's Fair Housing Ordinance, which prohibits discrimination in housing opportunities on the basis of race, color, religion, family status, disability, national origin or sex.
Hispanic and Immigrants Affairs Board	The Board advises City Council on barriers that impact the Hispanic and immigrant community in social, economic, and vocational pursuits.
Historic Cemeteries Advisory Board	The City of Raleigh Historic Cemeteries Advisory Board has met monthly since March of 2009 to establish its Work Plan and develop a budget for improvements to the City's cemeteries.
Historical Resources and Museums Advisory Board	The board's mission is to promote, coordinate, and strengthen the advocacy and advancement of public programs within the Historic Resources and Museum Program and to further the cultural development of the City of Raleigh.

BOARD OR COMMISSION	DESCRIPTION
<u>Human Relations Commission</u>	The Commission works to promote human dignity, equal opportunity and harmony among Raleigh residents, and also promotes activities and programs for residents without regard to race, color, creed, gender, age, sexual orientation, or national origin.
<u>Mayor's Committee for Persons with Disabilities</u>	The committee helps people with disabilities to participate in the economic and social life of the community.
<u>Parks, Recreation and Greenway Advisory Board</u>	The Board serves as the official citizen advisory board to the City Council on issues related to parks, greenway, and recreation policy matters.
<u>Planning Commission</u>	The Commission advises the Council on future growth and development issues that affect the City such as Comprehensive Plan items, redevelopment plans, text changes, rezonings, and also reviews preliminary site plans, group housing plans, and subdivisions.
<u>Police Advisory Board</u>	The Police Advisory Board serves as a liaison between the Raleigh community and City Council. The board will help build trust and relationships between the Raleigh Police Department and the community.
<u>Raleigh Convention Center and Performing Arts Centers Authority</u>	The Authority oversees the maintenance, operation and financing of the Convention Center Complex.
<u>Raleigh Historic Development Commission</u>	The RHDC serves as the City Council's official historic preservation advisory body to identify, preserve, protect, and promote Raleigh's historic resources. In some matters, RHDC acts in a quasi-judicial capacity.
<u>Raleigh Transit Authority (GoRaleigh)</u>	The Authority is responsible for making recommendations on the implementation of relevant programs, policies and regulations regarding the transit system in Raleigh (GoRaleigh).
<u>Stormwater Management Advisory Commission</u>	The Commission's mission is to manage resources sufficiently to protect the public infrastructure, quality of life, environment, and property of the citizens of Raleigh through fair and equitable cost effective means.
<u>Substance Use Advisory Commission</u>	The Substance Use Advisory Commission advocates for a healthy community by promoting best practices for the prevention, intervention, and treatment of alcohol, tobacco, and other drug use.

BOARDS AND COMMISSIONS

2 | ADMINISTRATIVE DUTIES

MEMBERSHIP ROLES

Boards and Commissions are compromised of community members. Each board and commission has an established number of members and members may bring an area of expertise to fill specific seats.

OFFICERS

Boards and Commissions also have bylaws or established rules of procedure to guide operations and leadership roles. As part of this guidance, officers will be elected to preside over the regular and special meetings of the Board or Commission. Some boards or commissions may have designated members who are professionals in specific fields to fill officers for their board/commission, while others may choose to vote members into executive roles based on their interest to serve these roles. Some smaller boards or commissions may choose to have only one or two executive roles, like a Chair, while larger boards may select a full executive body including “vice/secondary” roles like vice-chair, or vice-secretary. Although the structure of board or commission roles may vary, examples of those roles are listed below.

<p>BOARD CHAIR</p> <p>Provides leadership to board & organization, ensures meeting procedures are done in a timely and orderly matter, adheres to by-laws and policies, and evaluates board decision making and effectiveness to meet board or commissions’ purpose</p>	<p>VICE CHAIR</p> <p>Shares the same responsibilities as the board Chair, and acts as sitting Chair in the Chair’s absence</p>
<p>SECRETARY</p> <p>The Secretary is responsible for the records and correspondence of the board, including but not limited to board meetings, member contacts, schedules, and agenda keeping</p>	<p>VICE SECRETARY</p> <p>Shares the same responsibilities as the board Secretary, and acts as sitting Secretary in the Secretary’s absence</p>

BOARD AND COMMISSION'S BEST PRACTICES



Be courteous during meetings and treat board members, the public, and City staff with respect and regard. Disagreements are inevitable, rather than focusing on personal differences, appointees should remain civil, and focus on the issues at hand.



Observe good democratic practice. Assist the chair run an efficient meeting, by being concise in making your points and not interrupting others when making theirs.



Arrive on time and let your staff liaison and chair know if you will be absent. Unexpected absences can cause a meeting to be cancelled. If a quorum is not present the board/commission will be unable to conduct regular business. As courtesy to your fellow board members and the public, provide advanced notice of absences.



Come prepared. Review minutes, agenda, and other information ahead of time for timely and informed deliberation.



Represent your board or commission appropriately. As member, people may ask you to speak on behalf of the City or your board or commission. Do not speak for your board or commission unless appropriately authorized to do so. When in doubt, make clear that you are speaking in your personal capacity. Never speak on behalf of City of Raleigh Staff, City Council or Administration.



Boards may have bylaws that provide information regarding how the meetings will be conducted and/or they may use Robert's Rules of Order for guidance on how to conduct the meeting. These only apply if the bylaws do not address the issue.



While time commitment may vary by board and the nature of the tasks or projects at hand, most boards typically meet at least once a month. In addition to regular meetings, board members are expected to actively participate in other responsibilities, such as serving on sub-committees, task forces, and attending events. Please ensure that you are able to dedicate the necessary time and effort required to fulfill the duties of a board member.

ANNUAL WORK PLANS AND ANNUAL REPORTS

[Council Resolution 240 \(2002\)](#) requires every advisory board prepare an annual work plan. Quasi-judicial boards are expressly exempt from this requirement in the Resolution.

“Every advisory board and commission appointed by City Council shall make an annual report to the City Council. The annual report shall contain a general work plan that the group expects to follow during the next year and a general description of the policy areas the group wishes to explore.” [Council Resolution 240 \(2002\)](#)

WHAT IS A WORK PLAN?

An annual work plan is a plan that every Board/Commission develops each year that guides the work of the board or commission, and ensures alignment with the board or commission’s purpose. The members work together to develop their work plan in coordination with their staff liaison and other key staff members. These plans are presented each year to the City Council for their agreement and approval for the work outlined by the board or commission.

Work plans typically reflect key policy areas and align with city guiding documents such as the 2030 Comprehensive Plan, Raleigh Equity & Inclusion Action Plan, The Community Climate Action Plan, The Raleigh Arts Plan, the Parks, Recreation and Cultural Resources System Plan, and others. Members will receive information about policies and plans that are relevant to their work and may be involved with updating and developing these documents.

Work plans are developed and owned by the board or commission. The chair or a delegated board member should oversee the final contents of the work plan. City staff assists in the review of the work plan prior to it being forwarded to city leadership and council for review. The timing for developing and presenting the work plan varies by board or commission, although many are presented annually to the City Council around the beginning of the fiscal year.

WHAT IS AN ANNUAL REPORT?

An annual report is the report given to the City Council at the conclusion of the year by the Board or Commission to share the activities of the last year, highlight key accomplishments, and showcase projects completed. This report also provides accountability that the activities of the past year align with the approved work plan and may reflect what is anticipated in the next year. The annual report is an opportunity for the board or commission to showcase the breadth and depth of their work. These reports are typically provided in written form and highlighted in a presentation at a City Council meeting, often at the same time as the next year’s annual work plan.



PREPARING AND USING WORK PLANS AND REPORTS

The most important function of the annual work plan and annual report are: 1. to document that the work of the board or commission aligns with their role and with City plans and policies; and 2. for the City Council to approve of that work for the year ahead.

The work plan also serves as a guiding document for the board and commission and may be used to guide decisions about committees or subcommittees, plan and organize the meeting agendas, and inform the community about the activities of the board.

These plans and reports will be developed by the board with staff in a variety of processes depending on the group, the amount of content change needed, and the scope of work anticipated for the coming year. In years where there is a need for changes or updates, there may be meetings or retreat sessions organized to complete the document. A committee may be tasked with updating or creating sections of the plan based on their upcoming work. Once the content is agreed upon, the board will work with staff to ensure it is reviewed, appropriately aligned with policy and City plans, and formatted for universal access. Once the work plan and reports are finalized, staff will coordinate with the Chair or their designee to schedule the presentation to the City Council. The presentation of the work plan and annual report is also an opportunity to highlight your work and share information.

ANNUAL WORK PLAN SAMPLE

ANNUAL WORK PLAN GUIDE

Board or Commission Name
Work Plan - Fiscal Year (FY)

INTRODUCTION

Give a brief description of the Board or Commissions focus statement, and overall purpose.

The work plan will be reviewed and must be approved by City Council, therefore it is a good idea to address council and mention the priorities that align with the strategic plan.

LIST OF ISSUES AND GOALS FOR FY

In this section, you may create a list of issues and plans to address each of those issues; or you may choose to list the goals your board has established for the fiscal year.

Examples

- Events that will be hosted by the board or commission
- Educational and Outreach
- Strategies and evaluations in community engagement
- Upcoming projects
- Proposed budget

Another way to show your goals is by creating individual categories for each. Use an outline that can be repeated for each goal. Below are some of the topics that may be included for each goal in your work plan:

- Issue
- Goal
- Strategy
- Budget
- Education and Outreach

Progress updates on past work plan actions, and other items may also be added to this section.

LIST OF MEMBERS OF THE BOARD OR COMMISSION

John Doe, Chair
 Jane Doe, Secretary
 Sam Q. Public, Treasurer
 Peter Perez
 Jan Kowalski
 Erika Ericson

Jan Jansen, Staff Liaison

Ask your Staff Liaison for examples of existing Work Plans and Annual Reports

ANNUAL REPORT SAMPLE

ANNUAL REPORT GUIDE

Board or Commission Name
Annual Report - Fiscal Year

SUMMARY OF REPORT

Give a brief description of the report. This can include the type of overall guidance and direction that the board gave the city in decision making. Restate the purpose of the report, you may also choose to briefly highlight the major points of the report as part of the summary, or create a different section for highlights.

MISSION STATEMENT

Although not necessary, restating the board or commissions mission statement is a good reminder to council and readers about the board or commission's purpose.

HIGHLIGHTS

- Include your top highlight in this section
- Describe each highlight broadly, by including the problem and solution
- Use bullets to help the reader anticipate what will be covered in the report
- Be brief, highlights don't have to be detailed since they will be described in depth in the report

PROJECTS/ACCOMPLISHMENTS

Project/Accompliment A Name

Detailed description of project or accomplishment. This should include, but is not limited to, dates, location, data collected, department support, challenges, impacts and resolutions.

Project/Accompliment B Name

Make sure to include a description for all your different projects and accomplishments. Remember that your highlights should be reflected in this section in much more detail.

EDUCATION AND OUTREACH

Use this section to highlight any education programs or outreach strategies that your board or commission participated in, or implemented during that fiscal year. This is a great opportunity to talk about any community engagement initiatives, or impacts that your board or commission had in the community.

You may use tables, bullets, or titles to showcase the different activities, outreach events, or educational programs that were done that year.

Ask your Staff Liaison for examples of existing Work Plans and Annual Reports

AGENDAS AND BOARD DOCS



BoardDocs®

A DILIGENT BRAND

AGENDAS

A board meeting agenda may include a meeting call to order, approval of the agenda, and approval of previous meeting minutes. Additionally it should list items to be discussed during meetings, including events, activities, presenters, community reports, new and old business, and other announcements. The agenda is usually distributed to the participants before the meeting to allow time to review and make the preparations necessary for the meeting. Often, the tasks of preparing the meeting agenda, and record minutes for the meeting is the responsibility of the board secretary.

WHAT IS BOARD DOCS?

BoardDocs is the online meeting management platform that the City of Raleigh uses for meeting agendas and minutes. This platform is used by the City Council, the Council Committees and for boards and commissions. It is a cloud-based, electronic meeting agenda management software system which enables boards and commissions to conduct efficient meetings. Anyone, including members of the public, can digitally access agendas and supporting documents online. BoardDocs allows for transparency, efficiency, and effectiveness with our modern approach to governance.

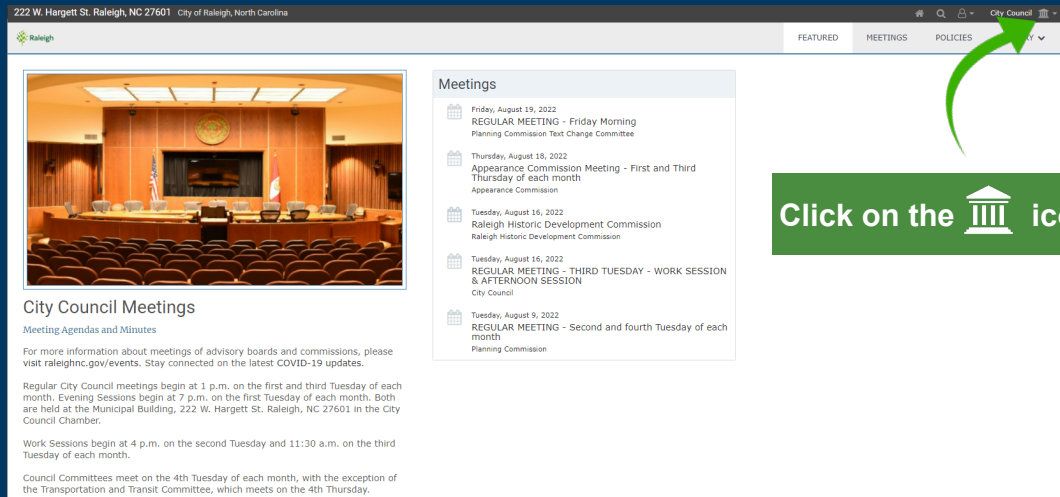
The staff liaison or designee will publish the online agenda in BoardDocs in advance of the meeting. The exact schedule for publishing the agenda is dependent on the schedule of the board or commission.

Once an agenda is published, member of boards and commissions (as well as the public) are able to access it on the City of Raleigh website. The next page shows how easy it is to obtain documents from any board or commission in three easy steps.

EASY AS 1, 2, 3...

ADMIN DUTIES

1



222 W. Hargett St. Raleigh, NC 27601 City of Raleigh, North Carolina

FEATURED MEETINGS POLICIES

City Council Meetings

Meeting Agendas and Minutes

For more information about meetings of advisory boards and commissions, please visit raleighnc.gov/events. Stay connected on the latest COVID-19 updates.


Regular City Council meetings begin at 1 p.m. on the first and third Tuesday of each month. Evening Sessions begin at 7 p.m. on the first Tuesday of each month. Both are held at the Municipal Building, 222 W. Hargett St. Raleigh, NC 27601 in the City Council Chamber.

Work Sessions begin at 4 p.m. on the second Tuesday and 11:30 a.m. on the third Tuesday of each month.

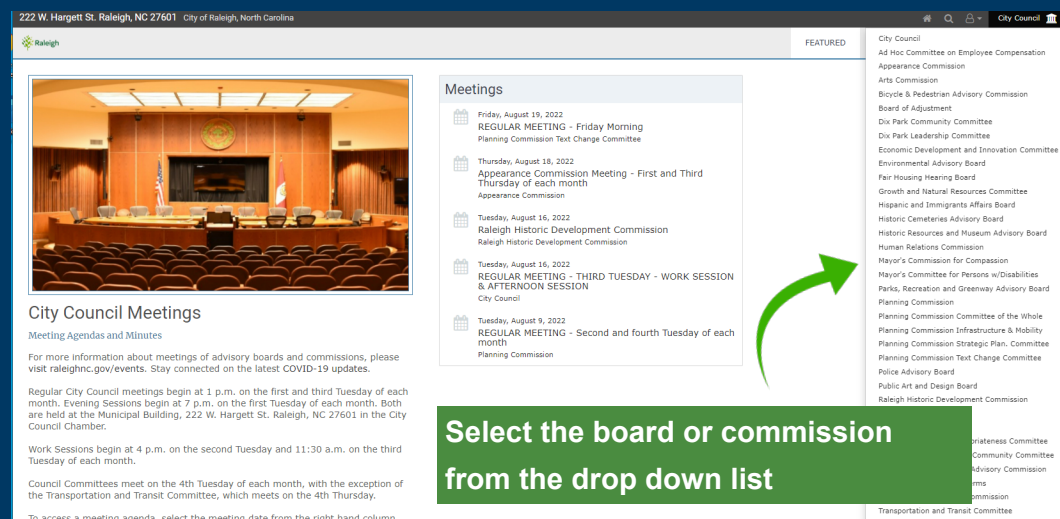
Council Committees meet on the 4th Tuesday of each month, with the exception of the Transportation and Transit Committee, which meets on the 4th Thursday.

Meetings

- Friday, August 19, 2022
REGULAR MEETING - Friday Morning
Planning Commission Text Change Committee
- Thursday, August 18, 2022
Appearance Commission Meeting - First and Third Thursday of each month
Appearance Commission
- Tuesday, August 16, 2022
Raleigh Historic Development Commission
Raleigh Historic Development Commission
- Tuesday, August 16, 2022
REGULAR MEETING - THIRD TUESDAY - WORK SESSION & AFTERNOON SESSION
City Council
- Tuesday, August 9, 2022
REGULAR MEETING - Second and fourth Tuesday of each month
Planning Commission

Click on the  icon

2



222 W. Hargett St. Raleigh, NC 27601 City of Raleigh, North Carolina

FEATURED

City Council Meetings

Meeting Agendas and Minutes

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To access a meeting agenda, select the meeting date from the right hand column.

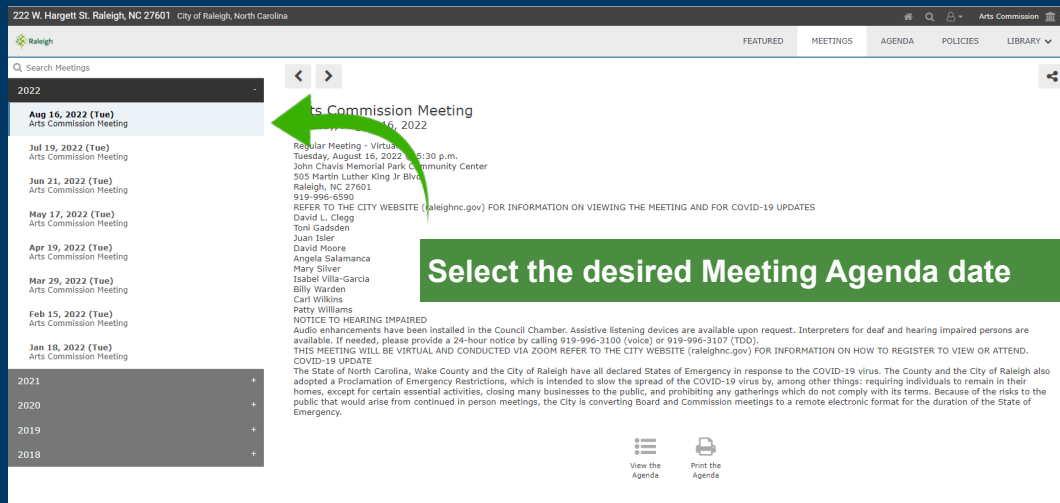
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REGULAR MEETING - Second and fourth Tuesday of each month
Planning Commission

Select the board or commission from the drop down list

City Council
Ad Hoc Committee on Employee Compensation
Appearance Commission
Arts Commission
Bicycle & Pedestrian Advisory Commission
Board of Adjustment
Dix Park Community Committee
Dix Park Leadership Committee
Economic Development and Innovation Committee
Environmental Advisory Board
Fair Housing Hearing Board
Growth and Natural Resources Committee
Hispanic and Immigrants Affairs Board
Historic Cemeteries Advisory Board
Historic Resources and Museum Advisory Board
Human Relations Commission
Mayor's Commission for Compassion
Mayor's Committee for Persons w/Disabilities
Parks, Recreation and Greenway Advisory Board
Planning Commission
Planning Commission Committee of the Whole
Planning Commission Infrastructure & Mobility
Planning Commission Strategic Plan Committee
Planning Commission Text Change Committee
Police Advisory Board
Public Art and Design Board
Raleigh Historic Development Commission

3



222 W. Hargett St. Raleigh, NC 27601 City of Raleigh, North Carolina

FEATURED MEETINGS AGENDA POLICIES LIBRARY

Arts Commission Meeting

Aug 16, 2022 (Tue)

Arts Commission Meeting

Jul 19, 2022 (Tue)

Arts Commission Meeting

Jun 21, 2022 (Tue)

Arts Commission Meeting

May 17, 2022 (Tue)

Arts Commission Meeting

Apr 19, 2022 (Tue)

Arts Commission Meeting

Mar 29, 2022 (Tue)

Arts Commission Meeting

Feb 15, 2022 (Tue)

Arts Commission Meeting

Jan 18, 2022 (Tue)

Arts Commission Meeting

2021

2020

2019

2018

Arts Commission Meeting

Regular Meeting - Virtual - 11:30 a.m. - 1:30 p.m.
Tuesday, August 16, 2022
John Chavis Memorial Park Community Center
305 Martin Luther King Jr Blvd
Raleigh, NC 27601
919-996-6590
REFER TO THE CITY WEBSITE (raleighnc.gov) FOR INFORMATION ON VIEWING THE MEETING AND FOR COVID-19 UPDATES
THIS MEETING WILL BE VIRTUAL AND CONDUCTED VIA ZOOM REFER TO THE CITY WEBSITE (raleighnc.gov) FOR INFORMATION ON HOW TO REGISTER TO VIEW OR ATTEND.

NOTICE TO HEARING IMPAIRED
Audio enhancements have been installed in the Council Chamber. Assistive listening devices are available upon request. Interpreters for deaf and hearing impaired persons are available. If needed, please provide a 24-hour notice by calling 919-996-3100 (voice) or 919-996-3107 (TDD).
THIS MEETING WILL BE VIRTUAL AND CONDUCTED VIA ZOOM REFER TO THE CITY WEBSITE (raleighnc.gov) FOR INFORMATION ON HOW TO REGISTER TO VIEW OR ATTEND.

The State of North Carolina, Wake County and the City of Raleigh have all declared States of Emergency in response to the COVID-19 virus. The County and the City of Raleigh also adopted a Proclamation of Emergency Restrictions, which is intended to slow the spread of the COVID-19 virus by, among other things: requiring individuals to remain in their homes, except for certain essential activities, closing many businesses to the public, and prohibiting any gatherings which do not comply with its terms. Because of the risks to the public that would arise from continued in person meetings, the City is converting Board and Commission meetings to a remote electronic format for the duration of the State of Emergency.

View the Agenda

Print the Agenda

BOARDS AND COMMISSIONS

3

LEGAL REQUIREMENTS

TERM LENGTH AND ATTENDANCE

[Part 1, Chapter 4 of the Raleigh Municipal Code](#) sets forth the City's regulations relating to board and commission membership. Pursuant to the City Code, a board or commission member's initial term shall be for a period of two years with the option to be reappointed for additional terms, provided that a member's total term of service does not exceed six consecutive years on any one board or commission. Additionally, a member cannot serve on more than two City boards or commissions at any one time.

Each member should make every effort to attend all meetings. Should a member be unable to attend a meeting, the member should notify their staff liaison as soon as possible such that the staff liaison can confirm whether or not a quorum will be present to hold the meeting. If a member is absent without being excused from three consecutive meetings, City Council may remove or replace that member pursuant to the City Code.



ETHICS AND CONFLICTS OF INTEREST

City Council adopted a code of ethics for all advisory board or commission members pursuant to Resolution No. (1988) – 955A. A copy of that resolution is attached to this handbook. The resolution sets forth certain scenarios involving board or commission members that are incompatible with the best interests of the City and considered unethical or create a conflict of interest. Examples of such scenarios are as follows:



A conflict of interest exists if a member is an officer, partner, or director of an entity that will benefit from a member's participation or vote on a particular matter.



A conflict of interest exists if a member owns all or a portion of a business entity that will benefit from a member's participation or vote on a particular matter.



A conflict of interest may exist if a member, as an employee of an entity involved in a contract or undertaking with the City, would receive a direct or indirect monetary or material benefit related to the member's participation or vote on a matter related to such contract or undertaking.



A member and/or his family members should not accept a gift having a value of more than \$50 if it could be inferred that the gift was intended to influence the member's vote or participation on a matter coming before the member's board or commission or intended as a reward for such vote or participation.



A member should not use their position or the City's facilities for personal gain.

The above list is only a selection of those scenarios set forth in the resolution. Accordingly, members of advisory boards and commissions are encouraged to review the resolution in its entirety. Should a member have any questions regarding the code of ethics or a potential conflict of interest, the member is encouraged to reach out to their staff liaison to discuss the matter further. If the member determines that they have a conflict of interest related to a certain matter, the member should withdraw from consideration of that matter. Pursuant to the code of ethics, the member may apply to the City Attorney for an advisory opinion regarding the applicability of the code of ethics to a member's particular situation.

The above resolution does not apply to those boards and commissions that render quasi-judicial decisions. Such boards and commissions base their decisions upon certain finding of facts and conclusions of law made following an evidentiary hearing wherein evidence is presented by sworn testimony. Parties appearing before such boards and commissions are entitled to protections of due process, including, but not limited to impartial hearings and procedures.

LEGAL

cont. Ethics and Conflicts of Interest

Therefore, a member of any board exercising quasi-judicial functions shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.

If an objection is raised to a member's participation at or prior to the quasi-judicial hearing or vote on a particular matter and that member does not recuse himself or herself, the remaining members of the board or commission shall by majority vote rule on the objection.



OPEN MEETING LAW

[Article 33C of Chapter 143 of the North Carolina General Statutes](#) governs "Meetings of Public Bodies." This is generally known as the "Open Meetings Law," and it gives the public the right to attend official board and commission meetings, except in cases where a closed session is permitted. If there is an "official meeting," notice must be given in accordance with the law and public attendance must be allowed.

An official meeting is defined as:

[A] meeting, assembly, or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business within the jurisdiction, real or apparent, of the public body. However, a social meeting or other informal assembly or gathering together of the members of a public body does not constitute an official meeting unless called or held to evade the spirit or purpose of this Article.

N.C. Gen. Stat. § 143-318.10 (d).

While certain meetings are clearly “official meetings,” such as regular monthly board and commission and sub-committee meetings, other situations are not necessarily so clear. Here are some rules to keep in mind:



If a majority of members attend any meeting (internal or external) for the purpose of acquiring information which could influence a board or commission recommendation to Council in the future, even if there is no discussion whatsoever by any member, it is considered part of the deliberative process, and is thus, a public meeting and notice is required.



Attendance at external meetings (ones not conducted by the City) by a majority of members may or may not be an official meeting. The purpose of the event, the motivation for attendance, and the member’s behavior at the event are all factors, which are relevant to the determination as to whether an official meeting has occurred.

Examples:

- A purely social event is not an official meeting, but if more than a quorum of members congregate and engage in conversation about board or commission business at the event, it violates the Open Meetings Law.
- If there is a non-social external event and a majority of members attend, and such attendance was not preplanned, and is simply fortuitous, and there is no board or commission business discussed at the event, there is no public meeting.
- If a majority of members attend an external event, and board or commission business is discussed (even if the purpose of the member’s attendance is only to observe) and there was prior communication between members providing knowledge that a majority could attend, it could be determined to be an official meeting.



Emails among and between a majority of members which discuss any matter relating to board or commission business is considered deliberation, and is thus, considered to be an official meeting.

The same would be true for a group text.



Meetings of less than a quorum of members are not public meetings, regardless of the topic.

PUBLIC RECORDS

Public records in North Carolina are governed by [Chapter 132 of the North Carolina General Statutes](#).

In general, all documents generated or received by you in your capacity as a board or commission member are public records and are subject to access by the public. This includes, but is not limited to, paper and electronic records, text messages, recordings, videos and photographs. Personal notes, handwritten notes on agendas or other documents, and drafts of documents are also public records. Exceptions to the public records law do exist, but it is unlikely that any exception will apply to public records received or generated by a board or commission member.



The determination as to whether a document is a public record is based on its content and not its location. Therefore, for example, your emails are public records, regardless of what email address or server they are received from, or sent to, if the matter involved board or commission business. The same is true for text messages. Because the public records requestors are often members of the press, an important guiding principle to keep in mind as you are transacting board or commission business, is whether you would be comfortable with the document you are creating, and the contents therein, being published in the News and Observer or being broadcast on WRAL or some other news medium.

The public records law requires that you retain your public records for a period of time and produce such records should a member of the public request such records. If you have any questions regarding when you can dispose of your public records, please reach out to your staff liaison who can seek guidance from the City Attorney's Office regarding your specific inquiry. If City staff reaches out to you for assistance in fulfilling a public records request related to records you may have in your possession, please respond in a timely manner so that the City can fulfill its legal obligation to produce the documents as promptly as possible.

BOARDS AND COMMISSIONS

4 | WELCOME TO EQUITY

COMMITMENT TO EQUITY

In 1986, City Council recognized the need for diversity of board members in Council Resolution 302. The resolution states that it is ‘the policy of the City Council that citizen advisory boards shall be representative of the city’s residents’ and to have ‘representative boards whenever practicable’. Opportunities that can be considered to promote diversity which may assist in achieving representativeness include:



Being intentional about diversity;



Promoting inclusive collaboration and engagement;



Using data for decision making to appoint members; and



Supporting the development and implementation of partnerships, programs, and policy strategies

[RALEIGH, NC – CODE OF ORDINANCES/ PART 4- COMMUNITY SERVICES - CHAPTER 1 ARTICLE A](#)

SEC. 4-1004.

POLICY OF NONDISCRIMINATION.

- (a) The policy of the City of Raleigh is, and shall be, to oppose any discrimination based on actual or perceived age, mental or physical disability, sex, religion, race, color, sexual orientation, gender identity or expression, familial or marital status, economic status, veteran status or national origin in any aspect of modern life. For purposes of this article, discrimination based on race and national origin shall include discrimination based on an individual's hair texture or hairstyle, if that hair texture or that hairstyle is commonly associated with a particular race or national origin, including, but not limited to, braids, locks, twists, tight coils or curls, cornrows, Bantu knots, and Afros.
- (b) The administration, committees, commissions, and boards of the City are hereby directed to use their full power and resources, as by law duly given, to prohibit and discourage discrimination as hereinabove mentioned.
- (c) The City Manager and the City Attorney are directed to include within the terms of all contracts of and grants from the City a nondiscrimination provision which will carry out the effect of this section; provided that nothing in this section shall be construed to encroach upon the powers or immunities of the State or Federal governments. (d) The City Manager is directed to establish such policies as will insure that there is no discrimination in any function or area of City government. (e) Recognizing the substantial benefits that an equitable, diverse, and inclusive community provides, the City supports those community members and businesses whose efforts support a community free from discrimination. Equity, diversity and inclusion are cornerstones of a strong local economy and commercial activities within the City should support economic growth and not hamper it. The City will not tolerate illegal discrimination and encourages its corporate and individual community partners to oppose discrimination in all forms. All citizens of the City, individual and corporate, are hereby requested and urged to use their power and influence to the end that this City shall be one of equal opportunity for all citizens.



The City of Raleigh is committed to establishing and advancing an equitable community for all. Because we know that race is the primary predictor of a person's outcomes across all social indicators and societal systems, the City of Raleigh will prioritize racial equity to dismantle the policies and systems that have created and sustained these inequities.

Inequities in our systems and policies are costly and limit positive outcomes and quality of life for all of us. When we achieve racial equity, all people in Raleigh will benefit from a more just, equitable system. Raleigh aspires to be a model for equity in local government.

CIVIL RIGHTS FACTS



Title VI: was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.



Title VII: Civil Rights Act of 1964 which prohibits discrimination in virtually every employment circumstance on the basis of race, color, religion, gender, pregnancy, or national origin.



Americans with Disabilities Act (ADA): The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else.

WHY WE LEAD WITH RACE FOCUS ON EQUITY

Equity is about **outcomes**, we look at root causes. People of color are not just their race they have many other identities. Even when we control for factors such as gender, orientation, and disability race is still the top predictor of outcomes.

TERMINOLOGY



DIVERSITY

The range or human differences and qualities



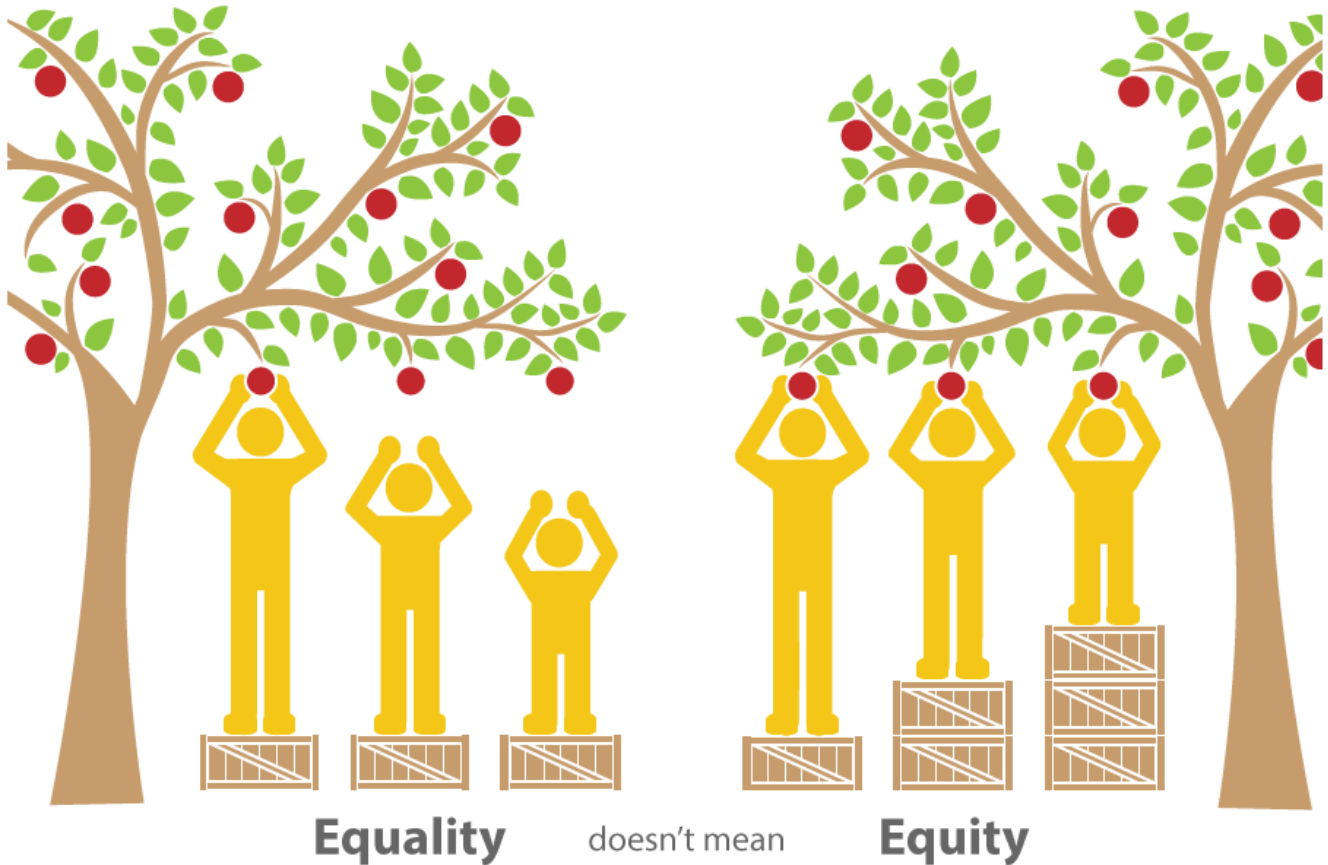
INCLUSION

All people have the right to be respected and appreciated as valuable members of their communities and their contributions be welcomed



RACIAL EQUITY

Means closing the gaps so that race does not predict one's success, while also improving outcomes for all



EQUITY VS. EQUALITY VS. DISPARITY

Equity: Justice, fairness and opportunity

Equality: The state of being equal

Disparity: A measurable difference in outcomes between populations

Equality does not require an understanding or observance of the historicity and the deep pervasiveness of issues surrounding race. While equality tends to address what we see in front of us, an equitable lens challenges us to consider disparities on a systemic level and why they occur in the first place, with an end goal of creating opportunities and building instructions where justice and fairness for all are cornerstones.

BOARDS AND COMMISSIONS

5 | COMMUNITY ENGAGEMENT

COMMUNITY ENGAGEMENT PHILOSOPHY

Any process that involves the input of community members in city problem solving or decision making. Meaningful Community Engagement;



Uses input to make sustainable decisions



Representation from the whole community



Aligns intent and public participation goals



Open, two-way dialogue



Includes clear and appropriate opportunities for feedback to influence decisions

NEIGHBORHOOD VS. COMMUNITY

NEIGHBORHOOD



A neighborhood is a geographical area where people live and interact with one another, and can include meeting places such as restaurants, churches, schools, and parks. Neighborhoods tend to have their own identity, residents may have similar types of family composition, incomes, and education level. These shared experiences from neighborhood residents, commonly result in the building of a community.

COMMUNITY



Community is not a place, a building, or an organization. Community comes from shared experiences and a sense of—not necessarily the actual experience of—shared history. A community is a social unit (a group of living things) with commonality such as place, norms, religion, values, customs, or identity.

PUBLIC OUTREACH VS COMMUNITY ENGAGEMENT

Too often, the terms public outreach and community engagement are used interchangeably. Although outreach and engagement work hand-in-hand, it is important to understand the difference between doing outreach to the community and engaging the community. Below is a chart outlining some key characteristics of both terms and how they differ from each other.

PUBLIC OUTREACH	COMMUNITY ENGAGEMENT
Short-term	Long-term
Marketing	Relationship building
What can A do for B?	What can A and B do together?
Transactional	Connecting
Directional	Cyclical

BRIDGING THE GAP

Boards and Commissions are essential to city governance and help bridge the gap between the community and government. As representatives of the community, board members should strive to connect with members of Raleigh communities to develop relationships, and help identify issues and resolutions that benefit all city of Raleigh residents.



BOARDS AND COMMISSIONS**6 | COMMUNICATIONS****GOAL**

Develop guidance that establishes a clear delineation between opinion of the appointed body vs. what is approved by the City Council.

**STAFF LIAISON RESPONSIBILITIES
COMMUNICATIONS**

Maintains files and records of work activities.



Provides access to and retrieval of data related to the applicable board or commission.



Ensures board or commission members receive all applicable training, onboarding, and/or capacity building.









Delivers communications needs with templates and tools provided, or liaises with Communications Administrator (CA) for custom work (limited) or questions.



Masters Communications tools: Drupal for website (or request in ServiceNow), print templates in storefront tool, Office 365, GovDelivery (email), social media (if applicable), BoadDocs (agendas).

COMMUNICATIONS GENERAL GUIDANCE

-  The goal is to support boards, commissions, and committees (BCCs), to extent possible based on staff resources and within parameters related to Council-approved policy.
-  All communications across all media for BCCs will not include the City brand OR any other brand (i.e. GoRaleigh).
-  Most communications can be done by templates and tools provided. BCCs can choose to use this support OR create their own materials as long as they do not include the City brand.
-  Questions and custom work (limited) should be coordinated between COR Staff liaison (not community board members) and Communications Administrator (CA).
-  Custom design work will be limited (one per year).
-  A disclaimer will help further differentiate board, commission or committee activity when necessary.

STATUTORY EXEMPTIONS

There are a few exceptions for groups that have statutory requirements (created with statutory reference to meet an essential statutory purpose). The City brand can be used for communications and reports these bodies put forward:

- | | |
|---|----------------------------|
| o Planning Commission | o RHDC COA Committee |
| o Appearance Commission | o Board of Adjustment |
| o Raleigh Historic Development Commission | o Civil Service Commission |

These groups will not receive additional support from the Communications Department, in line with other BCCs, due to staff capacity and since they have the support of communications staff within Planning and Development (all except CSC).

EVENTS

Based on several factors (i.e. Council's involvement, Council taking action, funding, who does majority of work), some events have been deemed City of Raleigh led by City Manager's Office and therefore WILL use City brand and receive full support from Communications Department.

Events that involve boards and commissions but are City of Raleigh led:

- Medal of Arts
- Environmental Awards
- Fred Fletcher Awards
- Sir Walter Raleigh Awards
- Mayor's Unity Day
- Substance Abuse Medicine Drop Off
- Day of Racial Healing
- Fair Housing Board Annual Conference

All other BCCs activity should follow guidance listed here, with no City brand.



DISCLAIMER

The disclaimer is intended to: 1) create a clear distinction between the opinion of a board/commission from that of Raleigh City Council and the City of Raleigh; and 2) create the opportunity for diversity of thought and/or views in appropriate situations. The disclaimer is not intended to limit the views or opinions of boards and commissions.

Please use the following disclaimer only when representing an opinion of the body and/or any instance where content should be differentiated from the general City organization. You will need to use your judgment. The disclaimer can be used on any/all media, including, but not limited to: print, email, social media, websites, video.



FULL VERSION DISCLAIMER

This is a communication of an advisory board, commission or committee appointed by the Raleigh City Council. Views and opinions expressed here are those of the board, commission or committee as approved by its membership and do not necessarily reflect the views of the City of Raleigh *or the Raleigh City Council. Information presented here is provided by the board, commission or committee and has not been verified or approved by the City of Raleigh.*



SHORT VERSION DISCLAIMER (for social media)

Opinions are the board's* and do not necessarily reflect views of City of Raleigh or Raleigh City Council.

*replace with commission or committee as needed

WEBSITE



The City website is the top source of information for most residents, cited by 75% in the [2024 Community Survey](#).



On [raleighnc.gov](#), there's a [hub for all boards and commissions](#), in addition to pages for each body with more information and applications.



Staff liaisons have access to make updates to [raleighnc.gov](#) themselves, or submit to Communications staff to help.



It's important that all events and news are on [raleighnc.gov](#), so please help staff liaison keep this up to date with current information.

EMAIL AND SMS

All City emails are sent from a central, email marketing tool called GovDelivery. Staff liaisons have access to send meeting notices and can also work with staff in other departments to feature relevant news in their newsletters.

GOVDELIVERY

Dashboard

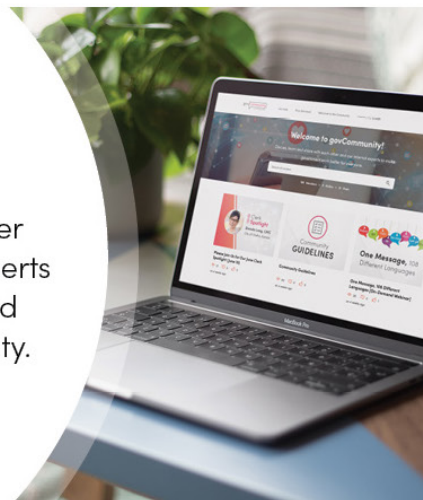
Bulletins
Campaigns
Reports
Topics
Segments
Subscribers
Templates
Administrators
Connect

Join Granicus govCommunity - discuss, learn, and share with each other!

govCommunity

Discuss, learn, and share with each other and our internal experts to better connect and serve your community.

Check it out!





SOCIAL MEDIA

The City can promote high level, broadly relevant and/or statutory required content (sparingly) on @raleighgov or other City accounts (must meet criteria) with photos and unbranded graphics.

- The City will encourage this where appropriate, as it's a much bigger audience than the BCC accounts
- Criteria for City account: sub brand, first responder, or large city venue (80+ accounts across all platforms already exist, even with criteria in place).

In rare instances where BCC specific accounts exist:

- These will not be official City accounts.
- These accounts cannot use any element of brand.
- Disclaimer encouraged where needed
- Note – there aren't many of these accounts, and audiences are small.
- Staff does not have the ability to monitor, post or manage independent BCC social media accounts

Work with your staff liaison for more information and guidance.

VIDEOS AND STREAMING MEETING COVERAGE

For a meeting in person, a BCC may stream (in real time) or post (after meeting) the video of the meeting. To remain compliant with North Carolina open meetings and public records laws, video streamed by City staff or a BCC member should be “view only,” without comments or chat features activated.

If BCCs want to also push out to YouTube and / or RTN11 TV live, they will need RTN support (remote) to do so and should put in a request through your Communications Administrator.

If RTN can't be there to record a meeting, technology like the “Meeting Owl” (360 webcam and responsive audio) is a good back up option. If your department is interested in acquiring an Owl, please contact your IT Business Partner.

If a staff liaison or member of the BCC records the meeting, the recording is a public record and needs to be given to the staff liaison for City records retention.

PRODUCED VIDEOS

RTN will not produce any videos (i.e. for social media) for these groups.





PRINTED MATERIALS

Boards and Commissions are encouraged to design their printed materials; however, they must remember to follow branding rules mentioned above. To assist boards and commissions with designing of their printed materials, the COR Communications Department, has created unbranded templates for the use of all boards and commissions. Staff liaisons have access to the online print storefront tool that has unbranded templates available, and board members may request these templates from their staff liaison. It is important to remember, that although staff liaisons can create print-ready files with the storefront tool, they will still need to place a separate order for printing.

Custom design work will be limited – one per year (i.e. annual report or event program).

BOARDS AND COMMISSIONS

7 | CITY CLERK'S OFFICE

WHAT WE DO

The City Clerk's Office tracks and coordinates City Council nominations and appointments to their various advisory boards. Near the conclusion of your term, the Clerk's Office will reach out to you to determine your desire for reappointment. This information will be shared with the City Council for their consideration and you will be notified of the outcome.

If you have any questions regarding the appointment process, please feel free to reach out to the City Clerk.



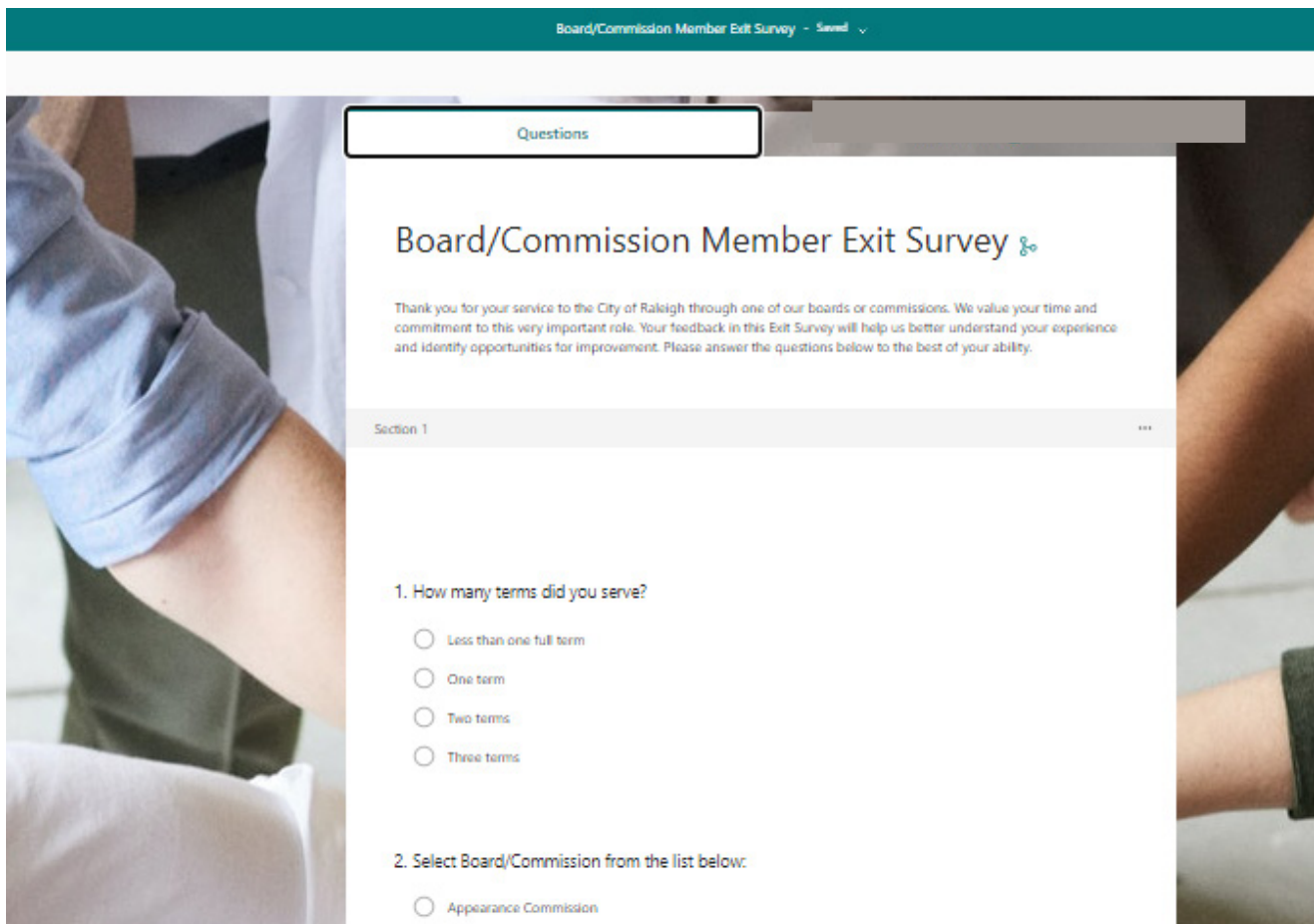
EXIT SURVEY

Once you end your service as a board or commission member, you will be asked to complete an exit survey about your experience.

Although the survey is optional, it is highly recommended that all exiting members complete this questionnaire. The City of Raleigh highly values your input to help better our processes and services.

Survey Link

<https://forms.office.com/g/CbvB7j1Rde>

A screenshot of a web-based exit survey form titled "Board/Commission Member Exit Survey". The form is displayed on a mobile device, with a teal header bar at the top showing the title and a "Saved" status. The main content area has a white background with a light blue border. It includes a "Questions" tab, a thank-you message, and two questions. Question 1 asks "How many terms did you serve?" with four radio button options: "Less than one full term", "One term", "Two terms", and "Three terms". Question 2 asks "Select Board/Commission from the list below:" with one visible radio button option: "Appearance Commission". The form is overlaid on a background image of a person's arm in a blue shirt.

Board/Commission Member Exit Survey - Saved

Questions

Board/Commission Member Exit Survey

Thank you for your service to the City of Raleigh through one of our boards or commissions. We value your time and commitment to this very important role. Your feedback in this Exit Survey will help us better understand your experience and identify opportunities for improvement. Please answer the questions below to the best of your ability.

Section 1

1. How many terms did you serve?

☐ Less than one full term

☐ One term

☐ Two terms

☐ Three terms

2. Select Board/Commission from the list below:

☐ Appearance Commission

COMMON TERMS

Board, Commission, Advisory, Committee, and sub-committee: As stated in the City of Raleigh Code of Ordinances, the term board or commission refers to any group which is appointed or elected to serve the government of the City. Despite the variation in names, they all fall under the broader term of board or commission.

Member: as used in the City of Raleigh Code of Ordinances; the term member shall mean any person appointed, reappointed, or confirmed as a member of a board.

Autonomous Board: These boards are structured under general laws or local acts of the state. They are self-governing and function independently of any outside control. They report to the City Council and adhere to policies of the City Council that directly affect board responsibilities.

Quasi-Judicial Board: These boards make findings of fact and conclusions of law in handling appeals that affect provision of the City Code. They are quasi-judicial in that the hearings must comply with due process requirements and the decisions are subject to review in Superior Court. They may also have an advisory role.

Administrative Board: These boards carry out administrative functions and administer funds for fulfilling the objectives of the organization.

Advisory Board: These boards develop short- and long-term goals and make recommendations to the City Council. In their advisory capacity, the boards act as important sources of citizen information on a variety of activities that affect the city and residents.

Officers: Board members that are elected to preside over the regular and special meetings of the Board or Commission.

Board Chair: Board member selected as an officer that provides leadership to board & organization, ensures meeting procedures are done in a timely and orderly matter, adheres to by-laws and policies, and evaluates board decision making and effectiveness to meet board or commissions' purpose.

Vice Chair: Board officer that shares the same responsibilities as the board Chair, and acts as sitting Chair in the Chair's absence.

Secretary: Board officer responsible for the records and correspondence of the board, including but not limited to board meetings, member contacts, schedules, and agenda keeping

Vice Secretary: Board officer that shares the same responsibilities as the board Secretary and acts as sitting Secretary in the Secretary's absence.

City Code: The City Code for the City of Raleigh serves as the laws of the city. The Code is adopted by the City Council and can only be changed by the City Council.

Annual Work Plan: An annual work plan is a plan that every Board/Commission develops each year that guides the work of the board or commission and ensures alignment with the board or commission's purpose. Work plans are presented each year to the City Council for their agreement and approval for the work outlined by the board or commission.

Annual Report: An annual report is the report given to the City Council at the conclusion of the year by the Board or Commission to share the activities of the last year, highlight key accomplishments, and showcase projects completed. Annual reports are typically provided to council at the same time as the Annual Work Plan.

Bylaws: A set of rules adopted by the board or commission that outlines the structure, rules, procedures and responsibilities of members, and officers. Bylaws must be approved by the City Attorney's Office, before it is presented to Council for approval.

Agenda: A board meeting agenda is a document often prepared by the board's Secretary prior to each meeting, and it may include a meeting call to order, approval of the agenda, and approval of previous meeting minutes. Additionally, it should list items to be discussed during meetings, including events, activities, presenters, community reports, new and old business, and other announcements.

Conflict of Interest: A conflict of interest refers to the ethical problems that may arise between parties with a preexisting relationship. For a list of specific Conflict of Interests for boards and commissions, see page 21 of this handbook.

Open Meeting Law: Also known as "Meetings of Public Bodies", the Open Meeting Law give the public the right to attend official board and commission meetings, except in cases where a closed session is permitted.

Official Meeting: A meeting, assembly, or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business within the jurisdiction, real or apparent, of the public body.

Quorum: The minimum number of members whose presence is required before a meeting can legally take action. In the City of Raleigh, quorum for boards and commissions is more than half, (half the members, plus one) of the board members.

Public Record: In general, all documents generated or received by you in your capacity as a board or commission member are public records and are subject to access by the public.

Robert's Rules of Order: Robert's Rules is a framework that is comprised of a set of codes and rules of ethics that helps groups hold orderly meetings. Although not required, many boards and commissions follow Robert's Rules of Order to conduct their meetings.

City of Raleigh

Raleighnc.gov

Office of Community Engagement

Community.Engagement@raleighnc.gov

RESOLUTION NO. (1988) - 955A

A RESOLUTION TO CLARIFY THE ETHICAL RESPONSIBILITIES OF CERTAIN BOARDS AND COMMISSIONS APPOINTED BY THE RALEIGH CITY COUNCIL.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RALEIGH, NORTH CAROLINA THAT:

Section 1. Declaration of Policy. The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that governmental decisions and policies be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

In recognition of these goals, a code of ethics is hereby adopted. The purpose of this ordinance is to establish absolute minimum guidelines for ethical standards of conduct for all officials covered by this ordinance by setting forth those acts or actions that are incompatible with the best interests of the city.

Section 2. Definitions. As used in this article, the following terms shall have the meanings indicated:

Advisory board member means any member of any board or commission appointed by the Raleigh City Council except the Housing Appeals Board, the Board of Adjustment, the Convention and Visitors' Bureau, the Historic Properties Commission and the Historic District Commission. The Raleigh Civil Service Commission shall not be considered a city advisory board for the purposes of this resolution.

Business entity means any business, proprietorship, firm, partnership, person in representative or fiduciary capacity, association, venture, trust or corporation which is organized for financial gain or for profit.

Interest means direct or indirect pecuniary or material benefit accruing to an advisory board member as a result of a contract or transaction which is or may be the subject of an official act or action by or with the city. For the purpose of this article, a city official shall be deemed to have an interest in the affairs of:

- (1) Any business entity in which the advisory board member is an officer, partner or director;
- (2) Any business entity in which in excess of one (1) percent of the stock of, or legal or beneficial ownership of, is controlled or owned directly or indirectly by the city official;

- (3) Interest of employer. A city official who is an employee of an entity involved in a contract or undertaking with the City or which seeks the benefit of an official action of the City, may have a conflict of interest if the city official's participation or vote in the matter would provide the city official a direct or indirect pecuniary or material benefit which would otherwise not be received by the city official.

The relationship of employer-employee does not automatically create an interest which is prohibited by this ethics code. Any city official who believes such a conflict may exist shall disclose the nature of the conflict to the City Council. After receiving the disclosure the City Council shall, by recorded vote, either excuse the member from voting or make a finding that no conflict exists. The definition of employer shall include professional relationships where the city official is employed in connection with the matter before the Council or is generally employed by the client who has the matter before the Council.

Official act or action means any legislative, administrative, appointive or discretionary act of any advisory board member.

Section 3. Standards of conduct.

- (a) Scope. All advisory board members as defined in this article shall be subject to and abide by the following standards of conduct.
- (b) Interest in contract or agreement. No advisory board member, as herein defined, shall have or thereafter acquire an interest in any contract or agreement with the city when such contract has been a matter of consideration before that member's committee.
- (c) Use of official position. No advisory board member shall use his official position or the city's facilities for his private gain. The provisions of this paragraph (c) are not intended to prohibit a city official or advisory board member's use of parking permits and are not intended to prohibit his speaking before neighborhood groups and other nonprofit organizations.
- (d) Disclosure of information. No advisory board member shall use or disclose confidential information gained in the course of or by reason of his official position for purposes of advancing:
- (1) His financial or personal interest;

- (2) A business entity of which he is an owner (in part or in whole), an officer or a director; or
 - (3) The financial or personal interest of a member of his immediate household or that of any other person.
- (e) Incompatible service. No advisory board member shall engage in, or accept private employment or render service for private interest, when such employment or service is incompatible with the proper discharge of his official duties unless otherwise permitted by law and unless disclosure is made as provided in this article.
- (f) Gifts. No city official or member of his immediate household shall directly or indirectly solicit, accept or receive any gift having a value exceeding \$50.00 whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or could reasonably be expected to influence him in the performance of his official duties, or was intended as a reward for an official action on his part. Legitimate political contributions shall not be considered as gifts under the provisions of this paragraph. This section is not intended to prohibit customary gifts or favors between city officials or the friends and relatives of their spouses, minor children, or members of their household where it is clear that it is that relationship rather than the business of the individual concerned which is the motivating factor for the gift or favor. This section does not prohibit meals consumed at a function in which the entire membership of the City Council is invited.
- (g) Special treatment. No advisory board member shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

Section 4. Disclosure of interest. Any advisory board member who has an interest in any official act or action before his committee shall publicly disclose on the record of the respective body such interest, and shall withdraw from any consideration of the matter if excused by the body.

Section 5. Investigations.

- (a) The city council may direct the city attorney to investigate any apparent violation of this article, as it applies to advisory board members and to report the findings of his investigation to the city council.

- (b) Any person who believes that a violation of this article has occurred may file a complaint in writing with the city council.

Section 6. Sanctions. If the city council, after receipt of an investigation by the city attorney, has cause to believe a violation has occurred, the city council shall schedule a hearing on this matter. The board member who is charged with the violation shall have the right to present evidence, cross-examine witnesses, including the complainant or complainants, and be represented by counsel at the hearing. If, upon the conclusion of the hearing, the council finds that a violation has occurred, the council may adopt a resolution of censure which shall be placed as a matter of record in the minutes of the official meeting. Any such vote shall be adopted by at least a 3/4 vote of the membership of the Council. Should the resolution of censure be adopted, the violation shall be referred to the District Attorney for disposition as appropriate.

Section 7. Advisory opinions. When any advisory board member has a doubt as to the applicability of any provision of this article to a particular situation, or as to the definition of terms used in this article, he may apply to the city attorney for an advisory opinion. The advisory board member shall have the opportunity to present his interpretation of the facts at issue and of the applicability of provisions of this article before such advisory opinion is made.

ADOPTED: 5/17/88

EFFECTIVE: 5/17/88

DISTRIBUTION: City Council
City Manager
City Attorney