

**BYLAWS  
OF THE  
HISTORIC RESOURCES AND MUSEUMS ADVISORY BOARD  
CITY OF RALEIGH**

Pursuant to Resolution 2012-665 and modified by Resolution 2026-762 of the  
City of Raleigh, North Carolina, the following bylaws are adopted by the  
Historic Resources and Museums Advisory Board:

**ARTICLE I  
ORGANIZATION**

**Section 1. Name**

The name of this organization shall be the Historic Resources and Museums Advisory Board, hereinafter the HRMAB.

**Section 2. Mission**

The mission of the Historic Resources and Museums 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 Museums Program, hereinafter the HRM Program, to further the cultural development of the City.

**Section 3. Purpose**

Pursuant to Resolution 2012-665 and modified by Resolution 2026-762 the purposes and activities of the HRMAB shall be as follows:

- A.** To promote, coordinate, and strengthen the advocacy and advancement of public programs to further the cultural development of the City.
- B.** To advise on the efficient preservation, operations and programming at Borden Building, City Cemetery, City of Raleigh (COR) Museum, Dorothea Dix Park Artifact Collection, Dr. M.T. Pope House Museum, Fred Fletcher Amphitheater and Stone Circle at Fletcher Park, HRM Program Artifact Collection, John Chavis Memorial Park Historic Carousel Collection , John P. “Top” Greene African American Cultural Park, Latta University Historic Park, Moore Square, Mordecai Historic Park, Mount Hope Cemetery, O’Rorke-Catholic Cemetery, Pullen Park Historic Attractions, the Raleigh Trolley Program (2), Tucker House, and any other properties of historic or cultural significance as the City Council may designate.
- C.** To support the HRM Program within the Parks, Recreation and Cultural Resources Department in protecting, preserving and programing identified museum and historic resources facilities, programs, and assets within the City of Raleigh noted in the preceding paragraph.
- D.** To provide the Council with expert and comprehensive advice on the preservation, operations and programming of current and future historic properties and resources.

#### **Section 4. Annual Workplan**

The HRMAB shall prepare and submit an annual workplan as required by City Council Resolution 2002-240 specifying its areas of focus and activities for the upcoming year that are within the purview and scope of the HRMAB, incorporating any direction received from City Council. The Annual Workplan must be approved by City Council.

#### **Section 5. Membership**

1. The HRMAB shall consist of twelve (12) members (advisors), all of whom will be appointed by the Raleigh City Council. The HRM Program Executive Director shall serve as 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 based on an initial two (2) year term with the option of being reappointed for additional two (2) year terms, provided that a member's total term of service does not exceed six (6) consecutive years on the HRMAB.
3. A vacancy occurring on the HRMAB shall be filled by appointment of the Raleigh City Council. Such advisor will be appointed based on a new two (2) year term.
4. A member cannot serve on more than two City boards or commissions at any one time.

#### **Section 6. Residency**

All persons selected for membership on any committee, commission, or board shall be residents of the City unless otherwise specified by the ordinance or resolution establishing the body. In cases where City residency is a requirement for membership, the member shall forfeit their seat upon removing their residence from the City.

#### **Section 7: Resignation of Members**

Should a Board member need or choose to resign prior to the expiration of their term, written notice should be provided to the City Clerk.

#### **Section 8: Term Expiration of Members**

Members of a committee, commission or board shall continue to service upon expiration of their term until their successor is named by City Council, unless a resignation is submitted in writing to the City Clerk.

#### **Section 9: Removal of Members**

Any member of a board who is absent without being excused from three (3) consecutive meetings of such board may, upon recommendation of the chairperson or otherwise designated officer of such board, be removed or replaced by the Council.

## **ARTICLE II OFFICERS**

### **Section 1. Number**

The officers of the HRMAB shall consist of Chair, Vice Chair, and Secretary. Their duties shall include:

A. The Chair will preside at all meetings of the Board and Executive Committee. The Chair will serve ex-officio on all standing and ad-hoc committees.

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

C. The Secretary will provide meeting reminders not later than two (2) 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.

### **Section 2. Election and Term**

A. The Executive Committee will recommend a slate of officers to the Board at least ten (10) days prior to the Annual Meeting.

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

C. The Chair and Vice Chair may serve an additional one (1) year term, but no more than two (2) consecutive terms, upon re-election by the Board.

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

### **Section 3. Vacancies**

Vacancies and/or resignations of officers will be filled by the Board upon recommendation by the Executive Committee or by succession at the next regular meeting.

### **Section 4. Removal of Officers**

The Chair and Vice Chair of the HRMAB may be removed by the vote of two-thirds (2/3) of the members of the HRMAB membership with or without cause at any regular or

special meetings of the HRMAB, but no vote for the removal of an officer shall be effective unless notice of the proposed removal shall have been given prior to the members of the HRMAB at least ten (10) days in advance of the meeting. Such notice shall be sent by the Chairperson at the request of the members proposing the removal.

**Section 5. Delegation of Duties of Officers**

In the case of an absence of any elected or appointed officers of the HRMAB, or for any other reason deemed sufficient, the HRMAB may delegate powers and/or duties of such officer to any member of the HRMAB.

**Article III  
MEETINGS**

**Section 1. Regular Meetings**

The HRMAB will hold a regular meeting. Notice of regular meetings will be given at least two (2) days prior to the meeting by the Secretary through any usual means of communication.

**Section 2. Special Meetings**

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.

**Section 4. Annual Meeting**

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.

**Section 4. Board Retreat**

The HRMAB may hold a Board Retreat whose purpose and frequency shall be determined by the Board.

**Section 5: Notice of Meetings**

All meetings shall be subject to the North Carolina Open Meetings Law as specified in NC General Statutes §143-318.10. Notice of such meetings shall be given as required by law. The Board shall keep permanent minutes of its meetings, which shall include the attendance of its members and its resolutions, findings, recommendations, and other actions.

**Section 6: Conduct of Meetings**

All meetings shall be open to the public. Any question concerning parliamentary procedure at meetings shall be determined by reference to the most recent edition of Robert's Rules of Order except where such rules conflict with the laws of the State of North Carolina, ordinances of the City of Raleigh, or these Bylaws. Robert's Rules of Order may be suspended by a two-thirds (2/3) vote of the Board members present at any

meeting. Except as otherwise provided in these Bylaws, the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Board.

**Section 7: Quorum**

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

ARTICLE IV  
COMMITTEES

**Section 1. Number**

A. The Executive Committee will consist of the Chair of the HRMAB Board and the chairs of the Standing Committees (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.

B. In addition to the Executive Committee, there are three (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.

C. The total composition of Board committees must be less than a Board quorum.

D. Ad Hoc committees' duties and durations may be established from time to time by the HRMAB, with Advisors and volunteers appointed by the Chair.

ARTICLE V  
ANNUAL REPORT & WORK PLAN

**Section 1. Reporting**

Pursuant to City Council Resolution 2002-240, reports describing the activities, accomplishments, and proposal workplan for the HRMAB shall be developed and submitted or presented to the City Council annually.

ARTICLE VI  
RESERVED FOR HRMAB SPECIFIC RULES OF ORDER

ARTICLE VII  
CONFLICT OF INTEREST & ETHICS

**Section 1. Conflict of Interest**

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 Ethical Responsibilities of Certain Board and Commission Appointed by the Raleigh City Council.

ARTICLE VIII  
MISCELLANEOUS PROVISIONS

**Section 1. Conflict of Law**

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

**Section 2. Amendment**

These bylaws may be amended by the affirmative vote of two-thirds of the members of the (Board/Commission) appointed to office, provided that such amendment shall have first been presented to the membership in writing at a regular or special meeting preceding the meeting at which the vote is taken. No bylaw change is effective until approved by City Council.

**Section 3. Non-Discrimination Policy**

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

**Section 4. Calendar Year**

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

**Approved:**

Adopted September 18<sup>th</sup>, 2012 (Raleigh City Council)

Revised August 24<sup>th</sup>, 2022 (Raleigh City Council)  
Revised April 21<sup>st</sup>, 2026 (Raleigh City Council)