

**BYLAWS**  
**OF THE**  
**{BOARD/COMMISSION NAME}**  
**CITY OF RALEIGH**

Pursuant to [city ordinance, resolution, state law, and/or City Council Action] of the City of Raleigh, North Carolina, the following Bylaws are adopted by the [Board/Commission Name] (the “Board/Commission”):

**ARTICLE I.**  
**ORGANIZATION**

**Section 1. Name**

The name of this organization shall be [Insert board or commission name].

**Section 2. Purpose**

Pursuant to [specify the city ordinance, resolution, state law, and/or City Council action that governs the terms of the board/commission] the purposes and activities of the (Board/Commission) shall be as follows:

- A. Example
- B. Example
- C. Example
- D. Example

**Section 3. Annual Workplan**

The (Board/Commission) 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 (Board/Commission), incorporating any direction received from City Council. The Annual Workplan must be approved by City Council.

**Section 4. Membership**

*(This section shall establish 1) the number of board/commission members, and 2) any City Council approved special designation, expertise, or representation needed to fill specific seats of the board/commission.*

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.

**Section 5. 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 6: Resignation of Members**

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

**Section 7: 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 8: 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 (Board/Commission) shall consist of [*The executive/elected positions of a board/commission may vary*] and their duties shall include:

**Section 2. Election and Term**

*(This section shall establish, how and when officers are elected, and the term maximum in which they are eligible to serve)*

**Section 3. Vacancies**

*(This section shall establish the process in which an officer vacancy shall be nominated, submitted to the board/commission, and filled)*

**Section 4. Removal of Officers**

Any officer elected by the (Board/Commission) may be removed by the vote of two-thirds of the members of the (Board/Commission) membership with or without cause at any regular or special meeting of the (Board/Commission), but no vote for the removal of an officer shall be effective unless notice of the proposed removal shall have been given to the members of the

(Board/Commission) at least 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 (Board/Commission), or for any other reason deemed sufficient, the (Board/Commission) may delegate powers and/or duties of such officer to any member of the (Board/Commission)

**Article III.  
MEETINGS**

**Section 1. Regular Meetings**

*(This section shall explain the general and minimal frequency of the board/commission regular meetings)*

**Section 2. Special Meetings**

*(This section shall explain how special meetings are called, if applicable)*

**Section 3. Board/Commission Retreat**

*(This section shall explain the general and minimal frequency of the board/commission retreat, if applicable. If the board does not hold a retreat, it should be explicitly stated in this section)*

**Section 4: 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 Commission shall keep permanent minutes of its meetings, which shall include the attendance of its members and its resolutions, findings, recommendations, and other actions.

**Section 5: 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 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 6: 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.

**Section 7: Voting**

Each member shall be entitled to one vote on each matter submitted to a vote at a meeting of the (Board/Commission). Voting on all matters shall be by voice vote or show of hands. Silence or failure to vote by a member shall be counted as an affirmative vote on the matter before the (Board/Commission). The Secretary shall record the votes on all matters in the meeting minutes. Any member who has an interest in any official act or action before the (Board/Commission) shall publicly disclose on the record such interest and withdraw from any consideration of the matter.

## **ARTICLE IV COMMITTEES**

### **Section 1. Number**

*(This section shall 1) explain the name and number of committees established under the board/commission scope and purview; 2) the composition of the committee must be less than a quorum; 3) the specific functions and roles of such committees; and 4) their term, whether they are ad-hoc or permanent.)* Committees are permanent standing bodies, while a taskforce is time limited and created for a specific purpose. City Council approval is required for the creation of a committee and/or taskforce. Standing nominating committees shall not be established; however, the council may accept recommendations as it deems appropriate.

## **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 (Board/Commission) shall be developed and submitted or presented to the City Council annually.

## **ARTICLE VI RESERVED FOR (BOARD/COMMISSION) 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 approve by City Council.

### **Section 3. Non-Discrimination Policy**

The (Board/Commission) 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.