

City Manager's Office

Special Council Committee on Boards and Commissions

City Council Meeting
July 1, 2025



Raleigh



Agenda

- Review of Committee Charge
- Recommendations of Special Committee
- Items for Council Consideration



Special Committee Creation and Charge

- Temporary committee established during Council's March 18 meeting
- Committee charged with reviewing structure, bylaws, composition and other matters related to the City's advisory boards and commissions

Recommendations

Standardized Bylaws



Goals of Standardized Bylaws

- Establish consistent practices
- Adherence to City and State policies
- Meet the traditional needs of a governing document
- Reserve space for the unique circumstances of some boards/commissions
 - Article VI Reserved for Specific Rules of Order

Examples of Standardization

- Preparing and submitting an annual work plan
- Workplan activities must fall within the purview and scope of the board or commission
- Resignation of members
- Removal of members
- Establishing quorum
- Notice of meetings
- Conduct of meetings
- Residency Requirement

City Council Liaison Guidance



Council Liaison Guidance

- Specifies the time in which the mayor may designate a council liaison
- Explains the role of a council liaison
- Describes actions that a council liaison should avoid
- Addresses attendance expectations of a council liaison

Examples of Recommendations

- Facilitates dialogue between the board and the full council
- The Council Liaison should refrain from advocating from a personal perspective
- Provides procedural direction and relays Council's position to the board or commission

Board/Commission Renaming



Board/Commission Renaming

Fair Housing Hearing Board → Fair Housing Advisory Board

Raleigh Transit Authority → Transit and Mobility Advisory Commission

Board/Commission Reorganization



Parent Board	Reorganized Composition	Temporary Board Size
Historic Resources & Museum Advisory Board	Historical Resources & Museum Advisory Board, Historic Cemeteries Advisory Board	19
Human Relations Commission	Human Relations Commission, Hispanic & Immigrant Affairs Advisory Board, Substance Use Advisory Board, African American Affairs Board*	42
Transit and Mobility Advisory Commission	Raleigh Transit Authority, Bicycle & Pedestrian Advisory Commission, Mayor's Committee for Persons with Disabilities	36

Board Composition

- Multiple boards/commissions merge to become one board/commission
- Total number of permanent overall board seats determined at a future date
- Specified board size achieved through natural attrition as terms expire and/or vacancies occur
- Former standalone boards become standing committees of the new parent board
- Committee membership established by self-selection of reorganized parent board

Recommended Committee Actions

- (1) Adoption of standardized bylaw templates for all advisory boards and commissions and authorization for staff to work with each board to draft new bylaws utilizing the template to return to Council for final approval
- (2) Adoption of City Council Liaison Role Guidance document
- (3) Direct staff to draft an ordinance renaming the Fair Housing Hearing Board to the Fair Housing Advisory Board

Recommended Committee Actions

(4) Authorize the reorganization of the aforementioned boards or commissions with an effective date of January 1, 2026 with the eventual combined total number of seats for each board to be determined at a future date. The primary avenue by which board and commissions will reach designated membership size will be through natural attrition as terms expire and/or vacancies occur.

Recommended Committee Actions

(5) Direct staff to draft an ordinance renaming the Raleigh Transit Authority to the Transit and Mobility Advisory Commission

(6) Direct staff to conduct an education and outreach session(s) related to proposed changes

Questions