

**COMMISSION ON COMMUNITY RELATIONS AND DEVELOPMENT
CITY OF GOLDSBORO, NORTH CAROLINA**

BY-LAWS

1) CREATION OF COMMISSION

Pursuant to North Carolina General Statute 160A-174, the City Council of Goldsboro, North Carolina has, by ordinance adopted on February 19, 2018, created, and established the Commission on Community Relations and Development; thereby, merger involving the Commission of Community Affairs and Committee on Community Development, two Board and Commission with purposes and functions that are duplicative of each other.

The Commission shall act as an advisory body to the Director and City Council to enhance community harmony and promote awareness of Goldsboro's growing multiculturalism by facilitating community dialogue and meetings and coordinating resident and organizational coalitions to address community issues and concerns. The Commission on Community Relations and Development will also serve as a citizen input mechanism for the community and in an advisory capacity to the City for community development administered programs funded through Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) grant funds.

2) GENERAL RULE

All versions of and amendments to these By-laws must be kept and dated with signatures of the Chair and Secretary as part of the official Board record. These Bylaws may be amended or repealed by approval of the City Manager, or his designee providing that:

- A majority vote of Board members at the duly constituted meeting approves the amendment.
- All versions of, and amendments to, the Bylaws must be kept and dated with signatures as part of the official Board record.

3) MEMBERSHIP AND QUALIFICATIONS

The Commission on Community Relations and Development shall consist of eleven (11) members who shall be citizens and residents of the City of Goldsboro or the one-mile extraterritorial jurisdiction. The goal is that these eleven (11) members will represent the diverse social, economic, gender, sexual orientation, ability, religious affiliations, and racial and ethnic composition of the city. To assist the Council in achieving this goal, the Commission on Community Relations and Development shall proactively encourage applicants of diverse backgrounds to apply to serve on the Commission.

4) APPOINTMENT AND TERM

Members of the Commission on Community Relations and Development shall be appointed by the City Council. The term of office shall be for three years and limited to two terms.

In the event of a death or resignation of any member, a successor shall be appointed to serve for the unexpired period for which such member had been appointed. Members of the Commission may be removed for cause by the Mayor with the majority consent of the City Council.

5) ELECTION OF OFFICERS, RULES, AND POLICIES

The Commission on Community Relations and Development shall select a Chairperson (Chair), and Vice-Chairperson (Vice-Chair) from among its appointed members. The candidate for each office receiving a majority vote of the entire membership of the Commission shall be declared elected. This may be done by written ballot or open election. The term of office shall be one year, beginning in July each year. In the absence of the Chairperson or Vice-Chairperson at any meeting, the commission shall elect a temporary Chairperson to serve at the meeting.

- A. Chairperson.** The Chairperson shall decide on all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Board in session at the time. The Chair shall be entitled to vote on all matters and shall be considered a Commission member for all purposes, including the determination of whether a quorum is present. The Chair will preside over meetings and ensure that the Commission functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out.
- B. Vice-Chairperson.** The Vice-Chairperson may serve in the Chair's absence or in case of sickness of the Chair or other causes which would prevent the Chair from attending to his or her duties. The Vice-Chair shall be entitled to vote on all matters and shall be considered a Commission member for all purposes, including the determination of whether a quorum is present. When called upon to preside over meetings in the absence of the Chair, the Vice-Chair will have all authorities as the Chair.
- C. Liaison.** The designated staff from the Community Relations Department shall serve as Secretary. The Secretary shall keep the minutes of every Commission meeting in a permanent volume. The minutes shall show the record of all important facts pertaining to each meeting. A record of each vote, decision, recommendations, etc., shall be kept as part of the minutes, including the names of members who are absent or fail to vote. The Secretary does not act in the capacity of a Commission member.

6) FUNCTIONS AND DUTIES

The Commission on Community Relations and Development will provide forums, workshops, conferences, one-on-one interventions, and other activities with two goals in mind: To help bring together cross-sections of people from different racial, ethnic, cultural, and socio-economic backgrounds to promote an unbiased social environment for cultural

awareness and sensitivity to improve community relations within the City of Goldsboro. To advise and assist the City of Goldsboro in program funding and policy recommendations regarding the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME). The commission has the following functions and duties to carry out the general intent and purpose of the ordinance:

1. To anticipate and discover those practices and customs most likely to create animosity and unrest among racial, ethnic, cultural, and socio-economic groups, and, by consultation, to discuss the facts to seek a solution as these problems arise and are anticipated;
2. To study and make recommendation concerning problems in any or all fields of community relations and development to encourage fair treatment and mutual understanding among all racial, ethnic, cultural, and socio-economic groups in the City;
3. To do research, obtain factual data, hold meetings with citizens and consider and recommend the best and fairest means of progressively improving community relations and development among all citizens of the City;
4. To receive complaints, via the Community Relations Department, alleging discrimination in housing based on race, color, sex, religion, national origin, familial status, socio-economic, or handicap. The Department staff will investigate, mediate, and conciliate all complaints;
5. To assist the Community Relations Department by meeting with the staff to assimilate information and provide technical assistance to those groups representative of persons with low-to-moderate income that request assistance in developing proposals for the use of CDBG allocations and resources;
6. To serve as a citizens advisory committee for the purpose of coordinating, studying, making reports, and disseminating information concerning citizen participation in the various programs and plans under the workable programs for community relations and development;
7. To promote equitable and proportionate representation of all traditionally under-represented groups on public boards and agencies in the City;
8. To make recommendations to the City Council designed to promote goodwill and harmony among racial, ethnic, cultural, and socio-economic groups in the City;

7) RULES OF CONDUCT FOR MEMBERS

1. Members of the Commission on Community Relations and Development may be removed for any reason by the City Council, including violation of the rules stated below.
2. Faithful attendance at all Commission on Community Relations Development meetings and conscientious performance of the duties required as a Commission member shall be considered a prerequisite of continuing membership on the Commission. Absence from three regular Commission meetings or lack of

participation in three duties within the fiscal year shall be grounds for the City Council to terminate the appointment of such person. The Chair shall notify the Commission if a member has missed three regular meetings or has not participated in three duties within the fiscal year, and a vote will be taken by the members to recommend a replacement to City Council. Vacancies in the offices or on the Commission shall be filled immediately for the unexpired term by the regular election procedure.

3. All members shall vote on all issues brought before the Commission by show of hands unless excused by the Commission.
4. Members of the Commission on Community Relations and Development shall not seek to influence a decision, participate in any action, or cast a vote involving any matter before the Commission, which may result in a private benefit to themselves, their immediate relatives, or their business interests. In applying this rule, a Commission member who believes that a conflict of interest may exist shall declare that possible conflict and ask to be excused from deliberation on the issue in question. A majority vote of the remaining Commission members shall be required to excuse a member from deliberation for a conflict of interest.

8) **MEETINGS**

- A. Regular Meetings.** The Commission shall hold regular meetings monthly on the second Tuesdays at 6:00 p.m. in the Anteroom of the Historic City Hall Building, 214 N. Center Street, Goldsboro, NC, 27530. However, meetings may be scheduled at or continued to another convenient place in the City in any case where the Chair determines it is in the public interest to do so. All meetings shall be open to the public; however, this shall in no way prohibit or restrict the Commission from adjourning on a motion for executive session as permitted under the N.C. General Statutes.
- B. Special Meetings.** The Chair may call special or additional meetings of the Commission at any time. Any special or additional meetings can be determined by the Chair or two (2) Commission members at least 48 hours before any special or additional meeting is scheduled to convey.
- C. Quorum.** A quorum shall consist of six (6) of the members of the Commission. No formal action may be taken by the Commission with less than a quorum.
- D. Conduct of Meetings.** All meetings shall be open to the public. Roberts Rules of Order will govern the meetings. The order of business at regular meetings shall be as follows:
 1. Call to Order
 2. Roll Call
 3. Adoption of Agenda
 4. Approval of Minutes
 5. Old Business
 6. New Business

7. Items Requiring Individual Actions
8. Community Relation Director Report
9. Committee Members' Reports and Recommendations
10. Adjournment

9) SUB-COMMITTEES

The Commission on Community Relations and Development may develop sub-committees for purposes and terms, which the Commission deems productive. The Commission may dissolve a sub-committee or create a new one at any time, as considered necessary.

Sub-committees will meet independent of the Commission but will include members of the Commission, with a Commission member chairing the sub-committee and reporting back to the Commission on their actions.

10) CITY OF GOLDSBORO GENERAL RULES OF ORDER & ORDINANCE

All City of Goldsboro Boards and Commissions General Rules of Order and City of Goldsboro Boards and Commissions Code of Ordinances shall apply to the Commission on Community Relations and Development.

ADOPTED BY THE COMMISSION this the 12th day of July, 2022.

Liaison

Chairperson