

## **Bylaws of the Mordecai Citizens Advisory Council**

Rough Draft Revision - - March 2016

should include the approval of the last meeting's minutes, a police report, introduction of reports, announcements, and adjournment.

### **Article I – Purpose, Goals, and Organization**

#### Section 1. Purpose

The purpose of the Mordecai Citizens Advisory Council (MCAC), as a representative citizen group, is to promote resident participation in city government; to disseminate information to and solicit views from our community to advise the Raleigh City Council on matters affecting the well-being of the citizens in our area; and to assist in developing, evaluating, and implementing solutions that confront the City Council and the MCAC. Consistent with this purpose, the MCAC may communicate its views on relevant matters to other governing boards, agencies institutions, or officials.

#### Section 2. Goals

- a. To educate and provide a forum for discussion of city programs, plans, and
- b. To improve our CAC by specific and individual programs.
- c. To identify the facts that best represent the interest of our collective neighborhoods on sensitive issues and then find effective ways to present these facts to the decision-making bodies.
- d. To organize, foster, and present neighborhood social functions such as the Annual Picnic in [June](#), the Annual Ice Cream Social in August, and the Annual Holiday party in December.

#### [Section 3. Membership](#)

[Membership of the Mordecai CAC is open to any adult age 18 or over who resides within Mordecai CAC boundaries. Members may be renters or property owners. Non-residents of the Mordecai CAC who own property within the CAC area are not eligible for membership.](#)

[Any member of the Mordecai CAC may vote on any matter brought before the Mordecai CAC when it is being considered.](#)

#### Section 4. CAC Boundary

The Mordecai CAC is one of nineteen (19) CACs in the City of Raleigh. [It is located north of the downtown business district and encompasses four primary neighborhoods - - Mordecai, Mordecai East, Oakdale, and The Village of Pilot Mill. It includes the commercial area known as the Person Street Business District, William Peace University, and Seaboard Station. It includes the Capital Boulevard corridor from Peace Street to Atlantic Avenue bordered by](#)

West Street to the east and includes the CSX and Norfolk Southern Railroad railways, the Cotton Mill condominiums, Devereux Meadows, and the Bonded Warehouse district.

## **Article II – Nomination and Election of Officers**

### Section 1. Officers

There shall be two co-chairpersons of the MCAC and one secretary. Initially, one co-chair shall be elected for a one-year term and the other for a two-year term. After the first year, one co-chair shall be elected on alternate years. The secretary will be elected for a two-year term. [No treasurer is currently required as monies allocated by the City of Raleigh to the CACs are disbursed directly for payment by the Community Services Department.](#)

### Section 2. Eligibility for Office

Eligibility for election for the co-chairpersons and secretary of the MCAC is restricted to persons who live within the MCAC boundaries. A notice seeking MCAC co-chairpersons and committee co-chairs will be published in the newsletter/agenda prior to the meeting where the Nominating Committee will submit its slate of nominees. At the meeting where the Nominating Committee submits its nominees, additional nominations may also be made from the floor with prior consent of the qualified nominee. The list of all nominees will then be published in the newsletter/agenda sent to the membership in advance of the subsequent meeting for the election of officers. Nominations for any MCAC office that are not published in the newsletter prior to the scheduled election will not be allowed.

### Section 3. Nominating Committee

At the September meeting, the co-chairpersons shall appoint a Nominating Committee of no less than three MCAC members to assist in identifying potential candidates for the co-chairperson and secretary positions. One of the co-chairpersons may serve as a member of this committee.

### Section 4. Election of Officers

Officers of the MCAC shall be elected by a majority of voting members present at the scheduled meeting for the election of officers, which is the December meeting.

### Section 5. Vacancy.

In the event of a vacancy in any office, a special election shall be held to fill the vacancy for the unexpired portion of the term, following the nominating and election procedures in Article II, Sections 3 and 4. In the event of the failure of either officer to carry out his/her duties, the office may be declared vacant by a vote of the MCAC.

## **Article III – Duties of Officers**

### Section 1. Duties of Co-chairpersons

The co-chairpersons of the MCAC shall preside at the MCAC meetings, appoint MCAC committee chairpersons, and provide leadership and general supervision of the activities and presentations by pre-arranged and relevant speakers, items up for vote, committee reports of the MCAC. The MCAC co-chairpersons shall establish a written agenda for the Community Services Department staff 14 days prior to the next regular meeting to be posted in the monthly newsletter. The co-chairpersons shall speak on behalf of the MCAC when necessary and appropriate and represent the views of the MCAC as a whole. The co-chairpersons shall attend MCAC social events. The co-chairpersons are responsible for seeing that all nominations and applications for city and other applicable awards and grants are submitted in proper form and time frame. At least one of the co-chairpersons should attend the monthly MCAC meeting. The co-chairpersons may alternate attendance at their discretion.

### Section 2. Duties of the Secretary

The secretary shall record the minutes of the meeting and post them in the newsletter. [The secretary shall provide the corrected MCAC meeting minutes to be archived on the MCAC website for future review and reference.](#)

### Section 3. Immediate Past Co-chairperson

The immediate past co-chairperson is expected to serve as a resource during the new chairperson's orientation to the position.

### ~~(delete)~~Section 4. Advisory Council

~~An advisory council shall be established consisting of no more than three long-term MCAC members who are familiar with how MCAC business and policy are conducted. These members will be available to advise the current MCAC co-chairpersons on any matter of business relevant to the MCAC and to help maintain continuity in the MCAC's operations.~~

### Section 3. Special Voting Rule

The MCAC has a long-standing tradition of not voting on any "issue of importance" at the same meeting at which the issue is presented. "Issues of importance" may be defined as issues that may positively or negatively affect the MCAC as a whole and therefore need to be advertised in the newsletter, discussed and researched for at least one month before a vote is taken at a subsequent meeting with a majority number of informed members present. This rule applies to issues of zoning approval, proposed policy changes at the city level, changes in CAC bylaws, etc. This rule does not apply to general procedural items such as approval of the minutes, motion to adjourn, etc.

## **Article IV – Meetings**

## Section 1. Regular Meetings

Regular monthly meetings of the MCAC shall be held on the second Tuesday of the month at 7:30 p.m. Meetings should generally be kept to an hour unless an important item is being discussed. For long-term consistency in meetings, it is strongly urged that the meeting time and day not be changed. There will be no meeting in July, and the August meeting time will be reserved for the Annual Ice Cream Social with no business meeting conducted. The Holiday Party will take place during the December meeting with election of officers being the only item of business. Delete: ( It is recommended that refreshments be provided after each meeting to allow members a brief period to socialize and ask further questions of speakers. There should be a sign-up sheet for those scheduled to provide refreshments and a reminder sent out by the co-chairpersons prior to the meeting)

## Section 2. Agenda

The co-chairpersons are responsible for setting the agenda of each meeting. The agenda should include the approval of the last meeting's minutes, a police report, introduction of items, announcements, and adjournment., discussed and researched for at least one month before a vote is taken at a subsequent meeting with a majority number of informed members present. This rule applies to issues of zoning approval, proposed policy changes at the city level, changes in CAC bylaws, etc. This rule does not apply to general procedural items such as approval of the minutes, motion to adjourn, etc.

## Section 4. Voting Members

On any matter put to a vote at a meeting of the MCAC, one (1) vote shall be permitted for each CAC member in attendance. The MCAC will reject a motion that does not receive a majority of votes.

## Section 5. Questioned Voting Member

In case of a question regarding eligibility to vote, the presiding co-chairperson shall render the decision.

## Section 6. Conduct of Meetings

Procedural matters not covered by these bylaws shall be governed by Robert's Rules of Order.

## Section 7. Special Meeting

A special meeting of the MCAC may be called at any time by the co-chairpersons as deemed necessary. Section 3 (Special Voting Rule above) applies here as well.

# **Article V – MCAC Committees**

## Section 1. Standing Committees

As deemed necessary, the MCAC chairperson shall establish standing committees and appoint respective committee chairpersons upon the advice of MCAC members. The standing committees shall function in accordance with the statement of purpose and responsibility approved by the MCAC for each such standing committee. The MCAC co-chairpersons and the standing committee chairperson may secure those persons whom they feel necessary to complete the specific purpose of the committee. Each MCAC committee chairperson is expected to cooperate with the co-chairperson on the matters requested by either co-chairperson.

#### Section 2. Eligibility for Standing Committee Chairpersons

Appointments of standing committee chairperson should be made from among the active participating members of the MCAC.

#### Section 3. Special Committees

The co-chairpersons of the MCAC may establish special committees for specific temporary purposes. When establishing such committees, statement of purpose and responsibility shall be made a matter of record.

#### Section 4. Standing Committees

The following seven (7) standing committees are representative of the active issues and concerns currently relative to the MCAC. It is recommended that each committee have two co-chairs when possible.

1. Annual Picnic and Social Committee - - responsible for planning and organizing the three main MCAC social events which are held each year - - the Annual Picnic in June, the annual Ice Cream Social in August, and the Annual Holiday Party in December. This committee shall require two committee chairs - - one to independently plan and coordinate the Annual Picnic committee and one to plan and coordinate the Annual Ice Cream Social and the Annual Holiday Party.
2. Parks and Open Spaces - - responsible for overseeing the continued maintenance and upkeep of the City parks and open spaces located within the MCAC boundaries. Two co-chairs are recommended for this committee and are responsible for connecting with City staff to plan and execute clean-up projects to keep the parks, open spaces, and stream areas from becoming overgrown and littered with trash.
3. Community Watch and Railroads - - responsible for monitoring crime activity which threatens the safety and well-being of the residents within the MCAC boundaries and to be vigilant about disruptive CSX and Norfolk Southern activity in the railway corridor within the MCAC boundaries. One or two chairs are recommended for this committee depending on the level of crime and train activity which may cause disturbance to the adjacent MCAC neighborhoods. The chair or co-chairs are responsible for maintaining contact with representatives from the Raleigh Police Department and the CSX and Norfolk Southern Railways as issues and complaints arise and to communicate special instructions and information to MCAC residents regarding these activities.

4. Neighborhood Clean-up and Annual Yard Sale - - responsible for scheduling and promoting a neighborhood clean-up during years when provided by the City and then scheduling and promoting the yard sale. This committee requires two co-chairs to help organize and promote the Clean-Up and the Annual Yard Sale to follow.
5. Zoning and Future Development - - responsible for monitoring requests re: changes in zoning and for researching and presenting information to the MCAC about future development within the MCAC boundaries. This committee requires two co-chairs to monitor requests and to hold community information sessions where more information about the zoning requests can be evaluated. This committee should be proactive in gathering information about potential and future development concerns facing the MCAC and presenting their findings to the MCAC at monthly meetings..
6. Traffic and Streetscape - - responsible for monitoring traffic and streetscape related activity within the MCAC boundaries. This committee should have one to two co-chairs who can help provide contacts and information about any aspect of traffic concerns such as speeding, speed limits, traffic calming, signal lights, stop signs, etc. The committee should work closely with City planning and public works committees to advocate for better road diets, traffic operation, and streetscapes within the MCAC boundaries.
7. Communications and Website - - responsible for keeping MCAC residents informed about all MCAC and MCAC committee information and activities occurring within the MCAC boundaries and from the City. This committee should have one or two co-chairs who are responsible for sending out MCAC announcements, keeping the MCAC website up to date, communicating with the CAC via social media and archiving MCAC monthly meeting minutes on the MCAC website.

## **Article VI – Amending of Bylaws**

### **Section 1. Amendments**

These bylaws may be amended, changed, or replaced by the affirmative vote of a majority of the members present at any regular or special meeting of the MCAC, provided that a notice for a vote on bylaw amendments, including a description of the amendment to be considered, be announced in the minutes.

— end —