



# CITY of WILMINGTON North Carolina

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5/17/2016

City Council  
City Hall  
Wilmington, North Carolina 28401

Dear Mayor and Councilmembers:

On November 16, 2015 the Wilmington City Council unanimously agreed to support the creation of the New Hanover County /City of Wilmington Community Relations Advisory Committee. At their meeting on December 14, 2015 the New Hanover County Board of Commissioners took similar actions.

As part of taking the respective actions the staffs were asked to develop more detailed bylaws as to how the advisory committee would operate. The attached bylaws are recommended for adopting by the respective boards.

This item is scheduled for consideration by the New Hanover County Board of Commissioners on May 16th. City Council action at this time would be appropriate.

Passage of the attached Resolution is recommended.

Respectfully submitted,

Sterling B. Cheatham,  
City Manager

# Resolution



City Council  
City of Wilmington  
North Carolina

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**Introduced By:** Sterling B. Cheatham, City Manager

**Date:** 5/17/2016

## **Resolution Approving Bylaws for the New Hanover County/City of Wilmington Community Relations Advisory Committee**

### **LEGISLATIVE INTENT/PURPOSE:**

#### **Article I - Committee Established**

There is hereby established an Advisory Committee to be known as the New Hanover County/City of Wilmington Community Relations Advisory Committee.

The Committee shall be considered established effective October 1, 2016.

#### **Article II - Purpose**

The Committee shall be organized for the purpose of addressing community issues involving prejudice or discrimination on the bases of race, national origin, creed or religion, age, gender, sexual orientation, disability or medical condition; informing the Appointing Authorities and other organizations of their findings; and making recommendations, in an advisory capacity, to the Appointing Authorities and other organizations, as necessary.

#### **Article III - Membership**

The Committee shall be comprised of twelve (12) members.

The Board of County Commissioners and the Wilmington City Council shall serve as the Appointing Authority.

Six (6) of the members shall be appointed by the Board of County Commissioners and six (6) members shall be appointed by the Wilmington City Council consistent with County and City policies governing appointments to the County and City governmental commissions, committees, and boards. The members shall be appointed as follows:

- 2 members representing the Civil Rights Community (One appointed by the County and one appointed by the City).
- 2 members representing the Faith Community (One appointed by the County and one appointed by the City).

- 2 members representing the Business Community (One appointed by the County and one appointed by the City).
- 2 members representing the Education Community (One appointed by the County and one appointed by the City).
- 4 At-large members (Two appointed by the County and two appointed by the City).

The New Hanover County Sheriff, or their designee, and the City of Wilmington Police Chief, or their designee, shall serve as Ex Officio non-voting members.

Each member of the Committee shall be appointed to serve a term of three (3) years, or until a successor is appointed; provided however, that on the initial Committee, four (4) of the members shall serve a term of one (1) year; four (4) for a term of two (2) years; and four (4) for a term of three (3) years. Each year thereafter, four (4) members shall be appointed to serve for a term of three (3) years. Once the twelve (12) Committee members have been appointed, then names will be randomly selected in order to determine who will serve the initial one (1), two (2) and three (3) year terms. This selection will be made by either the Chairman of the Board of Commissioners or the Mayor of the City of Wilmington. These initial terms shall commence on October 1, 2016.

Members shall serve no more than two (2) full successive terms, unless there is a break of at least one (1) full term between appointments.

In the event that any member of the Committee resigns or terminates service for any cause, the Board of County Commissioners, if the member was a County appointee, or the City Council, if the member was a City appointee, shall appoint a qualified successor for the unexpired term.

Members appointed by the Board of County Commissioners shall be a resident of the County and members appointed by the City Council shall be a resident of the City.

Persons appointed to the Committee shall have displayed genuine commitment to progressive and positive intergroup relations.

The appointees shall serve at the pleasure of their respective Appointing Authority and can be removed by their Appointing Authority without cause.

Members shall serve without compensation.

#### **Article IV - Officers**

The Committee shall elect for one (1) year terms a Chairman, Vice-Chairman, Secretary, and such other officers as it shall deem necessary. Those elected to these positions may be reappointed to these positions.

The Chairman, Vice-Chairman and Secretary shall be elected at the Committee's meeting in July.

The Chairman shall have the following duties:

1. Preside at meetings of the Committee.
2. Appoint all standing committee chairmen.
3. Release statements to the media regarding Committee activities, serve as the principal spokesperson of the Committee on policy matters, or designate another member to serve in that capacity.

The Vice-Chairman shall act for the Chairman in the Chairman's absence.

The Secretary shall record and distribute the minutes of all regular and special meetings.

### **Article V - Function, Powers and Duties**

The Committee shall have the following duties:

1. To study and research by means of meetings, conferences, public hearings and other appropriate means any conditions which represent prejudice or discrimination on the bases of race, national origin, creed or religion, age, gender, sexual orientation, disability or medical condition.
2. To develop educational and instructional materials and programs to promote equal rights, tolerance, understanding and inclusiveness and to prevent or alleviate discrimination.
3. To promote intergroup communication and relationship building and provide avenues for diverse groups to come together.
4. To serve as a resource during times of community crisis that stem from intergroup conflict.
5. To provide information and referrals to existing community organizations and resources that are working to promote healthy intergroup relations.
6. To recommend, in an advisory capacity, to the Appointing Authority necessary procedures, programs or policies that promote equal rights and the recognition and appreciation of human diversity.

The Committee, shall, at a minimum, have the following standing subcommittees and shall have the authority to establish other subcommittees as needed:

1. Programming which will identify ways to promote healthy intergroup communication and interaction.
2. Public Education which will work with the community to gather and disseminate information and educational resources.
3. Crisis Prevention/Preparedness which will work with the community to develop conflict mediation skills and create a plan to handle potential crisis.

### **Article VI - Meetings**

At a minimum, the Committee shall meet quarterly. The time, day and place of these meetings will be set each year by the Committee at their July meeting.

The County and/or the City shall make space available for the Committee's meetings.

Special or emergency meetings may be called by the Chairman, the Vice-Chairman in the Chairman's absence, or by a petition of seven (7) Committee members.

Minutes of each regular and special meeting shall be kept and shall become a part of the official records of the Committee. A copy of the minutes shall be sent to all members of the Committee, to the Clerk to the County Board of Commissioners, and to the Clerk to the City Council.

A quorum shall consist of a simple majority of the current membership. Ex Officio members will not be considered in determining a quorum. A quorum is required in order for the Committee to take official action.

A limited time shall be set aside at Committee meetings for non-Committee members to address the Committee.

Robert's Rules of Order shall provide guidance for all proceedings not otherwise provided for in these bylaws.

North Carolina Open Meetings laws shall govern the Committee meetings.

The County and the City will provide operational support to the Committee on a rotating basis every two years which will begin with the City providing operational support for the first two years.

### **Article VII - Amendments**

Any amendments to these bylaws shall be approved by the Board of County Commissioners and the Wilmington City Council.

#### **THEREFORE BE IT RESOLVED:**

THAT, the Wilmington City Council hereby approves Articles I thru VII, which comprises the initial bylaws for the New Hanover County/ City of Wilmington Community Relations Advisory Committee.

Adopted at a \_\_\_\_\_ meeting  
on \_\_\_\_\_ 2016

\_\_\_\_\_  
Bill Saffo, Mayor

Attest:

Approved As To Form:

\_\_\_\_\_  
Penelope Spicer-Sidbury, City Clerk

\_\_\_\_\_  
City Attorney