

# BOARDS AND COMMISSIONS HANDBOOK



**Prepared by the City Clerk's Office  
Revised August 2008**

**THIS HANDBOOK IS NOT A LEGAL DOCUMENT AND IS FOR INFORMATIONAL  
PURPOSES ONLY**

## CITY BOARDS AND COMMISSIONS PROCESS AT A GLANCE

- You must reside **inside the city limits of Greensboro** to be considered for service on a City board or commission.
- If you are interested in serving on a City board or commission, please complete the interest form included in this handbook, attach a copy of your resume or bio, and send to the City Clerk's Office. You may also contact the City Clerk's Office if you need additional information.
- Names of individuals who wish to be considered for service must be added by Council to the boards and commissions' data bank during an official Council meeting before an individual can be considered for service. Individuals cannot be added to the data bank and appointed to a board or commission at the same meeting.
- The City Clerk's Office provides to members of the Council at each regular meeting updated information concerning vacancies on City boards and commissions, a copy of the data bank listing the names of Greensboro citizens who have expressed an interest in serving on a board or commission, and a roster of current boards and commissions members.
- Some boards and commissions have special requirements for membership; i.e., Community Resource Board, Historic Preservation Commission, Greensboro Housing Authority, Insurance Advisory Committee, Tourism Development Authority and Advisory Commission on Trees. Please contact the City Clerk's Office if you have specific questions about any board or commission.
- The timeframe for an individual's service may vary depending upon the board and specific position to which an individual is appointed. When individuals are appointed to fill portions of terms on a board/commission, the length of their service may be reduced.
- Information related to boards and commissions members on file in the City Clerk's Office is a matter of public record.
- The City Clerk is responsible for the Greensboro City Council's official boards and commissions' records, including data related to appointments, reappointments, resignations, names added to the data bank, contact information for boards and commissions' members, and other information.

### CONTACT INFORMATION:

Betsey Richardson, City Clerk

PO Box 3136

Greensboro, NC 27402-3136

Ph. 336/373-2397

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<http://www.greensboro-nc.gov/citygovernment/boardsandcommissions/>



**CITY OF GREENSBORO  
INTEREST FORM FOR SERVICE ON BOARDS AND COMMISSIONS**

1. NAME \_\_\_\_\_
2. ADDRESS (HOME) \_\_\_\_\_  
(WORK) \_\_\_\_\_  
(Email address) \_\_\_\_\_
3. TELEPHONE NUMBER: WORK \_\_\_\_\_ HOME \_\_\_\_\_
4. SEX: FEMALE \_\_\_\_\_ MALE \_\_\_\_\_
5. RACE: WHITE \_\_\_\_\_ BLACK \_\_\_\_\_ HISPANIC \_\_\_\_\_  
AMERICAN INDIAN \_\_\_\_\_ OTHER \_\_\_\_\_
6. PROFESSION (TITLE): \_\_\_\_\_
7. GREENSBORO COUNCIL DISTRICT WHEREIN NOMINEE RESIDES: \_\_\_\_\_  
**(MUST RESIDE IN THE CITY OF GREENSBORO)**
8. SPECIFIC CITY BOARD/COMMISSION(S) OF INTEREST \_\_\_\_\_

9. **PLEASE ATTACH RESUME**

SIGNED: \_\_\_\_\_  
Name Date

**Applications will be purged after two years. Please consider reapplying at that time if you remain interested in serving on a Board and have not yet been appointed.**

Send to **City Clerk**, PO Box 3131, Greensboro, NC 27402-3136 Ph.# (336) 373-2397 Fax (336) 574-4003  
Email: [www.greensboro-nc.gov/citygovernment/clerk/](http://www.greensboro-nc.gov/citygovernment/clerk/)

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**BOARD OF ALCOHOLIC CONTROL**

The Greensboro Board of Alcoholic Control, more widely known as the A.B.C. Board, operates the alcoholic beverage stores, regulates the sale of intoxicating beverages, and enforces the liquor laws and beer and wine regulations in the city. It is established under and regulated by Chapter 394 of the Session Laws of 1951 and Chapter 5, Subchapter B of the City Charter. Profits from the sale of liquor are divided between the City of Greensboro and Guilford County on an 85%/15% basis.

The Board is composed of five members who are appointed by the City Council for three-year staggered terms. Members may not succeed themselves after having served two full terms without an intervening period of one year, and appointment for more than half of the unexpired portion of a term is considered as appointment for a full term. Any vacancy resulting from a cause other than expiration of term is filled only for the unexpired portion of the term. Members hold office until successors are appointed and qualified. The Chairperson is designated by the Council.

Special meetings of the Board may be called by the Chairperson. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided, that the minimum time period for notice to a member may be waived by such member is present at the special meeting.

The Board must also cause written notice of the special meeting, stating its general purpose, to be posted at the door of its meeting place, to be mailed or delivered to each news media, and/or person(s) who has filed a request for notice with the City Clerk's Office, at least forty-eight hours before the special meeting.

Members of the Board serve without compensation.

No member of the Board or employee of the system may have any interest in, or be related to any person who has any interest in, any brewery, distillery, or business which distributes or sells alcoholic beverages in this state.

A member will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

**COMMUNITY TELEVISION BOARD**

The initial Board of Directors was appointed by the Greensboro City Council in accordance with the principles of broad community representation and diversity. In subsequent Boards, the Board shall consist of eighteen voting members and representation shall be in accordance with the Public Access Board Appointment Process, with the City Council making three at-large appointments to the Board. Members are appointed to serve three-year terms; terms are limited to two consecutive terms. Other appointments are made based on established qualifications with some positions permanently representing various community institutions or groups. Six members of the Board shall derive from the following community institutions/groups. These members will be nominated by the respective institution/group and appointed by the Board. These groups are: United Arts Council, Guilford County Board of Education, Greensboro Public Library Board, Greensboro Pulpit Forum and two members from Producers who make use of the corporation's facilities. Five members on the Board shall derive from community institutions, organized groups and non-profit organizations within the City of Greensboro. Four seats shall be appointed by the Board of Directors from individual applications. Ex-Officio members shall be appointed by the Telecommunications Department of the City of Greensboro and any holders of cable television franchises for the City of Greensboro. Ex-officio directors shall serve only in an advisory capacity with no voting privileges.

The President of the Board shall be chosen by the City Council from among the Directors of the Board.

Members appointed by the City Council may not succeed themselves after having served two full terms without an intervening period of one year, and appointment for more than half of the unexpired portion of a term is considered as appointment for a full term.

Efforts will be made to insure that the membership will represent a diverse and broad cross-section of the City of Greensboro; to ensure the diversity, the composition of the Board shall include the appointment of members of the African American community and other non-white members of the community to reflect at least the same proportion equal to their presence in the population of the City of Greensboro.

Regular meetings shall be held on the second Tuesday of each month or on such other date as may be established by the Board. Additional or special meetings may be called by the Board.

The Executive Director shall manage the day-to-day operations of the corporation; carry out the policies and programs established by the Board; serve as consultant to the Board of Directors and its committees; employ, set salary levels, direct, supervise and terminate services of other staff members; and perform such other duties and accept such other responsibilities as are prescribed by the Board.

A member appointed by the Greensboro City Council will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

An annual report shall be presented to the City Council and others as appropriate.

**HOUSING AUTHORITY**

The Greensboro Housing Authority is established under and regulated by Chapter 157 of the General Statutes in order to take advantage of the availability of federal funds for the development of low-cost rental housing. It may acquire, by purchase or condemnation, the land needed, issue bonds for financing, let contracts for construction, operate, and dispose of the housing.

The Authority is composed of seven commissioners who are appointed by the Mayor for five-year staggered terms (See Chapter 573, 1971 Session Laws). The succeeding Commissioners are certified to the City Clerk. No city official may be a Commissioner. Unlike other Greensboro boards and commissions, the GHA board has jurisdiction beyond the city limits of Greensboro--the limits extend ten miles in all directions, excluding High Point. As such, residents of Guilford County living outside the City of Greensboro may be appropriate appointees to the GHA board. At least one of the Commissioners shall be a tenant of the Authority. Commissioners hold office until their successors are appointed and qualified, and vacancies resulting from causes other than expiration of terms are filled only for the unexpired portion of the terms. Under Council policy, members may not succeed themselves after having served a second full term without an intervening period of one year, and appointment for more than half of the unexpired portion of a term is considered as appointment for a full term.

The Mayor may remove a member for inefficiency, neglect of duty, or misconduct in office. The member must be given a copy of the charges at least ten days prior to a hearing, at which hearing an opportunity is given to the member to be heard in person or by counsel.

With the exception of the first chair, who is designated by the Mayor, the members choose from among themselves a chairperson and a vice-chairperson. They may elect a secretary from the membership or may employ one. Other employees and technical assistants may be procured. The Authority may retain legal counsel and use the City Attorney and staff.

Members of the Authority receive no compensation, but are reimbursed for their actual expenses.

Regular meetings are held at a time and place designated by the Executive Director. If there is not sufficient business to warrant a meeting, it is canceled. Special meetings of the Board may be called by the chairperson. Notice shall be given verbally or in writing and delivered personally to each member or left at residence not less than forty-eight hours prior to the time of the meeting; provided, the minimum time period for notice to a member may be waived by such member if he/she is present at the special meeting.

The Board must also cause written notice of the special meeting, stating its general purpose, to be posted at the door of its meeting place, to be mailed or delivered to each news media, and/or person(s) who has filed a request for notice with the City Clerk's Office, at least forty-eight hours before the special meeting.

Four commissioners constitute a quorum, and a majority of the quorum may take action on any matter being considered.

No commissioner may acquire any interest, direct or indirect, in any project, nor may he/she be interested in any business contracting with the project. If he/she already has such an interest when the project is planned, he/she must report it to the Authority in writing. Failure to do so constitutes misconduct in office.

The Authority must file an Annual Report with the Mayor.

**PIEDMONT TRIAD AIRPORT AUTHORITY**

The Airport Authority operates the Piedmont Triad International Airport. It is established and regulated by Chapter 98 of the Public Local and Privates Laws of 1941 as amended by Chapter 793 of the 1969 Sessions Laws and Chapter 594 of the 1985 Session Laws. Its corporate name was changed by Chapter 990 of the 1988 Session Laws.

The Airport Authority shall consist of seven members of whom two shall be resident voters of the City of High Point, two shall be resident voters of the City of Greensboro, one shall be a resident voter of the City of Winston-Salem, one shall be from Guilford County at large, and one shall be from Forsyth County at large. One of the two members who must be resident voters of the City of High Point shall be appointed by the City Council of the City of High Point and the other shall be appointed by the Guilford County Board of Commissioners. One of the two members who must be resident voters of the City of Greensboro shall be appointed by the City Council of the City of Greensboro and the other shall be appointed by the Guilford County Board of Commissioners. The member who must be a resident voter of the City of Winston-Salem shall be appointed by the Board of Aldermen of the City of Winston-Salem. The member who is from Guilford County at large shall be appointed by the Guilford County Board of Commissioners and the member who is from Forsyth County at large shall be appointed by the Forsyth County Board of Commissioners. Members are appointed for three-year terms. Any vacancy in the membership shall be filled by appointment for the unexpired portion of the term, and such appointment shall be made by the City Council or the Board of Commissioners whose appointee creates such vacancy. All members serve until their respective successors have been duly appointed and qualified. Each member must take an oath before the Clerk of Guilford County Superior Court and file the same with the Board of County Commissioners.

Special meetings of the Authority may be called by the Chairperson. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided, that the minimum time period for notice to a member may be waived by such member if he/she is present at the special meeting.

The Authority must also cause written notice of the special meeting, stating its general purpose, to be posted at the door of its meeting place, to be mailed or delivered to each news media, and/or person(s) who has filed a request for notice with the Airport Authority Office at least forty-eight hours before the special meeting.

A member appointed by the Greensboro City Council will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause. Appointment for more than half of the unexpired portion of a term is considered as appointment for a full term

Members serve without compensation, but are reimbursed for actual travel expenses.

The Authority makes an annual report to all the appointing governmental units each year.

**PIEDMONT TRIAD REGIONAL WATER AUTHORITY**

The Piedmont Triad Regional Water Authority is established under Article I, Chapter 162-A of the General Statutes of North Carolina. The Authority was jointly organized by Greensboro, High Point, Jamestown, Randleman, Archdale, and Randolph County. A joint governmental agreement was approved by these local units of government which provides financial commitments for construction of the Randleman Dam and Lake. The first phase of the project provides for the acquisition of the land and easements. The second phase involves the construction of the Dam and appurtenances followed by the third phase which will involve the construction of the water treatment plant.

The Authority is composed of ten members appointed by each of the organizing political subdivisions. One shall be appointed by the City Council of the City of Archdale, the Town Council of the Town of Jamestown and the Board of Aldermen of the City of Randleman; two each shall be appointed by the Board of Commissioners of Randolph County, and the City Council of the City of High Point; and three shall be appointed by the City Council of the City of Greensboro. After the initial, staggered terms, respective terms of authority appointees shall be for three years. There is no limit to the number of terms an appointee may serve. Members hold office until their successors are appointed and qualified, and vacancies resulting from causes other than expiration of terms are filled only for the unexpired portion of the term.

Regular meetings are held in the Piedmont Triad Council of Governments Conference Room. All meetings shall be conducted in accordance with the Open Meetings Law (G.S. 143-318.12). The recorded minutes of meetings and the financial records of the authority constitute public records subject to examination and review by each unit of local government as well as in a manner that each local government is fully informed of the Authority's revenues and expenditures.

A member appointed by the Greensboro City Council will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause. Appointment for more than half of the unexpired portion of a term is considered as appointment for a full term.

**GREENSBORO/GUILFORD COUNTY TOURISM DEVELOPMENT AUTHORITY**

In April, 1984, the North Carolina Legislature enacted a law permitting Guilford County to levy a sales tax of three percent (3%) of the gross receipts derived from the rental of any room, lodging, or similar accommodation furnished by any hotel, motel, inn, tourist camp, or similar place within the county now subject to the three percent (3%) sales tax levied by the State of North Carolina. The tax is known as the Guilford County Room Occupancy and Tourism Development Tax. (Chapter 988, 1983 Session Laws) Because of the "sunset" on the law, in 1989 the General Assembly enacted an amendment to repeal the "sunset" and modified the provisions regarding use of the proceeds. (Chapter 39, 1989 Session Laws)

Under the provision of the 1989 law, Guilford County remits seventy percent (70%) of the net proceeds of the occupancy tax to the Greensboro/Guilford County Tourism Development Authority and remits the remaining thirty percent (30%) of the net proceeds of the tax to the City of High Point. "Net proceeds" means gross proceeds less the cost to the county of administering and collecting the tax, not to exceed five percent (5%) of the gross proceeds of the tax.

The Greensboro/Guilford County Tourism Development Authority shall allocate eighty percent (80%) of its share of the net proceeds of the occupancy tax in a fiscal year for activities and programs promoting and encouraging travel and tourism. Of the remaining twenty percent (20%), the Authority shall allocate one hundred seventy thousand dollars (\$170,000) each year for specific tourist-related events or activities, such as arts or cultural events, or for promoting, improving, constructing, financing, or acquiring facilities or attractions that enhance the development of tourism. Administrative costs of these grants shall be included in the one hundred seventy thousand dollars (\$170,000), but such costs shall not exceed fifteen percent (15%). By joint agreement of the Greensboro City Council, the County Commissioners, and the Authority, the responsibility of this grant funding program may be reassigned to one of the other boards. Policy for distribution of these funds shall be set by the responsible board, but consideration should be given to the broad spectrum of programs and activities of all citizens in Greensboro and Guilford County. The remaining portion of the twenty percent (20%) shall go to the City of Greensboro for convention and tourism capital improvements. Approval of expenditures from the capital fund shall be a joint decision by the Greensboro City Council, the Guilford County Commissioners, and the Authority.

Then in April 1991, the General Assembly enacted a local act to permit the City of Greensboro to levy an additional 3 percent (3%) room occupancy and Tourism Development Tax. The net proceeds are divided as follows: twenty percent (20%) to the Tourism Development Authority for programs promoting and encouraging travel and tourism. Eighty percent (80%) to the City to finance renovation and expansion of the Greensboro Memorial Coliseum Arena.

The Greensboro City Council appoints five of the thirteen members. All members of the Authority serve three-year terms. Members may serve no more than two consecutive three-year terms; terms expire on September 30, and under Council's policy appointment for more than half of the unexpired portion of a term is considered as appointment for a full term. The Greensboro City Council is responsible for appointing:

- a member of the Greensboro City Council
- an owner or operator of hotels, motels, or other taxable accommodations in Guilford County, excluding High Point, with more than 200 rental units
- an owner or operator of hotels, motels, or other taxable accommodations without meeting facilities
- upon receipt of recommendation from the Greensboro Arts Council, an individual who has demonstrated an interest in the arts and in related fields and does not own or operate hotels, motels, or other taxable tourist accommodations

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-upon receipt of recommendation from the Guilford County Restaurant Association, an individual who has demonstrated an interest in convention and tourism development, is a member of the Guilford County Restaurant Association, and does not own or operate hotels, motels, and other taxable tourism accommodations.

All members of the Authority shall serve without compensation. Vacancies in the Authority shall be filled by the appointing authority of the member creating the vacancy. Members appointed to fill vacancies shall serve for the remainder of the unexpired term for which they are appointed to fill.

A member appointed by the Greensboro City Council will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

The Authority shall meet at the call of the Chairperson and shall adopt rules of procedure to govern its meetings. The finance officer for Guilford County shall be the ex-officio finance officer of the Authority.

The Greensboro/Guilford County Tourism Development Authority and the City of High Point shall each report quarterly and at the close of the fiscal year to the board of county commissioners on their receipts and expenditures for the preceding quarter and for the year in such detail as the board may require.

**BOARD OF ADJUSTMENT**

The Greensboro Board of Adjustment hears and decides all matters referred to it or upon which it is required to pass under Chapter 30, the zoning regulation; the signs and outdoor advertising regulations; and the trailers, mobile homes, mobile home parks, and recreation vehicle parks regulations. It may vary or modify provisions of the zoning regulations relating to the use, construction or alteration of buildings or structures or the use of land; the signs and outdoor advertising regulations relating to the location, quality of materials, illumination, erection and maintenance of all signs and outdoor advertising structures; and the trailers, mobile homes, mobile home parks, and recreational vehicle parks regulations relating to the dimensional requirements when there are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of the above regulations, so that the spirit of the ordinances is observed. It is established by Chapter 5, Subchapter D, Article I, Section 5.65 of the City Charter.

The Board of Adjustment shall have the following powers and duties:

- (a) To hear and decide appeals from and review any zoning order, requirement, decision, determination, or interpretation made by an administrative official charged with enforcing this Ordinance;
- (b) To review appeals from the proceedings of the Historic Preservation Commission concerning the issuance of a Certificate of Appropriateness, limited to certiorari;
- (c) To hear and decide requests for any special exceptions which are specifically delegated to it by this Ordinance;
- (d) To vary and modify application of zoning regulations in harmony with their general purpose and intent and in accordance with general and specific rules contained therein;
- (e) To hear and decide requests for variances from the zoning provisions of this Ordinance in cases where special conditions would make strict and literal interpretation and enforcement of the zoning provisions of this Ordinance result in a loss of privileges shared by other properties within the same zoning district;
- (f) To interpret zoning maps and pass upon disputed questions of district boundary lines and similar questions as they arise in the administration of this Ordinance;
- (g) To hear and decide all matters referred to it or upon which it is required to pass under this Ordinance; and
- (h) To determine upon application of an owner, or referral from the Enforcement Officer, whether a proposed nonconforming use is equal or less intensive than an existing, legal nonconforming use, in accordance with Section 30-4-11.2 (nonconforming use of land).

The Board is composed of seven members and two alternate members who are appointed by the Council for three-year terms. Regular members hold office until their successors are appointed and qualified. Any vacancy resulting from a cause other than expiration of term is filled only for the unexpired portion of the term. Regular members cannot succeed themselves after serving a second full term without an intervening period of one year, and appointment for more than half of the unexpired portion of term is considered as appointment for a full term. Alternate members will attend all meetings and will substitute to maintain a voting body of seven members. They will additionally substitute for those members who have to abstain for a particular request. In the case of abstentions, substitution shall be allowed by rotation on a case by case basis. Alternate members cannot succeed themselves after serving a second full term without an intervening period of one year, and appointment for more than half of the unexpired portion of term is considered as appointment for a full term.

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A member will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

The Board elects a Chairperson from its members and elects a secretary, each of whom serves for a term of two years.

The Board can make no expenditure or contract any indebtedness for which the City is liable without approval of the Council. Members serve without compensation.

The Board holds meetings regularly once each month unless there is not sufficient business to warrant a meeting, but not more than sixty days shall expire without a regular or special meeting.

Special meetings of the Board may be called by the Chairperson. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided, that the minimum time period for notice to a member may be waived by such member if he/she is present at the special meeting.

The Board must also cause written notice of the special meeting, stating its general purpose, to be posted at the door of its meeting place, to be mailed or delivered to each news media, and/or person(s) who has filed a request for notice with the City Clerk's Office, at least forty-eight hours before the special meeting.

All regular and special meetings are held in the Melvin Municipal Office Building, except when adjourned to another location. All meetings are open to the public. Four members constitute a quorum, but the concurrence of at least four members is required before the Board may reverse any order, requirements, decision, or determination of the Building Inspector, or decide in favor of the applicant any matter upon which it is required to pass under the zoning regulations, the signs and outdoor advertising regulations, and the trailers, mobile homes, mobile home parks, and recreational vehicle parks regulations, or effect any variation in such regulations. Every decision of the Board is subject to review by the Superior Court of Guilford County by proceedings in the nature of certiorari instituted within thirty (30) days of the decision of the Board, but not otherwise.

No member may discuss, advocate, or vote on any matter in which he/she has a separate, private, or monetary interest, either direct or indirect, and no member may discuss before the Council any matter which has been, is, or will be considered by the Board and in which he/she has a separate, private, or monetary interest, either direct or indirect. Any member who violates this provision is subject to removal.

The Board follows the procedures set forth in Section 30-9-6 of the Greensboro Code of Ordinances. In addition, the Board has the power to adopt such rules and regulations as may be necessary for the proper discharge of its duties, which may be filed with the City Clerk.

The Board makes a report to the City Council annually before the first day of August, giving information regarding the matters brought before it for consideration and the action taken on those matters.

**HISTORIC PRESERVATION COMMISSION**

The purpose of the Greensboro Historic Preservation Commission is "to promote the safe and orderly preservation of historic properties and/or areas and to safeguard and conserve the heritage of the City of Greensboro". The commission is established and regulated by Sections 30-9-5.1 through 30-9-5.4 of the Greensboro Code of Ordinances.

The duties of the Commission are:

(a) To recommend to the City Council areas to be designated by ordinance as "Historic Districts" and individual structures, building, sites, areas, or objects to be designated by ordinance as "Landmarks";

(b) To undertake an inventory of properties of historical, prehistorical, architectural, and/or cultural significance;

(c) To grant or deny the issuance of a Certificate of Appropriateness in accordance with this Ordinance. The Commission may hold public hearings on the issuance or revocation of such Certificates;

(d) To make recommendations to the Zoning Commission and City Council concerning requests for zoning map amendments, Conditional Use Permits, or Special Use Permits affecting historic properties or districts; and to make recommendations to the Board of Adjustment concerning variances or special exceptions affecting historic properties or districts;

(e) To recommend appropriate changes to this Ordinance which relate to historic districts or which relate to the preservation of historic structures, landmarks, or areas within the jurisdiction of the City Council;

(f) To acquire by any lawful means the fee or any lesser included interest, including options to purchase, to properties within established historic districts or to any such properties designated as landmarks; to hold, manage, preserve, restore, and improve the same; and to exchange or dispose of the property by public or private sale, lease, or otherwise, subject to covenants or other legally binding restrictions which will secure appropriate rights of public access and promote the preservation of the property;

(g) To restore, preserve, and operate historic properties;

(h) To recommend to the City Council that designation of any area as an historic district or part thereof, or designation of any building, structure, site, area, or object as a landmark, be revoked or removed for cause;

(i) To conduct an educational program with respect to historic properties and districts within its jurisdiction;

(j) To prepare and recommend the official adoption of a preservation element as part of the City's comprehensive plan;

(k) To negotiate at any time with the owner of a building, structure, site, area, or object for its acquisition or its preservation when such action is reasonably necessary or appropriate;

(l) To cooperate with the State, Federal and local governments in pursuance of the purposes of Section 30-1-3.5 (Historic Preservation Overlay Purposes). The City Council or the Historic Preservation Commission when authorized by the City Council may contract with the State, or the United States of America, or any agency of either, or with any other organization provided the terms are not inconsistent with State or Federal law;

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(m) To enter, solely in performance of its official duties and only at reasonable times, upon private lands for examination or survey thereof. However, no member, employee, or agent of the Historic Preservation Commission may enter any private building or structure without the express consent of the owner or occupant thereof;

(n) To review and act upon proposals for alternations, demolitions, or new construction within historic districts, or for the alteration or demolition of designated landmarks, pursuant to this Section; and

(o) To exercise other powers and authority provided to it by the City Council, this Ordinance, and State law.

The Commission shall consist of nine members appointed by City Council. The members will serve terms of three years; all terms will expire on the 15th day of August. Members must be residents of Greensboro and be qualified based on special interest or experience in history, architectural history, architecture, archaeology, planning or related fields. Members hold office until their successors are appointed and qualified, and vacancies from causes other than expiration of term shall be filled only for the unexpired portion of the term. Members shall not succeed themselves after serving a second full term without an intervening period of one year, and appointment for more than half of the unexpired portion of the term shall be considered as an appointment for full term.

A member will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

The Commission shall make no expenditure or contract any indebtedness for which the city shall be liable without the approval of the Council. Members of the Commission shall serve without compensation.

The Commission shall hold meetings regularly at least once each month unless there is not sufficient business to warrant a meeting; but not more than sixty days shall expire without a regular or special meeting of the Commission. Regular meetings shall be held on such days and at such hours as may be fixed by rule of the Commission. All regular and special meetings shall be held in the City Council Chamber except when fixed or adjourned to another location. All meetings are open to the public.

Special meetings of the Commission may be called by the Chairperson. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided that the minimum time period for notice to a member may be waived by such member if he/she is present at the special meeting.

The Board must also cause written notice of the special meeting, stating its general purpose, to be posted at the door of its meeting place, to be mailed or delivered to each news media, and/or person(s) who has filed a request for notice with the City Clerk's Office, at least forty-eight hours before the special meeting.

Five members of the Commission constitute a quorum. The concurrence of those members present will be required before any recommendation or action is made or any matter considered. When any matter is transmitted to Council without recommendation, the reasons must be stated.

No member may discuss, advocate, or vote on any matter in which he/she has a separate, private, or monetary interest, either direct or indirect, and no member may discuss

## BOARDS AND COMMISSIONS HANDBOOK

before the City Council any matter which has been, is, or will be considered by the Commission and in which he/she has a separate, private, or monetary interest. Any member who violates this provision is subject to removal.

The Commission has adopted and filed with the City Clerk such rules and regulations as are necessary for the proper discharge of its duties.

The Commission shall file periodic reports with the Council on every meeting held by the Commission giving information regarding actions taken and recommendations made concerning its activities.

**MINIMUM HOUSING STANDARDS COMMISSION**

The Greensboro Minimum Housing Standards Commission studies rental rates, the need for reconditioning or condemnation, and other housing conditions within the City, decides on matters appealed from rules of the Building Inspector concerning the housing code, and inspects houses and living quarters in the City, having the right to enter, with the Building Inspector, for that purpose. It is established pursuant to Section 5.74 of the Charter and regulated by Section 11-46 through 11-50 of the Greensboro Code of Ordinances. Decisions of the Commission shall be subject to review by the Superior Court of Guilford County by proceeding in the nature of certiorari instituted within fifteen days of the decision of the Commission.

The Commission is composed of seven members appointed by the Council for three-year terms which expire as of the 15th day of August. Members hold office until their successors are appointed and qualified. Members cannot succeed themselves after serving a second term without an intervening period of one year, and appointment for more than half of the unexpired portion of a term is considered as appointment for a full term.

A member will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

The Commission elects a Chairperson and vice-Chairperson from its members and elects a secretary, an employee of the city, each of whom serves for two years. Should the Chairperson or vice-Chairperson be absent at any meeting, the commission elects a temporary Chairperson to serve at the meeting.

The Commission can make no expenditure or contract any indebtedness for which the City is liable without the approval of the Council. Members serve without compensation.

The Commission holds meetings regularly every month unless there is not sufficient business to warrant a meeting, but not more than ninety days shall expire without a regular or special meeting. In addition to regular meetings, special meetings of the Board may be called by the Chairperson. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided, that the minimum time period for notice to a member may be waived by such member if he/she is present at the special meeting.

The Commission must also cause written notice of the special meeting, stating its general purpose, to be posted at the door of its meeting place, to be mailed or delivered to each news media, and/or person(s) who has filed a request for notice with the City Clerk's Office, at least forty-eight hours before the special meeting. All regular and special meetings are held in the Municipal Office Building, except when adjourned to another place. All meetings are open to the public. Four members constitute a quorum, and the concurrence of at least four members is required to reverse or modify any decision of the Building Inspector.

No member may discuss, advocate, or vote on any matter in which he/she has a separate, private, or monetary interest, either direct or indirect, and no member may discuss with the Council any matter which has been, is, or will be considered by the commission and in which he/she has a separate private, or monetary interest, whether direct or indirect. Any member who violates this provision is subject to removal.

**RENTAL UNIT CERTIFICATE ADVISORY BOARD**

The Greensboro Rental Unit Certificate Advisory Board is composed of fifteen (15) members who are appointed by the Council for three-year terms that expire as of the 1<sup>st</sup> day of January. Members hold office until their successors are appointed and qualified. Any vacancy resulting from a cause other than expiration of term is filled only for the unexpired portion of the term. Members cannot succeed themselves after serving a second full term without an intervening period of one year, and an appointment for more than half of the unexpired portion of a term is considered as appointment for a full term. Eight members of the Board shall constitute a quorum.

Membership on the Greensboro Rental Unit Certificate Advisory Board is representative of the following; 5 members--one from each City Council District, 1 member--Council Member, 2 members--Inspections Staff, 2 members--Citizen, 1 member--TAA, 1 member--TREBIC, 1 member--HCD, 1 member--Greensboro Housing Coalition and 1 member--Greensboro Neighborhood Congress. Members of the Advisory Board shall be appointed by City Council for terms to expire on January 1.

The powers and duties of the Advisory Board shall be as follows:

- Hear and determine appeals from decisions of the building inspector with regard to Rental Unit Certificates of Occupancy
- Perform other duties as may be assigned to the Board from time to time by the City Council

Appeals from decisions of the Advisory Board may be made to the Greensboro Minimum Housing Standards Commission in the manner set forth in Section 11-49 of the Greensboro Code of Ordinances.

A member will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board based on written medical justification signed by a duly-authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

The Board selects a Chairperson and Vice-Chairperson from the members of the Board who serves for such time as determined by the Board.

The Board can make no expenditure or contract any indebtedness for which the City is liable without the approval of the Council. Members serve without compensation.

The Board holds meetings regularly once each month unless there is not sufficient business to warrant a meeting; but not more than ninety days may expire without a regular or special meeting of the Board.

Special meetings of the Board may be called by the Chairperson. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided, that the minimum period for notice to a member may be waived by such member if he/she is present at the special meeting.

The Board must also cause written notice to the special meeting, stating its general purpose, to be posted at the door of its meeting place and to be mailed or delivered to each news media. All regular and special meetings are open to the public.

No member may discuss, advocate, or vote on any matter in which he/she has a separate, private, or monetary interest, either direct or indirect, and no member may discuss before the Council any matter which has been, is, or will be considered by the Board in which he/she has a separate, private, or monetary interest, either direct or indirect. Any member who violates this provision is subject to removal.

The Board will adopt procedural rules and regulations, and an annual report will be prepared for presentation to the City Council. A copy of the rules and regulations, annual report, and a current schedule of meetings will be filed with the City Clerk.

**TREES, ADVISORY COMMISSION ON**

The Greensboro Advisory Commission on Trees (ACT) is established pursuant to NCGS 160A-174 and Section 30-9-13.1 of the Greensboro Code of Ordinances.

The Commission shall have the following powers and duties:

- (A) Provide professional expertise for developing program goals and policy;
- (B) Evaluate and monitor current ordinances for effectiveness and recommend appropriate changes regarding the Tree Preservation Ordinance of the City Council;
- (C) To conduct education programs with respect to tree preservation within its jurisdiction;
- (D) Review and provide recommendations for the long term tree management and maintenance plan for the City;
- (E) To gather information from the public, development and business communities with respect to the Tree Preservation Ordinance;
- (F) To review appeals, orders, requirements, decisions, determinations, or interpretations made by an administrative official charged with enforcing the Tree Preservation Ordinance;
- (G) To make recommendations to the Board of Adjustment with reference to variances with relation to the provisions of the Tree Preservation Ordinance;
- (H) Approve minor variations to the Tree Preservation Ordinance that provide equal or better compliance

The Commission is composed of nine (9) members who shall be appointed by the City Council for terms to expire as of August 15: One (1) certified arborist, one (1) landscape architect or landscape designer, one (1) horticulturist or botanist, two (2) members of the builder/contractor/developer community, one (1) civil engineer, two (2) members of the environmentalist community, and one (1) individual who has demonstrated an interest in conservation and natural resources. Each Council district shall be represented by at least one (1) person on the Commission. Five (5) members of the Commission shall constitute a quorum, and the concurrence of at least a majority of those members present will be required before any recommendation or action is made on any matter considered. Members hold office until their successors are appointed and qualified. Any vacancy resulting from a cause other than expiration of term is filled only for the unexpired portion of the term. Members cannot succeed themselves after serving a second full term without an intervening period of one year, and appointment for more than half of the unexpired portion of a term is considered as appointment for a full term.

A member will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

The Commission can make no expenditure or contract any indebtedness for which the City is liable without the approval of the Council. Members serve without compensation.

**BOARD OF TRUSTEES OF THE FIREMEN'S RELIEF FUND**

The Board of Trustees of the Firemen's Relief Fund administers the Firemen's Relief Fund, and is responsible for providing for aid to sick or injured firemen, dependents of deceased firemen, and destitute firemen who have had five years of service. Funds are derived from a tax on fire insurance premiums. The Board is established under and regulated by Articles 84 to 88 of Chapter 58 of the General Statutes.

The Board is composed of five members, two of whom are elected by members of the Fire Department, one of whom is appointed by the State Commissioner of Insurance, and two of whom are appointed by the Council for two-year staggered terms in January of each year. Members appointed by the Council may not succeed themselves after having served two full terms without an intervening period of one year, and under Council's policy, appointment for more than half of the unexpired portion of a term is considered as appointment for a full term. If the Fire Chief is not appointed as a member of the Board, he/she serves ex officio, but has no vote. Members hold office until their successors are appointed and qualified. They serve without compensation.

A member will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

Special meetings of the Board may be called by the Chairperson. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided, that the minimum time period for notice to a member may be waived by such member if he/she is present at the special meeting.

The Board must also cause written notice of the special meeting, stating its general purpose, to be posted at the door of its meeting place, to be mailed or delivered to each news media, and/or person(s) who has filed a request for notice with the City Clerk's office, at least forty-eight hours before the special meeting.

The Board elects a Chairperson, a secretary, and a treasurer from among its members. One person may be both secretary and treasurer, and the treasurer must be bonded.

**BOARD OF TRUSTEES OF THE  
GREENSBORO FIREMEN'S SUPPLEMENTAL RETIREMENT SYSTEM**

The Board of Trustees of the Greensboro Firemen's Supplemental Retirement System is responsible for the administration and operation of the Firemen's Supplemental Retirement System. The money comes from the Firemen's Relief Fund, investments, and donations and is used to supplement the regular benefits paid to retired firemen. The Board is established under and regulated by Chapter 899 of the Session Laws of 1953.

The Board is composed of five members, two of whom are elected by the members of the Fire Department, two of whom are appointed by the President of the Guilford County/City Advisory Committee, and one of whom is elected from among its membership by the City Council to a two-year term. The election must take place prior to the third Tuesday in May. Any vacancy resulting from a cause other than expiration of term is filled only for the unexpired portion of the term. Members serve without compensation but are reimbursed actual expenses.

A member will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

The Board elects a Chairperson, vice-Chairperson, secretary, and treasurer from among its members. It holds regular semiannual meetings. Special meetings of the Board may be called by the Chairperson. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided, that the minimum time period for notice to a member may be waived by such member if he/she is present at the special meeting.

The Board must also cause written notice of the special meeting, stating its general purpose, to be posted at the door of its meeting place, to be mailed or delivered to each news media, and/or person(s) who has filed a request for notice with the City Clerk's Office, at least forty-eight hours before the special meeting.

**JOHN MOTLEY MOREHEAD MEMORIAL COMMISSION**

The John Motley Morehead Memorial Commission was created under the provisions of Chapter 1308, 1959 Session Laws, for the purpose of establishing a perpetual memorial to John Motley Morehead at "Blandwood", the Morehead homeplace located on Washington Street east of Edgeworth Street.

The Commission is composed of nineteen members appointed as follows: The Director of the State Department of Archives and History, the Superintendent of Public Instruction, the Director of the Department of Conservation and Development, and the State Treasurer, all of whom serve ex officio; nine members appointed by the Governor; three members appointed by the Board of Commissioners of Guilford County; and the remaining three members appointed by the City Council of the City of Greensboro. Appointed members serve six-year staggered terms, and the terms of those appointed by the City Council expire on the 15th day of August. Vacancies from any cause are filled by appointment by the official, board, or authority making the original appointments. Members appointed by the City Council of the City of Greensboro may not succeed themselves after serving two full terms without an intervening period of one year, and appointment for more than half of the unexpired portion of a term is considered as appointment for a full term. Members serve without compensation.

A member appointed by the Greensboro City Council will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

Special meetings of the Commission may be called by the Chairperson. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided, that the minimum time period for notice to a member may be waived by such member if he/she is present at the special meeting.

The Commission must also cause written notice of the special meeting, stating its general purpose, to be posted at the door of its meeting place, to be mailed or delivered to each news media, and/or person(s) who has filed a request for notice with the City Clerk's Office, at least forty-eight hours before the special meeting.

The Commission is empowered to receive both real and personal property, whether by gift, devise, bequest or otherwise, and is authorized to solicit funds, promote and carry on campaigns and programs for the collection of funds to be used for the restoration and repair necessary in establishing said memorial. The Commission also has the power to convey, mortgage, and otherwise dispose of real and personal property, as well as to accept deeds, bills of sale and other instruments conveying and investing title in it for the purposes described.

When the property necessary for the memorial has been acquired and fully restored, and when the State of North Carolina is willing to accept same, it shall be conveyed to the State of North Carolina Department of Archives and History, and the Commission shall be dissolved.

**GUILFORD COUNTY JOINT HISTORIC PROPERTIES COMMISSION**

The historical heritage of Guilford County is one of its most valued and important assets. Conservation of historic properties will stabilize and increase the values in their areas and strengthen the overall economy of the county and state. By means of listing, regulation and acquisition of historic properties Gibsonville, Greensboro, Guilford County, High Point and Jamestown seek within their respective zoning jurisdictions:

-to safeguard its heritage by preserving any property therein that embodies important elements of its cultural, social, economic, political or architectural history; and

-to promote the use and conservation of such property for the education, pleasure and enrichment of the residents of the county and state as a whole.

This Commission is established by authority of Chapter 160A, Article 19, Part 3B, of the North Carolina General Statutes and consists of eleven members with four appointed by the Guilford County Commissioners, three appointed by the Greensboro City Council, two appointed by the High Point City Council, one appointed by the Gibsonville Town Council and one appointed by the Jamestown Town Council. All members of the Commission shall be residents of Guilford County, reside within the jurisdiction of the board or council appointing them, and shall have demonstrated special interest, experience or education in history or architecture.

Members of the Commission shall serve overlapping terms of four years. Initially, two appointees by the county and one appointee each from Gibsonville, Greensboro, High Point and Jamestown shall be appointed for two years. Thereafter, all appointments shall be for a term of four years. A member may be reappointed for a second consecutive term, but after two consecutive terms, a member shall be ineligible for reappointment without an intervening one year. Appointments to any vacancy shall be for the remainder of the term of the vacant position for which the appointment is made and under the Greensboro City Council's policy, appointment for more than half of the unexpired portion of a term is considered as appointment for a full term.

Any member who misses more than three consecutive regular meetings or more than one-half of the regular meetings in a calendar year without excuse granted by the Commission shall lose his member status and shall be replaced or reappointed by the appropriate governing board or council.

The Commission shall hold meetings regularly at least once each month unless there is not sufficient business to warrant a meeting, but not more than sixty days shall expire without a regular meeting or special meeting. All meetings shall be in accordance with the North Carolina Open Meetings Law, G.S. Chapter 143, Article 33C.

The Commission shall adopt rules of procedure for the conduct of its business, and an annual written report, which shall include a comprehensive and detailed review of the activities, problems, and actions of the Commission as well as any budget requests or recommendations, shall be prepared and submitted to the Guilford County Board of commissioners, the Gibsonville and Jamestown Town Councils, and the Greensboro and High Point City Councils. Additionally, the Commission shall maintain records of its members' attendance and of its resolutions, findings, and recommendations which record shall be a public record.

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Six members shall constitute a quorum. The concurrence of at least a majority of those members present will be required before any recommendation or action is made on any matter considered. No member may discuss, advocate or vote on any matter in which he/she has a separate, private or monetary interest, either direct or indirect, and no member may discuss before a governing board or council any matter which has been, is or will be considered by the Commission in which he/she has a separate, private or monetary interest, either direct or indirect. Any member who violates this provision may be subject to removal from the Commission.

To fulfill the purpose and intent of this Commission as outlined in paragraph one of this description, the Commission is authorized and empowered to undertake such actions reasonably necessary, the details of which are set out in the Greensboro Code of Ordinances, Chapter 30, Article IX, Section 30-9-8 through 30-9-8.30.

**PLANNING BOARD**

The Greensboro Planning Board makes a careful study of the resources, possibilities, and needs of the City, particularly with respect to conditions which may be injurious to the public welfare or otherwise injurious, and makes plans for the development of the city; prepares amendments to the texts of the zoning, sign, and mobile home ordinances for consideration by the Zoning Commission; advises the Council on the laying out of streets and parks, the size of lots, building lines, and other objectives of a comprehensive planning program; and regulates the subdivision of property lying within the City. The Board is established under G.S. 160A-361 and regulated by Section 5.62(b) of the City Charter and Sections 22-16 through 22-19 of the Greensboro Code of Ordinances.

The Board is composed of nine members who are appointed by the Council for three-year terms which expire as of the 15th day of August. Members hold office until their successors are appointed and qualified. Any vacancy resulting from a cause other than expiration of term is filled only for the unexpired portion of the term. Members cannot succeed themselves after serving a second full term without an intervening period of one year, and appointment for more than half of the unexpired portion of a term is considered as appointment for a full term. Five members of the Planning Board shall constitute a quorum.

A member will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

The Board selects a Chairperson from the members of the Board who serves for such time as determined by the Board; and the board elects a secretary who serves for such time as fixed by the Board. The secretary may be either a member of the Board or an employee of the City. Should the Chairperson or secretary be absent at any meeting, the Board elects a temporary Chairperson or secretary to serve at the meeting.

The Board can make no expenditure or contract any indebtedness for which the City is liable without the approval of the Council. Members serve without compensation.

The Board holds meetings regularly once each month unless there is not sufficient business to warrant a meeting; but not more than sixty days may expire without a regular or special meeting of the Board.

Special meetings of the Board may be called by the Chairperson. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided, that the minimum period for notice to a member may be waived by such member if he/she is present at the special meeting.

The Board must also cause written notice to the special meeting, stating its general purpose, to be posted at the door of its meeting place, to be mailed or delivered to each news media, and/or person(s) who has filed a request for notice with the City Clerk's Office, at least forty-eight hours before the special meeting. All regular and special meetings are held in the Melvin Municipal Office Building except when adjourned to another location. All meetings are open to the public. Four members constitute a quorum, but the concurrence of at least three members is required before any recommendation is made on any matter considered. When any matter is transmitted to the Council without recommendation, the reason for the lack of recommendation must be stated.

## BOARDS AND COMMISSIONS HANDBOOK

No member may discuss, advocate, or vote on any matter in which he/she has a separate, private, or monetary interest, either direct or indirect, and no member may discuss before the Council any matter which has been, is, or will be considered by the Board in which he/she has a separate, private, or monetary interest, either direct or indirect. Any member who violates this provision is subject to removal.

The Board has adopted procedural rules and regulations which are filed with the City Clerk.

The Board makes a report to the City Council on every meeting, giving information regarding actions taken and recommendations made concerning the condition of the City and any plans or proposals for the development of the City as well as estimates of the cost thereof.

**REDEVELOPMENT COMMISSION**

The Redevelopment Commission of the City of Greensboro conducts studies, formulates plans, and carries through redevelopment projects for blighted areas in the City. The Commission is authorized to acquire land, redevelop (or contract for the redevelopment of) the area, and sell the redeveloped area when the project is completed. Redevelopment plans must be submitted by the Planning Board and approved by the Council. It is established under and regulated by North Carolina General Statutes, Chapter 160A, Article 22, and Sections 30-9-7 through 30-9-7.4 of the Greensboro Development Ordinance.

The Commission is composed of five members who are appointed by the Council for five-year terms. They must be residents of the City. Members hold office until their successors are appointed and qualified. Any vacancy resulting from a cause other than expiration of term is filled only for the unexpired portion of the term and appointment for more than half of the unexpired portion of a term is considered as appointment for a full term. Members may not succeed themselves after having served two full terms without an intervening period of one year.

A member will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

The Commission selects from its membership a Chairperson and vice-Chairperson. Other officers elected are members of the Redevelopment Staff. They may employ stenographic help and may retain technical experts for consultation.

Members receive no compensation for their services, but are entitled to their necessary expenses, including travel expenses.

The Commission meets on the third Monday of each month at 4:00 p.m. in the Melvin Municipal Office Building. Three members constitute a quorum, and a majority of the members present may take action on any matter under consideration. Special meetings of the board may be called by the Chairperson. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided, that the minimum time period for notice to a member may be waived by such member if he/she is present at the special meeting.

The Commission must also cause written notice of the special meeting, stating its general purpose, to be posted at the door of its meeting place and to be mailed or delivered to each news media, and/or person(s) who has filed a request for notice with the City Clerk's Office, at least forty-eight hours before the special meeting.

If a member acquires any interest in a project under consideration by the Commission, or if he/she fails to disclose in writing any interest he/she may have in a project which the Commission takes under consideration, he/she is guilty of misconduct in office.

**ZONING COMMISSION**

The Greensboro Zoning Commission initiates and receives proposals for amending or repealing portions of the official zoning map with regard to any areas or particular pieces of property and holds public hearings and takes action in regard thereto; makes recommendations to the City Council in regard to the initial zoning of property which might come under the zoning jurisdiction of the City; considers proposed amendments to the text of the zoning ordinances when referred to it by either the Planning Board or City Council and makes recommendations to the Council on any such proposed amendments; and performs such other duties as may be assigned to it from time to time by the Council. It is established under G.S. 160A-387 and regulated by Sections 30-136 through 30-140 of the Greensboro Code of Ordinances, and Section 5.62(g) of the City Charter.

When any proposal to amend the official zoning map or the text of the zoning ordinance is being considered by the Commission, it shall fix a time for a public hearing and give notice to the interested parties. Upon its determination as to any proposed amendment, the secretary notifies the person or body proposing such amendment of the action thereon, and the Commission and the secretary shall properly make up and transmit to the Council a written statement of the action. The statement shall state the number of members of the commission voting for and against the proposed amendment.

The Commission is composed of nine members who are appointed by the Council for three-year staggered terms which expire as of the 15th day of August. Members hold office until their successors are appointed and qualified. Any vacancy resulting from a cause other than expiration of term is filled only for the unexpired portion of the term. Members cannot succeed themselves after serving a second full term without an intervening period of one year, and appointment for more than half of the unexpired portion of a term is considered as appointment for a full term. Five members of the Zoning Commission shall constitute a quorum.

A member will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

The Commission appoints a Chairperson from among the members of the Commission, who serves for such time as fixed by the Commission and elects a secretary, who serves for such time as fixed by the Commission. The secretary may be either a member of the Commission or an employee of the City. Should the Chairperson or secretary be absent at any meeting, the Commission elects a temporary Chairperson or secretary to serve at the meeting.

The Commission can make no expenditure or contract any indebtedness for which the City is liable without the approval of the Council. Members serve without compensation.

The Commission holds meetings regularly once each month unless there is not sufficient business to warrant a meeting, but not more than sixty days may expire without a regular or special meeting of the commission.

Special meetings of the Commission may be called by the Chairperson. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided, that the minimum time period for notice to a member may be waived by such member if e/she is present at the special meeting.

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The Commission must also cause written notice of the special meeting, stating its general purpose, to be posted at the door of its meeting place, to be mailed or delivered to each news media, and/or person(s) who has filed a request for notice with the City Clerk's Office, at least forty-eight hours before the special meeting. All regular and special meetings are held in the Melvin Municipal Office Building except when adjourned to another location, and all meetings are open to the public.

Five members constitute a quorum, but the concurrence of at least a majority of those members present is required before any recommendation may be made on any matter considered. Six or more favorable votes from the Commission shall constitute final action unless appealed in accordance with Section 30-3-12.2(J) (Appeals). Where no proper appeal is made, a copy of the ordinance rezoning the property shall be filed with the City Clerk. When an application receives less than six favorable votes, but a majority favorable vote, from the Commission, that action shall constitute a favorable recommendation and be forwarded to the City Council for final action.

No member may discuss, advocate, or vote on any matter in which he/she has a separate, private, or monetary interest, either direct or indirect, and no member may discuss before the Council any matter which has been, is, or will be considered by the commission and in which he/she has a separate, private, or monetary interest, either direct or indirect. Any member who violates this provision is subject to removal.

The Commission has adopted procedural rules and regulations which are filed with the City Clerk.

The Commission shall file a report with the Council on matters considered at every meeting held, giving information regarding the recommendations and actions taken.

**BRYAN PARK GOLF COMMISSION**

The Bryan Park Golf Commission is established under and regulated by Chapter 19, Article IV of the Greensboro Code of Ordinances.

The Bryan Park Golf Commission shall be composed of eight voting members and two ex-officio nonvoting members; four members shall be appointed by the members of the Board of Directors of the Joseph M. Bryan Foundation for the Enrichment of Greater Greensboro, Inc. (hereinafter referred to as "The Foundation"), and may be selected from its own membership; four members shall be appointed by the City Council. The Greensboro Parks and Recreation Commission shall submit nominations for appointment of two of the four members appointed by the City Council. The Commission shall include among its membership a minimum of one member from each of the municipal electoral districts. The two ex-officio members shall be the Director of the Greensboro Parks and Recreation Department and the Chairperson of the Greensboro Parks and Recreation Commission.

Members shall serve for a term of three years and shall continue to serve until their successors are appointed and qualified. Initial terms shall commence on 1 February 1990. Provided, that, in order to allow for overlapping of terms, the initial appointees shall serve terms as follows: one member appointed by The Foundation and one member appointed by the City Council shall serve for a term of one year; one member appointed by The Foundation and one member appointed by the City Council shall serve for a term of two years; two members appointed by The Foundation and two members appointed by the City Council shall serve for a term of three years.

There shall be no limit on the number of terms a member appointed by The Foundation shall be eligible to serve. In addition, Section 2-142 concerning private interest of members shall not be applicable to members appointed by The Foundation whenever grant funds may be involved.

Members appointed by the City Council hold office until their successors are appointed and qualified. Any vacancy resulting from a cause other than expiration of term is filled only for the unexpired portion of the term. Members may not succeed themselves after having served two full terms without an intervening period of one year, and appointment for more than half of the unexpired portion of a term is considered as appointment for a full term.

A member appointed by the Greensboro City Council will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

The duties of the Bryan Park Golf Commission are advisory in nature; the general duties of the commission shall be as follows:

1. To review the Capital Improvement Plan and other activities of Lessees, contractors, and agents at the Bryan Park Golf facility and make any reports to the Manager or Director of Parks and Recreation as it deems appropriate in the best interests of the facility.
2. To recommend acceptance or rejection of any private gift, grant, bequest or devise from any source whatsoever of any real or personal property, including monetary contributions for capital improvements.
3. To advise the City Council concerning any agreements with another entity (public or private) for construction of golf facilities and the utilization of public and private funds therefore.

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4. To perform such other duties as may be assigned it from time to time by the City Council.

All of the meetings of the Bryan Park Golf Commission shall be held in the Bryan Park Enrichment Center unless the Commission designates otherwise.

Special meetings of the Commission may be called by the chairperson. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided, that the minimum time period for a notice to a member may be waived by such member if e/she is present at the special meeting.

The Commission must also cause written notice of the special meeting, stating its general purpose, to be posted at the door of its meeting place, to be mailed or delivered to each news media, and/or person(s) who has filed a request for notice with the City Clerk's Office, at least forty-eight hours before the special meeting.

The Commission must present an annual report to the Council on its activities and recommendations, which shall be filed with the City Clerk and made a part of the minutes of the City Council.

**COMMUNITY RESOURCE BOARD**

The members of Community Resource Board (CRB) represent a broad range of neighborhood and community development expertise and are charged with the responsibility for developing a long-range strategic action plan to address the issues and needs in the community and to develop both a short-range and long-range funding strategy that brings together city, state, federal and private sector resources.

The Board is composed of nine voting members and three non-voting members who are appointed by the Council for two-year terms. There should be at least one member from each council district and in no case more than three from any one district. The CRB will have no more than three non-voting members: The Executive Director of the Greensboro Housing Authority, the Director of the City of Greensboro's Department of Housing and Community Development and a representative from Human Services. To ensure an orderly transition of board members, the first Board will have staggered terms as follows: five board seats will be chosen to serve for a period of three years; and four board seats will be chosen to serve for a period of two years.

Members hold office until their successors are appointed and qualified. Any vacancy resulting from a cause other than expiration of term is filled only for the unexpired portion of the term. Members cannot succeed themselves after service of a second full term without an intervening period of one year, and appointment for more than half of the unexpired portion of a term is considered as appointment for a full term.

A member will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

Every effort should be made to ensure that the CRB represents a range of professional and technical expertise in the areas of city-wide and neighborhood concerns, community development, economic development, social and human services. Specific expertise that will enhance the function of the CRB includes: human services, housing development, land use planning, financial services/banking and small business development.

The Community Resource Board will perform three functions:

\*As the review committee for federal and state programs, the CRB will:

- review and update the consolidated plan policies and strategies and other related documents on an annual basis
- seek public input on issues and opportunities, goals, and alternative implementation strategies
- present the draft consolidated plan to the community for public comment
- submit the consolidated plan and appropriate funding and evaluation recommendations to City Council for their review and adoption.

\*As an advisor to the City Council on community and neighborhood revitalization strategies, the CRB will:

- prepare and submit program and funding guidelines for community development activities supported by general funds, housing partnership funds, and other funding sources as identified by City Council
- review and approve the Department of Housing and Community Development annual budget
- review and submit recommendations to City Council on the annual Capital Improvement Program

## BOARDS AND COMMISSIONS HANDBOOK

\*The CRB is an advocate for building a stronger and more self-reliant community and will:

- develop an annual work program that includes a citizen participation program
- develop a clearly articulated vision and strategic action plan for Greensboro's neighborhoods which will identify goals, actions and milestones for revitalizing neighborhoods, and will set realistic resources investment targets and timelines; the plan will be reviewed and revised annually
- develop partnerships/relationships between organizations, neighborhoods and businesses to create broader opportunities for community revitalization.
- bring together the organizations, agencies and neighborhoods currently involved in community revitalization to develop collaborative working relationships that will focus resources and increase the impact of financial resources.

In addition to the above responsibilities, the City Council may request the CRB to carry out other community development and neighborhood planning oversight functions.

NOTE: On 2-19-02 Council adopted a conflict of interest policy that states, in part, that "no one may serve as a member of the Community Resource Board (CRB) who serves on the Board of Directors, is an employee of any agency, or is affiliated in any way with an agency who seeks funds from the CRB".

**COMMISSION ON HUMAN RELATIONS**

The Commission on Human Relations is established and regulated by Chapter 12 of the Greensboro Code of Ordinances. The commission has the following duties:

(a) To study and make recommendation concerning problems in any or all fields of human relationship and encourage fair treatment and mutual understanding among all racial and ethnic groups in the city;

(b) To anticipate and discover those practices and customs most likely to create animosity and unrest among racial and ethnic groups, and, by consultation, seek a solution as these problems arise and are anticipated;

(c) To make recommendations to the City Council designed to promote goodwill and harmony among racial and ethnic groups in the city;

(d) To appoint, at its discretion, sub-committees to concern themselves with specific human relations problems. These sub-committees shall be composed of bona fide adult residents of the city but need not be members of the Commission, except that the Chairperson of each sub-committee must be a bona fide member of the Commission. Provided, however, a multicultural committee created by the Commission may include adults who are not residents of the city nor is the Chairperson of this committee required to be a member of the Commission;

(e) To serve as a citizens advisory committee for the purpose of coordinating, studying and making reports concerning citizen involvement in the various projects under the workable program for community improvement;

(f) To seek and enlist the cooperation of various groups in the city in order to fulfill the purposes of this article;

(g) To receive general statistical reports and studies from the human relations director concerning complaints involving discrimination based on race, color, religion, sex, handicap, familial status, or national origin, and to appoint members to the complaint review committee to assist the human relations director in the complaint review process;

(h) To cooperate with federal, state, county and city agencies in developing presentations in public and private schools, public libraries, museums and other suitable places, on techniques for achieving harmonious intergroup relations within the city;

(i) To enlist the cooperation of the various racial, religious and ethnic groups, community organizations and other groups in the city, in programs and campaigns devoted to eliminating group prejudice and discrimination;

(j) To hold such meetings as the Commission may deem necessary or proper to assist in carrying out its functions;

(k) To perform such other duties as may be assigned it from time to time by the City Council.

The Commission is composed of fifteen members, all bona fide residents of the City, who are appointed by the Council for terms of three years. Members hold office until their successors are appointed and qualified. Any vacancy resulting from a cause other than expiration of term shall be filled only for the remainder of the term. Members shall not succeed themselves after serving a second full term without an intervening period of one year, and appointment for more than half of the unexpired portion of a term shall be considered as appointment for a full term.

A member will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

The Commission elects a Chairperson, vice-Chairperson and secretary at the first meeting of each Commission. The terms of office shall be three years, unless removed for cause or by resignation. The secretary shall be a member of the Human Relations staff. In the absence of the Chairperson or vice-Chairperson at any meeting, the commission shall elect a temporary Chairperson to serve at the meeting.

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The Commission can make no expenditure or contract any indebtedness for which the City shall be liable without approval of the City Council. Members serve without compensation.

The Commission holds regular meetings at least once each month unless there is not sufficient business to warrant a meeting, but no more than ninety days shall expire without a regular or special meeting.

Special meetings of the Commission may be called by the Chairperson. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided, that the minimum time period for notice to a member may be waived by such member if he/she is present at the special meeting.

The Commission must also cause written notice of the special meeting, stating its general purpose, to be posted at the door of its meeting place, to be mailed or delivered to each news media, and/or person(s) who has filed a request for notice with the City Clerk's Office, at least forty-eight hours before the special meeting.

All meetings are held in the Melvin Municipal Office Building, except when adjourned to another location, and all meetings are open to the public.

Eight members constitute a quorum, and the concurrence of at least a majority of those regular members present shall be required for any official action.

The Commission adopts such procedural rules and regulations as may be deemed to be necessary, and a copy of such is filed with the City Clerk.

The Commission must present, at least annually, a report to the Council on its activities and recommendations, which shall be filed with the City Clerk and made a part of the minutes of the City Council.

**GUILFORD CITY/COUNTY INSURANCE ADVISORY COMMITTEE**

Participation by the City of Greensboro in the Guilford City/County Insurance Advisory Committee was authorized by resolution by the City Council of the City of Greensboro (#7593, adopted 3 May 1971), the function of said Committee being to more efficiently and economically provide the property, casualty, fidelity, and surety protection for the City of Greensboro, City of High Point, the Guilford County Board of Education, and the County of Guilford. The by-laws of the Committee provide for the appointment of a full-time Executive Director to administer the insurance and safety engineering programs of the respective units, and the salary of said Executive Director and the expenses incident to the Committee's operation are to be provided from commissions normally paid to participating agents and agencies.

The Committee is composed of nine members of which six must be directly or indirectly qualified as participating insurance agents, who are residents of Guilford County. Qualifications and requirements with respect to participating agents and rating thereof are addressed in the revised "Guilford City/County Insurance Advisory Committee Rules" which are filed in the City Clerk's Office. (Rules revised 16 January 1979.)

Three members of this Committee are appointed by the City Council of the City of Greensboro, three by the Board of Commissioners of Guilford County, and three by the City of High Point for three-year staggered terms. The terms of the members appointed by the City of Greensboro expire on the first day of June. Members serve until their successors are appointed and qualify. Any vacancy resulting from a cause other than expiration of term shall be filled only for the unexpired portion of the term. Members shall not succeed themselves after serving a second full term without an intervening period of one year, and appointment for more than half of the unexpired portion of term shall be considered as appointment for a full term. The committee elects from its members a Chairperson and vice-Chairperson to serve for a term of one year. The Executive Director serves as secretary.

A member appointed by the Greensboro City Council will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

The Committee shall hold meetings at such time and place as determined by the Chairperson. A majority of the members of the committee shall constitute a quorum for the transaction of business.

Special meeting of the board may be called by the Chairperson. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight (48) hours prior to the time of the meeting; provided, that the minimum time period for notice to a member may be waived by such member if e/she is present at the special meeting.

The board must also cause written notice of the special meeting, stating its general purpose, to be posted at the door of its meeting place, to be mailed or delivered to each news media, and/or person(s) who has filed a request for notice with the City Clerk's Office, at least forty-eight hours before the special meeting.

**BOARD OF TRUSTEES OF THE GREENSBORO PUBLIC LIBRARY**

The Board of Trustees of the Greensboro Public Library, which is established under the authority of G.S. 153 A-263, has the following powers and duties: (Article 14. Sec. 153A-966)

- (a) To adopt by-laws, rules and regulations for its own guidance and in the government of the library as may be necessary and in conformity with the law;
- (b) To supervise and care for the physical facilities constructed, leased, or set apart for library purposes;
- (c) To advise and make recommendations to City Council concerning the lease or purchase and occupancy of appropriate buildings, or the construction of appropriate buildings upon lands acquired by gift, device or purchase;
- (d) To Make recommendation to the City Manager concerning the appointment of a chief librarian or director of library services (the position of chief librarian must be filled by a person who is certified by the North Carolina Library Certification Board, pursuant to G.S. 125-9);
- (e) To study and make recommendations concerning the annual budget for the library to the City Manager and City Council;
- (f) To extend the privileges and use of the library to non-residents of the county or municipality, upon such reasonable terms and conditions as it may lawfully prescribe, subject to the approval of the City Council.
- (g) To perform such other duties as may be assigned from time to time by the City Council.

The Board is composed of eleven members. Nine members are appointed by the City Council for three-year staggered terms which expire as of August 15th. One member is appointed by the Guilford County Board of Commissioners for a three-year term which expires as of August 15<sup>th</sup>, and one position will be reserved for the President of the Friends of the Library. The term of office on the Greensboro Public Library Board of Trustees for the president of the Friends of the Library shall be limited to that person's term as president. Members may be reappointed for an additional three-year term. Members hold office until their successors are appointed and qualified. Any vacancy resulting from a cause other than expiration of term is filled only for the unexpired portion of the term. Members may not succeed themselves after having served a second full term without an intervening period of one year, and appointment for more than half of the unexpired portion of a term is considered as appointment for a full term.

A member will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

The Board elects its own Chairperson, vice-Chairperson and secretary. The Chairperson and vice-Chairperson are chosen from the board members. The secretary may be either a board member or a library employee.

The Board can make no expenditure or contract any indebtedness for which the City is liable without the approval of the Council. Members serve without compensation.

Title to all property given, granted, conveyed, donated, devised, or bequeathed to, or otherwise acquired by the City for a library, must vest in and be held in the name of the City.

The use of the library must be free to the residents of the City and County in accordance with G.S. 153 A-264.

## BOARDS AND COMMISSIONS HANDBOOK

Special meetings of the Board may be called by the Chairperson. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided, that the minimum time period for notice to a member may be waived by such member if he/she is present at the special meeting.

The Board must also cause written notice of the special meeting, stating its general purpose, to be posted at the door of its meeting place, to be mailed or delivered to each news media, and/or person(s) who has filed a request for notice with the City Clerk's Office, at least forty-eight hours before the special meeting.

**PARKS AND RECREATION COMMISSION**

The Greensboro Parks and Recreation Commission formulates a parks and recreation program for the City, serves the City in an advisory capacity in the formulation of the parks and recreation budget and policy. It is established under G.S. 160A-354 and regulated by Sections 19-16 through 19-19 of the Greensboro Code of Ordinances.

The Commission is composed of nine members who are appointed by the Council for three-year staggered terms which expire as of the 15th day of August.

Members hold office until their successors are appointed and qualified. Any vacancy resulting from a cause other than expiration of term is filled only for the unexpired portion of the term. Members cannot succeed themselves after service of a second full term without an intervening period of one year, and appointment for more than half of the unexpired portion of a term is considered as appointment for a full term.

A member will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

The Commission elects a Chairperson and vice-Chairperson from its members and elects a secretary, each of whom serves for one year. The secretary may be either a member of the Commission or an employee of the City. Should the Chairperson, vice-Chairperson, or secretary be absent at any meeting, the Commission elects a temporary Chairperson or secretary to serve at the meeting.

The Commission can make no expenditure or contract any indebtedness for which the City is liable without the approval of the Council. Members serve without compensation.

The Commission holds meetings regularly once each month unless there is not sufficient business to warrant a meeting, but not more than ninety days shall expire without a regular or special meeting.

Special meetings of the Commission may be called by the Chairperson. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided, that the minimum time period for notice to a member may be waived by such member if he/she is present at the special meeting.

The Commission must also cause written notice of the special meeting, stating its general purpose, to be posted at the door of its meeting place, to be mailed or delivered to each news media, and/or person(s) who has filed a request for notice with the City Clerk's Office, at least forty-eight hours before the special meeting. All regular and special meetings are held in the Melvin Municipal Office Building except when adjourned to another location. All meetings are open to the public. Five members constitute a quorum, and the concurrence of at least five members is required for any official action.

No member may discuss, advocate, or vote on any matter in which he/she has a separate, private, or monetary interest, either direct or indirect, and no member may discuss before the Council any matter which has been, is, or will be considered by the Commission and in which e/she has a separate, private, or monetary interest, either direct or indirect. Any member who violates this provision is subject to removal.

The Commission makes a report to the City Council annually before the first day of August.

**TRANSIT AUTHORITY**

The Greensboro Transit Authority was created pursuant to Article 25, Chapter 160A of the General Statutes of North Carolina (Greensboro Code of Ordinances, Chapter 28). The purpose of the Authority is to provide for a safe, adequate and convenient public transportation system for the City and its immediate environs through the operation by a management company, of capital equipment, buses and other transportation facilities. The jurisdiction of the Authority shall extend to all local public passenger transportation with fixed routes operating within the City and within ten miles outside of the corporate limits of the City.

The Authority is composed of nine members appointed by the City Council for three year staggered terms which expire on the 15th day of August. Members hold office until their successors are appointed and qualified. Under Council policy, members may not succeed themselves after having served a second full term without an intervening period of one year, and appointment for more than half of the unexpired portion of a term shall be deemed to be appointment for a full term. The City Council appoints a Chairperson from among the members of the Authority who shall serve for such time as fixed by the Council.

A member will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

Regular meetings of the Authority are held and special meetings of the Authority may be called by the Chairperson. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided that the minimum time period for notice to a member may be waived by such member if he/she is present at the special meeting. The Authority must also cause written notice of the special meeting, stating its general purpose, to be posted at the door of the meeting place, to be mailed or delivered to each news media, and /or persons(s) who have filed a request for notice with the City Clerk's office, at least forty-eight hours before the special meeting.

**WAR MEMORIAL COMMISSION**

The Greensboro War Memorial Commission advises the managing director of the Greensboro Coliseum Complex on rules and regulations for the use and operation of the Greensboro War Memorial, including fees for its use, subject to the approval of the City Council. The Commission will serve as a liaison to the community to promote the activities and events being held at the facility. The commission is established under and regulated by Sections 2-196 through 2-198 of the Greensboro Code of Ordinances.

The Commission is composed of nine regular voting and three ex officio, non-voting members. The regular voting members are appointed by the Council for staggered terms of three years which expire on the 15th day of August. Any vacancy resulting from a cause other than expiration of term for the seven regular voting members shall be filled only for the unexpired portion of the term. The operating manager of the War Memorial Coliseum shall be an ex officio member of the Commission and shall serve as its secretary, but shall not be entitled to vote. Charles T. Hagan, Jr., and William H. Sullivan, Jr., shall be honorary, non-voting ex officio members of the commission. The honorary, ex officio members shall serve so long as each of them are willing and able to serve on the commission and their terms shall be non-expiring except through resignation or the inability to continue service as an ex officio member. The nine regular voting members cannot succeed themselves after having served a second full term without an intervening period of one year, and appointment for more than half of the unexpired portion of a term is considered as appointment for a full term.

A member will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

The Commission elects a Chairperson from its members, who shall serve for such term as may be fixed by the commission. Should the Chairperson or secretary be absent at any meeting, the commission shall elect a temporary Chairperson or secretary to serve at the meeting.

The Commission shall make no expenditure or contract any indebtedness for which the City shall be liable without the approval of the City Council. Members shall serve without compensation.

The Commission shall hold meetings regularly once each month unless there is not sufficient business to warrant a meeting, but not more than sixty days shall expire without a regular or special meeting. Meetings are held on such days and at such hours as fixed by rule of the commission.

Special meetings of the Commission may be called by the Chairperson. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided, that the minimum time period for notice to a member may be waived by such member if he/she is present at the special meeting.

The Commission must also cause written notice of the special meeting, stating its general purpose, to be posted at the door of its meeting place, to be mailed or delivered to each news media, and/or person(s) who have filed a request for notice with the City Clerk's Office, at least forty-eight hours before the special meeting.

All meetings are held in the War Memorial offices, except when adjourned to another location. All meetings are open to the public. Four members constitute a quorum, and the concurrence of at least four appointed members is required before any official action is taken.

## BOARDS AND COMMISSIONS HANDBOOK

No member may discuss, advocate, or vote on any matter in which he/she has a separate, private, or monetary interest, either direct or indirect, and no member may discuss before the Council any matter which has been, is, or will be considered by the commission and in which he/she has a separate, private, or monetary interest, either direct or indirect. Any member who violates this provision is subject to removal.

The Commission makes a report to the Council annually before the first day of August.

**COMMISSION ON THE STATUS OF WOMEN**

The Greensboro Commission on the Status of Women is established and regulated by Chapter 12 of the Greensboro Code of Ordinances.

The duties of the Commission are:

(a) To work toward the betterment of the status of women with respect to employment and educational opportunities, health services, child care services, welfare services, financial services, and community leadership opportunities;

(b) To conduct surveys, public hearings, seminars, and informational programs, receive and investigate complaints with the aim of harmoniously resolving these complaints, accumulate information on subjects affecting women, and to prepare a leadership roster of qualified women in Greensboro;

(c) To make recommendations to the City Council for action it deems necessary in improving and upholding the opportunities in employment, education and community services for all people, regardless of sex;

(d) To appoint, at its discretion, subcommittees to concern themselves with specific problems relating to the status of women; and

(e) To perform such other duties as may be assigned it from time to time by the City Council.

The Commission is composed of fifteen members appointed by the City Council for three-year terms to expire on the 15th day of August. Members hold office until their successors are appointed and qualified, and vacancies resulting from causes other than expiration of term shall be filled only for the unexpired portion of the term. Members shall not succeed themselves after serving a second full term without an intervening period of one year, and appointment for more than half of the unexpired portion of the term shall be considered as appointment for a full term.

A member will be removed if such member shall miss all meetings during any period of ninety (90) days without excuse granted by the board or commission based on written medical justification signed by a duly authorized Doctor of Medicine or because of a family death, emergency or illness. In addition, the City Council may remove a member for cause.

The Commission elects a chair and vice-chair from its members who serve for one year, unless removed for cause or by resignation. Should the chair or vice-chair be absent at any meeting, a temporary chair shall be named by the commission to serve at the meeting.

The Commission makes no expenditures or contracts any indebtedness for which the City is liable without the approval of the Council. Members serve without compensation.

The Commission meets regularly each month unless there is not sufficient business to warrant a meeting, but not more than ninety days shall expire without a regular or special meeting.

Special meetings of the Commission may be called by the chair. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided, that the minimum time period for notice to a member may be waived by such member if e/she is present at the special meeting.

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The Commission must also cause written notice of the special meeting, stating its general purpose, to be posted at the door of its meeting place, to be mailed or delivered to each news media, and/or person(s) who has filed a request for notice with the City Clerk's Office, at least forty-eight hours before the special meeting. All regular and special meetings shall be held in the City except when fixed or adjourned to another location. All meetings are open to the public. Eight members constitute a quorum, and the concurrence of at least a majority of the regular members present shall be required before any recommendation is made on any matter considered.

No member may discuss, advocate, or vote on any matter in which he/she has a separate, private, or monetary interest, either direct or indirect, and no member may discuss before the City Council any matter which has been, is, or will be considered by the Commission and in which /she as a separate, private, or monetary interest. Any member who violates this provision is subject to removal.

The Commission has adopted procedural rules and regulations which are filed with the City Clerk, and makes a report to the Council at least annually before the first day of August.

**BOARD OF ELECTRICAL EXAMINERS**

The Board of Electrical Examiners is created and regulated by Chapter 6 of the Greensboro Code of Ordinances.

The Board shall

1. Establish standards and procedures for the qualification, examination and licensing of journeyman electricians and issue an appropriate license to each person who meets the qualifications therefore and successfully passes the examination given by the board.
2. Keep an official record of all its transactions.
3. Perform such other duties as may be assigned it from time to time by the Council
4. Meet at such intervals as may be necessary for the proper performance of duties, but in any case not less than once a year.

The Board shall be composed of three (3) members. One (1) member shall be a representative of the fire department, one (1) member shall be a licensed electrical contractor or a certified electrical service person and one (1) member shall be a representative of the public. The electrical inspector shall serve ex officio as a member. The members of the Board shall be appointed by the Council for three-year terms to expire on August 15. Members shall not succeed themselves after serving a second full term without an intervening period of one year, and appointment for more than half of the unexpired portion of the term shall be considered as appointment for a full term.

Special meetings of the Board may be called. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided, that the minimum time period for notice to a member may be waived by such member if e/she is present at the special meeting.

The Board must also cause written notice of the special meeting, stating its general purpose, to be posted at the door of its meeting place, to be mailed or delivered to each news media, and/or person(s) who has filed a request for notice with the City Clerk's Office, at least forty-eight hours before the special meeting. All regular and special meetings shall be held in the City except when fixed or adjourned to another location. All meetings are open to the public.

**HEATING AND REFRIGERATION EXAMINING BOARD**

The Heating and Refrigeration Examining Board is created and regulated by Chapter 6 of the Greensboro Code of Ordinances.

The Board shall establish standards and procedures for the qualification examination and licensing of heating and/or cooling mechanics, shall issue an appropriate license to each person who meets the qualifications therefore and successfully passes the examination given by the board and shall perform such other duties as may be assigned it from time to time by the Council. The board shall keep an official record of all its transactions.

The board shall consist of three (3) members. One (1) member shall be a representative of the fire department, one (1) member shall be a licensed heating contractor or a certified heating and refrigeration service person and one (1) member shall represent the public. The building inspector shall be an ex officio member of the board. Each appointive member of the board shall have had at least five (5) years experience in his respective field. The members of the board shall be appointed by the Council for three-year terms to expire on August 15. Members shall not succeed themselves after serving a second full term without an intervening period of one year, and appointment for more than half of the unexpired portion of the term shall be considered as appointment for a full term.

The board shall meet at such intervals as may be necessary for the proper performance of its duties, but in any case not less than one year.

Special meetings of the Board may be called. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided, that the minimum time period for notice to a member may be waived by such member if e/she is present at the special meeting.

The Board must also cause written notice of the special meeting, stating its general purpose, to be posted at the door of its meeting place, to be mailed or delivered to each news media, and/or person(s) who has filed a request for notice with the City Clerk's Office, at least forty-eight hours before the special meeting. All regular and special meetings shall be held in the City except when fixed or adjourned to another location. All meetings are open to the public.

**Board of Plumber Examiners**

The Board of Plumber Examiners is created and regulated by Chapter 6 of the Greensboro Code of Ordinances.

The duties of the Board shall be as follows:

1. To establish standards and procedures for the qualification, examination and licensing of journeymen plumbers, and to issue an appropriate license to each person who meets the qualifications therefore and successfully passes the examination given by the Board.
2. To keep an official record of all its transactions.
3. To perform such other duties as may be assigned it from time to time by the Council.
4. To meet at such intervals as may be necessary for the property performance of its duties, but in any case, not less than once a year.

An appeal from the decision of the Board upon the denial of a license shall be only for errors of law and shall be taken to the Superior Court by certiorari.

The Board shall be composed of three (3) members. One (1) member shall represent the County Health Department, one (1) member shall represent the plumbing contractor or a certified plumbing service person, and one (1) member shall represent the public. The plumbing inspector shall serve as an ex officio member. The members of the board shall be appointed by the Council for three-year terms to expire on August 15. Members shall not succeed themselves after serving a second full term without an intervening period of one year, and appointment for more than half of the unexpired portion of the term shall be considered as appointment for a full term.

Special meetings of the Board may be called. Notice shall be given verbally or in writing and delivered personally to each member or left at his residence not less than forty-eight hours prior to the time of the meeting; provided, that the minimum time period for notice to a member may be waived by such member if e/she is present at the special meeting.

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