BOARDS AND COMMISSIONS HANDBOOK

Prepared by the City Clerk's Office
Revised April 2019

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

Office of the Mayor
City of Greensboro

April 2019

Dear Board or Commission member:

On behalf of the members of the City Council, I would like to express our deep appreciation for your willingness to serve as a member on a Greensboro City Board or Commission. The hard work and accomplishments of the Boards and Commissions are of great interest and importance to the City Council; that work is a vital piece of the overall governing process.

You are to be commended for dedicating your valuable time and talents to serve the citizens of Greensboro; this type of dedication is what makes Greensboro a wonderful City in which to live.

It is because of citizens such as yourself, that Greensboro is a great City. Thank you again for your interest in Greensboro and your contributions to Boards and Commissions.

Sincerely,

Nancy Vaughan

Nancy Vaughan
Mayor

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One Governmental Plaza, PO Box 3136, Greensboro, NC 27402-3136 • 336-373-2396 • Fax 336-574-4003
www.greensboro-nc.gov

CITY OF GREENSBORO BOARDS AND COMMISSIONS PROCESS AT A GLANCE

Overview:
Section 2-136 of the Greensboro Code of Ordinances provides, "it is the policy of the City Council of the City of Greensboro to select citizens from the entire community to serve on boards or commissions taking into consideration gender, race and residence on a geographical basis".

Section 2-136 further provides it is "the intent to select members to boards and commissions on an equitable and proportionate basis representing each of the five (5) council districts and each of the three (3) at-large seats and the office of the mayor".

City Council adopted a Resolution to Re-organize the appointment procedure for the City of Greensboro Boards and Commissions at the March 14, 2016 meeting of Council.

City Council adopted a Resolution to set out procedures of attendance and code of conduct for all boards and commissions at the April 16, 2019 meeting of Council.

All boards and commissions shall act in accordance with the authority granted to them through applicable state law, charter provision, and/or directives and policies of the City Council.

All boards and commissions shall follow the procedures of conduct as set out in this handbook. All adopted board or commission Bylaws must be forwarded and remain on file in the City Clerk's office.

All City boards, commissions shall comply with the *North Carolina Open Meetings Law.*

Boards and commissions with memberships up to and including 9 members shall have no more than 2 appointments per council seat, and boards with membership of 10 or more members shall have no more than 3 appointments per council seat unless exemptions apply. Exemptions to this policy can occur in circumstances when a board requires particular appointments (such as Historic Preservation Commission) or upon the consent of a Councilmember whose district may become underrepresented as a result of a desired appointment. In the event a board is over-represented in a district, and if the redistribution of appointments doesn't balance the appointments, that situation will be resolved through attrition.

All applicants must reside **inside the city limits of Greensboro** to be considered for service on a City board or commission, excluding boards and commission with exceptions such as: Bryan Park Golf Commission, Firefighters Relief Fund, Greensboro Housing Authority, Greensboro Public Library Board of Trustees, Guilford City/County Insurance Advisory Commission, Guilford County Historic Properties Commission, Piedmont Triad Airport Authority, Piedmont Triad Regional Water Authority, Greensboro/Guilford Tourism Development Authority, and the War Memorial Commission.

All applicants are required to fill out the interest form, attach a copy of a resume or bio, and send it to the City Clerk's Office.

A motion was unanimously adopted at the June 6, 2017 meeting of Council that there is no requirement for names to be added to the boards and commissions' data bank. At each Councilperson's discretion, however, names of individuals who wish to be considered for service *may* still be added to the data bank during an official Council meeting.

The City Clerk's Office provides to members of the Council at the second regular meeting of each month 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 board and commission members.

Attendance Policy:
Volunteers are essential to the City of Greensboro Boards and Commissions. Members are asked to arrive on time and commit to attend the entire meeting. If a member must arrive late or leave early, please make arrangements in advance with the Chair. Members are to call, text, or email the Chair at least 24-hours in advance of known absences. In the event of an emergency, such as an illness, please contact the Chair as soon as practical, with an explanation.

Appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor's office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other cause.

Code of Conduct:
The City of Greensboro is committed to providing a positive work environment free of discrimination, bias, and bullying. Board and Commission members are personally responsible for maintaining this type of atmosphere. Harassment, words, jokes, actions or comments based on an individual's sex, sexual preference, race, ethnic background, age, religion, physical condition or other legally prohibited characteristic are not allowed.

Conduct or actions which create an offensive or hostile environment is prohibited and will be grounds for immediate removal from the board/commission. No member should be subjected to unsolicited or unwelcomed sexual overtones or conduct, whether verbal or physical. Members who feel they have been victim of sexual or discriminatory harassment are encouraged to let the harasser know the behavior is unwelcome. Additionally, it is vital to report the matter to the Chair and the City of Greensboro staff liaison immediately.

All board and commission members will be required to read and sign The City of Greensboro Boards and Commissions Code of Conduct to acknowledge their commitment to adhere to the good conduct standards described. Staff liaisons will maintain the documents for record keeping purposes.

Board and Commission members will consider carefully all matters being reviewed at public meetings, and members shall abstain from making any comments or statements that may create legal conflicts for the city. Such statements are grounds for immediate removal.

Some boards or commissions require an Agreement of Confidentiality. All members of said boards/commissions are required to read and sign said agreements, before serving, or face

removal from the board/commission. Staff liaisons will maintain the documents for record keeping purposes.

The democratic process provides for voters to choose elected officials. Those officials in turn appoint other persons to work for and/or to serve the public. Members should embrace the Core Values of the City of Greensboro, acting with honesty, integrity, respect and stewardship as well as with fairness, equity, accountability and with independence from improper influence as they exercise the duties of their office, toward customers, stakeholders, and the community and must not abuse their authority. City Council expects members to follow instructions and to complete their duties with skill in a timely manner.

The use of profane or derogatory language is strictly prohibited.

Respect to the code of conduct: any conduct that interferes with or adversely affect the work of the board/commission shall be reported to the City Clerk by the staff liaison immediately and will be grounds for immediate removal from the board/commission. The seriousness of conduct, the member's record, the member's ability to correct his/her conduct, action taken with previous conduct violations, and other surrounding circumstances will be taken into consideration by City Council prior to removal from the board/commission.

Use of cell phones and electronic devices for personal use during meetings are not permitted. Please step away from the meeting if you must answer or make a call. Electronic devices may be used for meeting business.

It is important to provide up-to-date personal data (changes to name, address, telephone number, e-mail address) to the staff liaison and to the City Clerk. Teamwork is vital to the success of all boards and commissions. Provide encouragement, work together to achieve goals and mission of the board/commission, offer constructive feedback to improve programs; utilize skills and abilities of members; and accept and respect instructions by the board/commission Chair.

General Information:
People may be appointed to 2 boards/commissions at a time because this matter is governed by NCGS § 128-1.1 which allows people to hold up to 2 appointments concurrently. It is the discretion of Council to allow only one appointment to ensure diversity and equity among the boards and commissions.

Some boards and commissions have special requirements for membership; i.e., Historic Preservation Commission, Greensboro Housing Authority, Insurance Advisory Committee, and Tourism Development Authority.

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 or commission, the length of their service may be reduced. After serving two full terms, a board member must remain off the board for a full year prior to serving additional terms. Members serve on a board until they are reappointed or a replacement is named.

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.

Minutes of the boards and commissions are maintained on file in the City Clerk's office. It is the responsibility of the departmental City staff to prepare and provide agenda/informational packets to board and commission members as well as the City Clerk. It is also the responsibility of the

departmental City staff to maintain and update individual departmental webpages on the City's website.

Liaison. A Councilmember will be appointed by the Mayor as liaison to various boards and commissions. The City Clerk will maintain the list of liaison assignments.

Expectations of Appointees to Boards and Commissions:
Attendance. City Council appreciates those who are willing to donate their time to community service. Board and commission members are required to maintain regular attendance. Attendance is critical not only to ensure a quorum but to ensure the rights of the citizens who have requests before the board are addressed in a timely and complete manner. (See attendance policies above).

Respect for the appointment. Board or commission members are granted important decision-making power, and for certain boards their decisions have the effect of law. To be given a position on one of the city's boards or commissions is a commitment not to be taken lightly. To that end, all appointees are expected to understand the seriousness of their appointments and to treat their duties with the dignity and respect they deserve.

Appointees are expected to be prepared for each meeting and to be engaged with the chairperson, City staff members, and the City Council liaison when the occasion calls for it.

If an appointee desires to give specific direction to City staff, said direction should come from the board rather than individual members.

Make a difference! The City values its appointees for their diversity, their experience, and their knowledge. Serving on a board or commission can be a rewarding experience and everyone benefits when the City of Greensboro has dedicated volunteers who focus on community needs. Your appointment signifies the City Council's desire to have the benefit of your input. The City welcomes all volunteers, so please spread the word about these service opportunities!

CONTACT INFORMATION:
Angela Lord, City Clerk
PO Box 3136
Greensboro, NC 27402-3136
Telephone: 336-373-2397
Fax: 336-574-4003
E-mail: angela.lord@greensboro-nc.gov
Website: http://www.greensboro-nc.gov/BoardsCommissions

060-16 RESOLUTION TO RE-ORGANIZE THE APPOINTMENT PROCEDURE FOR THE CITY OF GREENSBORO'S BOARDS AND COMMISSIONS

WHEREAS, Section 2-136 of Greensboro Code of Ordinances provides, "It is the policy of the city council of the City of Greensboro to select citizens from the entire community to serve on boards and commissions taking into consideration gender, race and residence on a geographical basis;" and

WHEREAS, Section 2-136 further provides, "It is the intent to select members to boards and commissions on an equitable and proportionate basis representing each of the five (5) councilmanic districts and each of the three (3) at-large seats and the office of the mayor;" and

WHEREAS, The Boards and Commissions Committee members met on February 8, 2016 to discuss the best process for ensuring each of the nine (9) council members has an equal opportunity to make appointments to Greensboro's various boards and commissions; and

WHEREAS, The Boards and Commissions Committee members agreed to give effect to the intent of Section 2-136 of the Code of Ordinances and agreed to recommend to the full city council a reorganization of City's appointment system.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREENSBORO:
THAT for the purpose of ensuring there is an equitable distribution of appointments among the nine (9) council members, the following changes shall be adopted for the City's current appointment system:

1. Direct the City Clerk to track all appointments by keeping a spreadsheet noting that each board has 9 possible appointment slots which are assigned to each of the 9 council members. When a board/commission has 18 members, each council member shall have 2 appointment slots.
2. All current assignments will remain in effect. Upon approval of this new system, all appointments will be made in accordance with the new method.
3. When there is a 9 member board/commission and a council district has more than one appointment, that additional appointment will be assigned to the mayor, mayor pro tem, and an at-large member.
4. When the membership of a board is increased, there will be a rolling order of appointments for the at large members. For example the first board requiring additional appointments will begin with the mayor, then mayor pro tem, then at-large #3, and at-large #4. For the next board requiring appointments, the order will shift to mayor pro tem, at-large #3, at-large #4, mayor. For the third board, the order will shift to at-large #3, at-large #4, mayor, mayor pro tem, and so on.
5. The rolling expiration dates of appointments will be noted in order to track which of the 9 council members is next in line to make the appointment. Council members will consult the chart regularly and will work closely with each other to ensure the fair distribution of appointments.
6. In the event a question arises as to which council member gets the next appointment, appointments will be assigned in order beginning with district 1 and ending with at-

large #4. That is, the successive order will be: district 1, 2, 3, 4, 5, mayor, mayor pro tem, at-large #3, at-large #4.

7. Add 2 alternates to the Redevelopment Commission, with the appointments made by at-large council member #3 (Abuzuaiter) and at-large council member #4 (Barber).
8. Add 2 alternates to the Minimum Housing Commission, with the appointments made by at-large council member #3 (Abuzuaiter) and at-large council member #4 (Barber).
9. Increase the membership on the Human Relations Commission from 15 members to 18 members.
10. Allow the membership of the Community Sustainability Council to reduce from 10 members to 9 members through attrition.
11. Allow the membership of the Commission on the Status of Women to reduce from 15 members to 9 members through attrition.
12. For Airport Authority, the council will nominate 2 people, and the mayor will appoint one of those nominees.
13. Boards and commissions with memberships up to and including 9 members shall have no more than 2 appointments per council seat, and boards with membership of 10 or more members shall have no more than 3 appointments per council seat unless exemptions apply. Exemptions to this policy can occur in circumstances when a board requires particular appointments (such as Historic Preservation Commission) or upon the consent of a council member whose district may become underrepresented as a result of a desired appointment. In the event a board is over-represented in a district, and if the redistribution of appointments doesn't balance the appointments, that situation will be resolved through attrition.
14. Attendance policy: appointees will be allowed 3 absences per rolling 12 month period, after which the appointee will be subject to dismissal.
15. People may be appointed to 2 boards/commissions at a time because this matter is governed by NCGS § 128-1.1 which allows people to hold up to 2 appointments concurrently.
16. Re-align the PCRB membership in accordance with this new system. With 9 members on the PCRB, there will be 5 members from the HRC (which will have 18 members – see above) and 4 members who are non-HRC. The council member who has not had an appointment will nominate 2 people, one of whom must be from the HRC. The Chair of the HRC will decide the final appointments. The Chair's appointments will precede the rollout of this reorganization. Current nominations by council will be reviewed and recommendations will be made to advance some of these nominees to the enlarged HRC.
17. Continue the current process of placing names in the data bank at the second meeting of the month and making appointments at the first meeting of the month. This allows time to vet candidates, foster discussion among council members, and ensure the equal distribution of appointments.

123-19 RESOLUTION TO ADOPT A REVISED BOARDS AND COMMISSIONS HANDBOOK FOR THE VARIOUS BOARDS AND COMMISSIONS THAT SERVE THE CITY OF GREENSBORO

WHEREAS, the City of Greensboro is served by various boards and commissions; and

WHEREAS, citizens of the City of Greensboro volunteer their time to ensure the boards and commissions are run properly and efficiently; and

WHEREAS, board or commission members are granted important decision-making power, and for certain boards their decisions have the effect of law; and

WHEREAS, the City Council approves a handbook outlining the duties and responsibilities of each board or commission and its members; and

WHEREAS, the handbook has been updated to reflect revised policies regarding attendance, code of conduct, conflict of interest, and other legal concerns.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREENSBORO THAT: the revised 2019 Boards and Commissions Handbook is hereby adopted.

19-039 ORDINANCE TO AMEND CHAPTER 2, ARTICLE V, DIVISION 1, SEC. 2-140 OF THE GREENSBORO CODE OF ORDINANCES WITH RESPECT TO BOARDS AND COMMISSIONS – REMOVAL OF MEMBERS FOR CAUSE

- **Sec. 2-140. - Same—Removal of members for cause.**

~~A member of a board or commission shall automatically be removed from office if such member shall miss all of the meetings held 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.~~

Appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

The mayor shall inform the member by letter of the basis for removal and the effective date thereof in accordance with the Boards and Commissions Handbook. In addition, the city council may remove a member for any other cause.

CITY OF GREENSBORO BOARDS & COMMISSIONS
GUIDELINES & CODE OF CONDUCT AGREEMENT

Attendance and Punctuality
All policies and statements contained in the Boards and Commissions Handbook are incorporated here by reference and made a part of this Agreement. (Please refer to page 3 of Handbook).

Code of Conduct
All policies and statements contained in the Boards and Commissions Handbook are incorporated here by reference and made a part of this Agreement. (Please refer to pages 3-4 of Handbook).

Dress Code
Business casual is the acceptable form of dress code.

Phone and Electronic Use
The use of cell phones and electronic devices such as iPods and MP3 players for personal use during meetings is not permitted. If you have to answer or make a call, please make sure to step away from the meeting room. Electronic devices may be used for Board or Commission business during the meeting.

Personal Data
It is important that your personal information is always up to date. Please submit any changes to name, address, telephone number, e-mail address to the Chair and the City Clerk.

Teamwork
- Provide encouragement to fellow members;
- Work together to achieve goals and mission;
- Recognize and accept each other's skills and abilities; and
- Use of profane or derogatory language is strictly prohibited.

Rights and Discipline
The following procedures are used with respect to conduct and discipline. Any conduct that interferes with or adversely affects work as determined by the Chair is sufficient grounds for disciplinary action. Such action can range from warnings to immediate discharge. Depending on the conduct, disciplinary steps will be taken. Factors that will be considered in determining the appropriate action include the seriousness of conduct, the member's record, the member's ability to correct his/her conduct, action taken with respect to similar conduct by other members, and any other surrounding circumstances.

Positive Work Environment, Diversity, and Equity
The City of Greensboro is committed to providing a positive work environment free of discrimination, bias, and bullying. Board and Commission members are personally responsible for maintaining this type of atmosphere.
- Harassment, words, jokes, actions or comments based on an individual's sex, sexual preference, race, ethnic background, age, religion, physical condition or other legally prohibited characteristic are not allowed.
- Do not use inappropriate language that might offend others.

Any conduct or action, which creates an offensive or hostile environment, is prohibited. The Chair will determine necessity for immediate disciplinary action. No member should be subjected to unsolicited or unwelcome sexual overtones or conduct, either verbal or physical.

Members who feel they have been the victim of sexual or discriminatory harassment are encouraged to let the harasser know that their behavior is unwelcome. Additionally, it is very important to report the matter to the Chair and City of Greensboro staff liaison immediately.

Communication
- Respect comments and feedback that are constructive and beneficial to job improvement as well as to all related parties.
- Offer constructive feedback to improve programs.
- Utilize two-way communication and implement effective listening skills.
- Accept and respect the Chair's instructions.

Member Name: _____ Member Signature: _____
(Please print)
Date: _____

GREENSBORO CRIMINAL JUSTICE ADVISORY COMMISSION/ POLICE COMMUNITY REVIEW BOARD

AGREEMENT OF CONFIDENTIALITY AND NONDISCLOSURE

WHEREAS, the Mayor of the City of Greensboro (with City Council approval) has appointed _____ as a member of the Greensboro Criminal Justice Advisory Commission (hereafter "GCJAC") and/or its subcommittee, the Police Community Review Board (hereafter "PCRB") (*please circle the applicable body*); and,

WHEREAS, pursuant to Session Law 2018-105 (House Bill 1080) passed by the North Carolina General Assembly, in order to facilitate citizen review of the police disciplinary process, the city manager or the chief of police, or their designees, may release the disposition of disciplinary charges against a police officer and the facts relied upon in determining that disposition to the GCJAC and its subcommittee, the PCRB.

WHEREAS, members of the GCJAC and its subcommittee, the PCRB are required to maintain as confidential all personnel information released to them that is not a matter of public record, and any member who violates that confidentiality is guilty of the violations set forth in subsection (e) and (f) of Session Law 2018-105.

WHEREAS, the duties of the GCJAC include: Monitoring (identifying and addressing issues across justice continuum), Reviewing (following, evaluating, and assessing cases), Analyzing (conducting studies as well as identifying patterns and systemic issues), Educating (advocating across community, regional and national environment / engaging with institutions and agencies / identifying alternative approaches to criminalization and developing navigation process) Advising (work throughout justice system, including GPD, and the courts), and Reporting or Communicating (regularly report and interact with the public).

WHEREAS, the duties of the PCRB include the review of complaints made regarding the conduct of police officers, same being employees of the City of Greensboro holding an appointment in sworn positions within the Greensboro Police Department; and

WHEREAS, the GCJAC and its subcommittee, the PCRB, may be permitted to review body-worn camera recordings pursuant to court Order as outlined in N.C.G.S. 132-1.4A; and

WHEREAS, each member of the GCJAC, and its subcommittee, the PCRB is required to execute and adhere to a confidentiality agreement that is satisfactory to the City as mandated under Session Law 2018-105.

NOW THEREFORE, the GCJAC or PCRB member (hereafter "the member") named herein above, specifically covenants and agrees to abide by the following terms and conditions in the course of his/her performance of public duties as a member of the GCJAC or PCRB:

1. All information that is confidential under Session Law 2018-105, or any other provision of State or Federal law, whether in writing or other medium, or communicated orally, which the member is

provided or acquires from the City of Greensboro in the course of performing the duties of the GCJAC or PCRB are deemed to be and shall remain confidential and privileged. The member shall not at any time, directly or indirectly, disclose or otherwise make such confidential and privileged information known to any parties or use it for the benefit of the member or any other person, except that the member may make such disclosures as required by a valid Order of a court of competent jurisdiction. The City Attorney or his/her designee shall be the sole authority who may determine what information is deemed confidential and whether a court Order requiring disclosure is valid and issued by a court of competent jurisdiction.

2. The member agrees that the ownership of any confidential and privileged information is and shall remain vested in the City of Greensboro, and the member specifically agrees to return or deliver such confidential and privileged information (including any and all reproductions thereof) to the Criminal Justice Administrator of the GCJAC within thirty (30) days of receipt of request for the same.
3. That for purposes of this agreement, confidential and privileged information shall not be made available for disclosure to any party under the terms and conditions of this agreement, without regard to whether said information bears any marking or indication of confidentiality and/or requirement of non-disclosure. Said information need not bear markings such as "Confidential" or other mark or notice that the material is treated as confidential and privileged information. It shall be the continuing duty of the member to take all reasonable steps necessary to keep all such materials in his/her possession safe, confidential, and free from disclosure.
4. The member understands and acknowledges that, in the event a question concerning the care and custody of confidential and privileged client information shall arise, the member shall consult with and be bound by the determination of the City Attorney or his/her designee.
5. In the event the GCJAC or PCRB is permitted to review body-worn camera recordings pursuant to court Order, the member will not disclose, discuss or make comments regarding the content of the body-worn camera recordings outside of the Board's closed-session meetings.
6. In the event that the member is held, sued or given notice of any legal proceeding in which the disclosure of confidential and privileged information is or may be sought, the member shall immediately notify the City Attorney. If the City Attorney or his/her designee cannot be notified in a timely manner, the member will use his/her best efforts to immediately seek an appropriate protective order or other legal restraint under applicable law to prevent disclosure of confidential and privileged information. The member shall be entitled to re-imbursement of reasonable costs incurred in the pursuit of said order or restraint. If, in the absence of such order or restraint, the member is legally compelled to disclose confidential and privileged information, such disclosure may be made without liability hereunder, provided, however, that the member shall notify or reasonably attempt to notify the City Attorney of the matter to be disclosed as far in advance of its disclosure as is practicable to permit the City Attorney to secure counsel and have opportunity to intervene or the purpose of protecting such confidential and privileged information.

7. This agreement shall terminate upon death, removal, resignation or other manner of ceasing the performance of duties as a GCJAC or PCRB member. Notwithstanding said termination, the rights, obligations and liabilities contained herein related to the confidentiality and/or non-disclosure or confidential and privileged information shall be perpetual and continuing in nature pursuant to the terms of this agreement without regard to its termination. Upon termination, the member shall immediately return all confidential and privileged information in his/her possession.
8. The member shall account for, take all reasonable steps to safeguard, and return all confidential and privileged information received as a result of the performance of duties as a GCJAC or PCRB member.
9. The parties agree that this agreement and its validity, construction and effect shall be governed by the laws of the State of North Carolina. The situs and venue for any action arising out of the rights and obligations related to this agreement shall be in the Superior Court Division of the Guilford County Superior Court. The parties further agree that the terms and conditions of this agreement are severable and in the event that appropriate judicial authority determines any term or condition herein to be unenforceable, this agreement shall be and remain enforceable to the fullest extent permitted by law.

This the _____ day of _____, 20_____.

AGREED AND ACCEPTED BY:

_____	_____
GCJAC and/or PCRB Member (circle as appropriate)	City of Greensboro

CITY OF GREENSBORO
INTEREST FORM FOR SERVICE ON
BOARDS AND COMMISSIONS

1. NAME _____

2. ADDRESS (HOME) _____

   (WORK) _____

   (E-MAIL ADDRESS) _____

3. TELEPHONE # WORK _____ HOME _____

4. GENDER FEMALE _____ MALE _____

5. RACE CAUCASIAN ☐ AFRICAN AMERICAN ☐ HISPANIC ☐

   AMERICAN INDAN ☐ OTHER _____

6. PROFESSION (TITLE) _____

7. GREENSBORO COUNCIL DISTRICT WHEREIN NOMINEE RESIDES: _____

   (MUST RESIDE IN THE CITY OF GREENSBORO)

8. SPECIFIC CITY BOARD/COMMISSION OF INTEREST _____

9. CITY ACADEMY GRADUATE YES ☐ NO ☐

10. ***PLEASE ATTACH RESUME***

SIGNED: _____

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

CITY EMPLOYEES ARE NOT ELIGIBLE TO SERVE ON A BOARD OR COMMISSION (Sec.2-138 Greensboro Code of Ordinances)

Send to City Clerk, P.O. Box 3136, Greensboro, NC 27402-3136; Telephone: 336-373-2397; Fax: 336-574-4003

E-mail: Angela.Lord@greensboro-nc.gov

HANDBOOK ON GREENSBORO BOARDS AND COMMISSIONS

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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 l, 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 which includes 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.

Appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor's office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other 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.

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 and 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.

City of Greensboro appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor's office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other 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.

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.

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 nine members appointed by the City Council for two-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.

Appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor's office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other 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.

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. Five 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.

COMMUNITY SUSTAINABILITY COUNCIL

The Community Sustainability Council (CSC) was created by the City Council in 2008 as an advisory group to City Council. Its mission is to research, advocate, coordinate, and provide outreach for local measures for these results:

1. To recommend to City Council strategic projects focused on sustainable improvement, growth, and development of Greensboro for all citizens.
2. To research, advocate, coordinate, and provide outreach for local measures to:
    a. Reduce energy usage and greenhouse gas emissions;
    b. Support sustainability goals of City departments;
    c. Identify the costs of implementation and possible funding strategies; and
    d. Monitor the progress and effectiveness of measures adopted by the Greensboro City Council.
3. To initiate areas of focus and research, respond to specific requests from City Council, and report back to the City Council for Council's consideration, providing opportunity for review and comment by the community at-large.
4. To seek input from business groups, schools, City staff, environmental groups, and other interested parties throughout Greensboro and Guilford County.
5. To serve the Greensboro community and City Council by formulating and recommending strategies to educate the community on reducing pollutants and energy costs; conserving resources; protecting and strengthening the local economy; promoting environmental justice; and saving money.

The Community Sustainability Council (CSC) is comprised of nine Greensboro residents appointed by City Council for a term of three years. CSC members are selected, in part, based on their knowledge and experience related to one or more aspects of sustainability.

One member is appointed from each of the five City Council districts, specifically to represent the respective district, while the remaining four members are appointed to represent the City at-large. At least one appointee is between the ages of 18-30 to serve as a representative of younger residents of the City.

The CSC informal work sessions are held from 4-6 pm on the second Monday of months with no formal meeting scheduled. These sessions are held at HQ Greensboro, 111 W. Lewis St.

The CSC holds all of its formal meetings from 4-6 pm in the Plaza Level Conference Room of the Melvin Municipal Office Building, unless an alternate time and/or location is announced.

Appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may

issue a notice of removal letter from the Mayor's office upon the direction of the appointing Councilmember.

- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other cause.

FIREFIGHTER'S RELIEF FUND BOARD

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 to serve at the pleasure of the governing body. 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 with no term limits imposed. They serve without compensation.

City of Greensboro appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor’s office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other 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.

GREENSBORO CRIMINAL JUSTICE ADVISORY COMMISSION (GCJAC)

On June 26, 2018, the North Carolina Legislature passed Session Law 2018-105 (House Bill 1080) which modifies the Local Act Applicable to the City of Greensboro's citizens compliant review process with regard to sworn law enforcement officers of the Greensboro Police Department (GPD).

The purpose of Greensboro Criminal Justice Advisory Commission (GCJAC) is to Monitor (identify and address issues across justice continuum), Review (follow, evaluate, and assess cases), Analyze (conduct studies as well as identify patterns and systemic issues), Educate (advocate across community, regional and national environment / engage with institutions and agencies / identify alternative approaches to criminalization and develop navigation process) Advise (work throughout justice system, including GPD, and the courts), and Report or Communicate (regularly report and interact with the public).

Pursuant to this modification, in order to facilitate citizen review of the police disciplinary process, the City Manager or the Chief of Police, or designees, may release the disposition of disciplinary charges against a police officer and the facts relied upon in determining that disposition to the GCJAC and its sub-committee, the PCRB, designated by the city council to provide citizen review of the police disciplinary process.

GCJAC will consist of nine member's representative of City demographics, with leadership and criminal justice experience. Three of those members will make up the Commission's Executive Committee. The Executive Committee will nominate the remaining six members, to be appointed by the Mayor (with City Council approval). Each member will serve three-year, non-concurrent terms, and will be required to execute and abide by a confidentiality agreement.

Appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor's office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other cause.

Regular meetings of the GCJAC shall be held on the third Thursday of each month unless otherwise noted. The meeting schedule and locations will be published as required by law. Meetings shall be conducted in accordance with Robert's Rules of Order, unless otherwise expressly provided.

Special meetings and or training will be held at varying times. Notification of special meetings will be at least 48 hours in advance of the meeting. All meetings shall be in accordance with the North Carolina Open Meetings Law.

The commission meets at 6 pm on the third Thursday of each month. Full commission meetings are open to the public.

THE POLICE COMMUNITY REVIEW BOARD- GCJAC SUBCOMMITTEE

The Police Community Review Board's (PCRB) purpose is to hear all appeals of complaints of employee misconduct in violation of department directives made against sworn officers of the Greensboro Police Department (GPD) and to review other complaints as necessary in support of the Greensboro Criminal Justice Advisory Commissions' responsibility to monitor, review and analyze issues related to the police disciplinary process as authorized in City Council Resolution 18-0533 dated August 21, 2018.

The PCRB is made up of seven volunteer members. Four of the members will be appointed from the members of the GCJAC by the Chairperson. The remaining three members will be selected by the Mayor, with the concurrence of the City Council. Each member will serve one (1) three year, non-concurrent term, unless otherwise specified. Members shall not succeed themselves after serving a second full term without an intervening period of one (1) year, and an initial appointment for more than one-half of an unexpired portion of a term shall be considered as appointment for a full term. Pursuant to Session Law 2018-105, any individual serving on the PCRB "shall execute and adhere to a confidentiality agreement that is satisfactory to the City."

The members are tasked with reviewing, assessing and reporting on administrative investigations and findings of the GPD's Professional Standards Division concerning allegations of misconduct against sworn members of the GPD. The review process consists of the following actions:

1. Review of the disposition of disciplinary charges against a police officer and the facts relied by GPD for impartiality, thoroughness, and an adequate determination.
2. Determine if the PCRB agrees or disagrees with the determination of GPD.
3. Advise the aggrieved party or estate representative, the Chief of Police and the City Manager of its determination.
4. Keep a written record of its determinations, provide statistical reports of its determinations and make recommendations related to the disposition of disciplinary charges or improvement of city policy based upon its determinations.

No one serving on the PCRB shall seek to influence a decision, participate in any action or cast a vote involving any matter that is before the PCRB in which such member has a separate, private or monetary interest, either direct or indirect.

Attendance Policy:

Volunteers are essential to the City of Greensboro Boards and Commissions. Members are asked to arrive on time and commit to attend the entire meeting. If a member must arrive late or leave early, please make arrangements in advance with the Chair. Members are to call, text, or email the Chair at least 24-hours in advance of known absences. In the event of an emergency, such as an illness, please contact the Chair as soon as practical, with an explanation.

Appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk.

- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The Executive Committee may recommend a replacement appointment to the Mayor. The City Clerk may issue a notice of removal letter from the Mayor's office upon the direction of the Mayor.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other cause.

GREENSBORO 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.

City of Greensboro appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the Mayor.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor's upon the direction of the Mayor.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other cause.

However, pursuant to G.S.157-8 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.

GREENSBORO 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 plus two alternate 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.

Appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor's office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other 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.

GREENSBORO 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.

Appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor's office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other 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.

GREENSBORO PUBLIC LIBRARY BOARD OF TRUSTEES

The Greensboro Public Library Board of Trustees, 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 twelve members and any honorary ex officio members as deemed necessary by the City Council. Nine members are appointed by the City Council for three-year staggered terms which expire as of August l5th. One member is appointed by the Guilford County Board of Commissioners for a three-year term which expires as of August 15th, one position will be reserved for the President of the Friends of the Library and one position shall be reserved for the President of the Historical Museum, Incorporated. 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. The honorary, ex officio members shall serve so long as each of them are willing and able to serve on the board and their terms shall be non-expiring except through resignation or the inability to continue service an as ex officio member. 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.

City of Greensboro appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may

issue a notice of removal letter from the Mayor's office upon the direction of the appointing Councilmember.

- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other 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.

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.

GREENSBORO TRANSIT ADVISORY COMMISSION

There is hereby created a commission to be known as the Greensboro Transit Advisory Commission, (hereinafter, "GTAC" or "Commission"). The purpose of the Commission shall be to advise the City of Greensboro Department of Transportation and City Council on policies and procedures which will advance a safe, efficient, reliable and efficient public transportation system for the City of Greensboro and its immediate environs.

The Greensboro Transit Advisory Commission shall be composed of nine (9) members appointed by the City Council. Members shall serve for a term of three (3) years, with the possibility of reappointment for one additional three-year term, and they shall continue to serve until their successors are appointed and qualified.

Appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor's office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other cause.

The jurisdiction of the Commission shall extend to all local public passenger transportation with fixed routes operating within the city and within ten (10) miles outside of the corporate limits of the city as now or hereafter established.

The duties of the Greensboro Transit Advisory Commission shall be as follows:

(1) Advise the Greensboro Department of Transportation (GDOT) and City Council with regard to transit system policies and safety matters including routes, ridership policies, transit fares, accessibility modes, customer amenities and operating policies.

(2) Receive input from the citizenry and the ridership of the system involving public transit issues and make appropriate recommendations to GDOT and the City Council.

(3) Recommend to GDOT and the City Council rules and procedures governing public transit programs, equipment and facilities, regulatory guidelines, service improvements, hours of operation, and security.

(4) Recommend strategies to promote public utilization of the transit system.

(5) In conjunction with GDOT, develop short and long range service plans and associated capital improvement plans.

(6) It is the intent that all matters affecting the governance and operation of the public transit system, including the annual budget thereof, shall be considered by the Commission and recommendations thereon made to the City Council through the City Manager. Nothing contained herein shall prohibit the City Council from acting without the Commission's recommendation.

The Members of the Commission shall elect a Chair from among the members of the Commission, and the Chair shall serve for such time as may be fixed by the Commission. In addition, the Commission shall elect a vice-chair and a secretary, each of whom shall serve for such time as may be fixed by the Commission. Roberts Rules of Order, most recent edition, shall be followed to the extent possible in the conduct of meetings.

The city council reserves the right to terminate the existence of the Commission at any time.

The Commission shall hold meetings on a monthly or more often basis as required at times and place to be established by it. All meetings shall be open to the public; however, the commission members may meet in closed session under those circumstances permitted by G.S. ch. 143. The Chair, or in his/her absence the vice Chair, may call special meetings upon a forty-eight (48) hour notice. A majority of the regularly appointed commission members shall be required for the commission to take action.

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 l97l), 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.

City of Greensboro appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor’s office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other 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.

GUILFORD COUNTY 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.

City of Greensboro appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor's office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other cause.

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.

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.

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;

(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.

Appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor's office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other 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 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.

HUMAN RELATIONS COMMISSION

The Human Relations Commission 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 nine 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.

Appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor's office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other 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.

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.

Nine 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.

PARTICIPATORY BUDGETING COMMISSION

The Participatory Budgeting Commission was established under Resolution No. 159-18 adopted by the Greensboro City Council at its regular meeting on June 19, 2018. The function of the Commission is to bridge the partnership between the City Staff and the public and to provide oversight of the Participatory Budgeting process.

Five City Council districts will take part in the Participatory Budgeting Program, each district will be allocated an equal share of project funds, and its residents will develop their own district projects and vote on them.

Unless otherwise directed by action of City Council, the City of Greensboro Participatory Budgeting program will operate continuously with each project approval cycle taking two years to complete.

The Commission may develop and provide recommendations for project, funding, and program guidelines to the City Council. Any changes to said guidelines must be approved by the City Council.

The Commission shall hold its regular meeting at 6:30 p.m. on the 3rd Wednesday of each month at the Lindley Park Recreation Center, located at 2907 Springwood Drive unless otherwise specified.

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 will consist of up to ten (10) members with up to two (2) members per district which will be appointed by the respective Councilmember. A quorum is established at 50% +1 of members with active membership.

The composition of the Commission will reflect Greensboro's diversity and ensure representation for key stakeholders in the community. The Commission shall elect a Chair, 2 Vice-Chairs, and 2 Secretaries.

Commission members will be eligible to serve three two-year terms for a maximum of six years on the Commission.

Appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.

- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor's office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other cause.

The Commission Chair or Vice-Chairs will consider waiving an absence due to extenuating circumstances.

No member of the Commission shall be excused from voting except on matters involving the consideration of his/her own official conduct or involving his/her financial interest.

The procedure of the Commission shall be governed by Robert's Rules of Order and the City Council shall retain final authority over project and funding decisions.

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 nominated by the City Council of the City of Greensboro, appointed by the Mayor 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.

City of Greensboro appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may

issue a notice of removal letter from the Mayor's office upon the direction of the appointing Councilmember.

- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other cause.

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.

City of Greensboro appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor’s office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other cause.

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.

Appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor's office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other 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 if 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.

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 Section 30-3-11 of the Greensboro Development Ordinance.

The Commission is composed of five members plus two alternate 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.

Appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor's office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other 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 first Wednesday 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.

SOLID WASTE MANAGEMENT COMMISSION

The Greensboro Solid Waste Management Commission was formed by City Council in May 2013 to review the City's current and long-term solid waste management and recycling practices. The Greensboro Solid Waste Management Commission is comprised of nine Greensboro residents appointed by City Council for a term of five years.

The Commission acts as a citizen-driven board to help identify and research long term sustainable solid waste and recycling management solutions. The Commission provides an Annual Work Plan and 6-month updates to Council. Any reports and recommendations from the Commission are considered non-binding for Council action.

Meetings are held the fourth Tuesday of every other month from 3-5 pm at the Hugh Medford Service Center's Training Room, 401 Patton Ave., unless otherwise noted.

Appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor's office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other cause.

THE CITY OF GREENSBORO ABC BOARD

The City of Greensboro ABC Board, more widely known as the ABC 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 l95l 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.

Appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor’s office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other cause.

THE 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
- 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.

City of Greensboro appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor's office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other 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.

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.

Appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor's office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other 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.

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.

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 eleven (11) regular voting and three (3) ex officio, non-voting members. The eleven (11) voting members are appointed by the Council for staggered terms of three years which expire on the 15th day of August. One of the seats created in 2012 will be reserved for a resident of the electoral district wherein the Coliseum is located, and the appointment shall be in effect as if the member had been initially appointed as of August 15, 2012. The second seat created in 2012 shall be reserved for the Chair of the Tournament Host of Greensboro Committee ("THOG Committee"), and the term for that seat shall coincide with the Chair's service as Chair of THOG Committee. Appointments for all other seats shall continue to be made in a manner to provide for overlapping and staggered terms of office. Any vacancy resulting from a cause other than expiration of term for the eleven 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 an as ex officio member. The eleven 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.

City of Greensboro appointees will be allowed 3 unexcused absences per rolling 12 month period (to coincide with term), after which the appointee will be subject to dismissal. A Councilmember who has appointed a citizen to serve accepts responsibility for the appointment. If there is a problem with attendance or performance of the appointee, the appointing Councilmember shall be so informed and shall be responsible to take the necessary steps to remedy the situation.

Excused absences are granted by the board or commission based only on (1) written medical justification signed by a duly authorized Doctor of Medicine or (2) due to a family death, emergency, or illness.

- After the first unexcused absence, the Chair will submit a written (email) notice to the member, cc: to the staff liaison.
- After the second unexcused absence, the Chair will submit a written notice (email) to the member, cc: to the staff liaison and the City Clerk. The City Clerk shall notify the appointing Councilmember.
- After the third unexcused absence; the Chair will submit a written (email) notice to the member, cc: to the staff liaison and the City Clerk. The City Clerk may issue a notice of removal letter from the Mayor's office upon the direction of the appointing Councilmember.
- Members are not removed from the board or commission roster until City Council has named a replacement member for such board or commission.
- Additionally, the City Council may remove a member for any other 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 a 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.

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.