CHARLOTTE

# Handbook for Citizen Board, Commission & Committee Members

A Comprehensive Guide to the City of Charlotte's Boards, Commissions and Committees

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# Introduction

## OVERVIEW

Thank you for your interest in serving your community through participation on a City of Charlotte board, commission or committee. The City of Charlotte currently has over 30 active boards and commissions that are comprised of volunteers appointed by the City Council, City Manager or Mayor. The City of Charlotte encourages participation by its citizens in City government through service on City boards and commissions. Serving on a board is an opportunity to collaborate with local government and to help shape decisions and policies that impact our community.

Members of boards and commissions provide an invaluable service to our City. Members advise City Council on a wide variety of subjects by making recommendations on important policy matters. The mission, responsibilities and time commitments for each board vary. A complete description of each board, including meeting times and locations, can be found at the end of this handbook. The City of Charlotte City Council is committed to appointing diverse, qualified and dedicated people to these boards to achieve board membership with people of all ages, interests and backgrounds.

This handbook is for persons interested in volunteering on a City Council board or commission or recently appointed to a board or commission. In this handbook, you will find information on how the board process functions, qualifications for members, information for new appointees, board roles and responsibilities, all of City Council policies governing boards and board members, and a description of all city boards or other boards to which City Council appoints members.

If you have questions or require assistance, contact the Office of the City Clerk at 704-336-2248 or email boards@charlottenc.gov.

# Appointment Process

## APPOINTMENTS TO BOARDS, COMMITTEES, & COMMISSIONS

The Charlotte Mayor and City Council have a long history of providing many opportunities for citizen participation on local government boards, committees, and commissions. There are 35 standing boards, committees, and commissions to which the Mayor, City Council and occasionally the City Manager make appointments. With a few exceptions, appointment powers are divided on a one-third and two-thirds ratio between the Mayor and the City Council.

The Mayor and the City Council appoint citizens to both ad hoc committees and standing committees. Ad hoc committees are temporary committees that have been given a very limited charge and are usually expected to provide recommendations to the Mayor and City Council within one year. Standing committees have ongoing responsibilities and are usually either regulatory or advisory in nature. Regulatory committees are involved in setting policy or operating procedures for the related activity, e.g., the Civil Service Board, the Passenger Vehicle for Hire Board, the Zoning Board of Adjustment. Advisory committees are charged with reviewing and commenting on local plans and policies, e.g., the Planning Commission and the Tree Advisory Committee. The Mayor and City Council also appoint citizens to non-city bodies.

Appointments to boards, committees and commissions are made monthly, as needed. At least four weeks prior to the date for nominations, the City Clerk's Office provides the Mayor and City Council with the list of upcoming vacancies eligible for appointment. The vacancies are publicized by providing and posting a list of vacancies through the City's website, the GOV Channel, social media and other opportunities. Positions that have terms expiring shall remain filled by the person then holding the position until a successor is appointed.

Applicants seeking appointments to a specific board are strongly urged to attend several meetings of the board prior to completing and submitting an application.

An application is required for consideration of an appointment to a board or commission. All information provided in completing the application becomes public information and is therefore subject to public records requests. Once an application for an appointment has been filed with the City Clerk, it is placed on file and remains active for one year.

All discussion and consideration of appointments are made in open sessions of the City Council. After the announcement is made, each member of City Council has the opportunity, at a specified meeting, to nominate one person for appointment to each of the positions to be filled. At a subsequent meeting, City Council makes the appointments to fill the vacant positions. This is done by ballot vote and a nominee must receive at least six votes. If no nominee receives at least six votes on the first ballot, a second ballot (or vote) shall be cast. In the case of a tie, Council shall cast ballots (or votes) on the top candidates to narrow the field of candidates to two; then a third ballot (or vote) shall be cast on the top two vote getters. If there is still not a person receiving six votes, the appointment may be deferred to the next Council meeting. Once an appointment takes place, the City Clerk's Office will notify that candidate of their appointment.

Please visit the City Clerk's website and select Boards & Commissions to view vacancies, upcoming openings and to apply online. Subscribe to receive notifications of new vacancies by clicking the Notify Me icon.

## QUALIFICATIONS FOR BOARD MEMBERS

1. Appointees to boards, committees, and commissions shall be domiciled and registered to vote in Mecklenburg County , unless otherwise specified or provided for by law, ordinance, or City Council action establishing said board or commission, or in the rules or by-laws of said board or commission, if approved by City Council.

2. No citizen shall be eligible to hold concurrently more than two Mayoral or City Council appointments to standing boards, committees, or commissions; this limitation shall not apply to ad hoc committees appointed by the City Council.

3. Criminal background checks are required for nominees to the following boards:

   - Charlotte Housing Authority
   - Charlotte Regional Visitors Authority
   - Citizens Review Board
   - Civil Service Board
   - Domestic Violence Advisory Board
   - Housing Appeals Board
   - Passenger Vehicle for Hire Board
   - Zoning Board of Adjustment

   A nominee to the Citizens Review Board who has a felony or Class A1 misdemeanor conviction, a Class 1 or Class 2 misdemeanor conviction within three years of the date of nomination shall not be eligible to serve. Appointments to the other listed boards may be denied for those persons convicted of crimes against a person, or crimes against property where intent is an element, or any offense involving drugs, alcohol, or gambling. Other crimes may also be considered by the Council in making appointments.

4. An oath of office (or affirmation) is required for some boards, committees, and commissions. Where applicable, newly appointed board members will take and sign an oath of office or affirmation following their appointment. A new member may not vote on any matter until the oath of office has been administered. Reappointed members shall also be administered the oath of office, if applicable.

   The following boards require an oath of office:

   - Charlotte Area Fund Board of Directors
   - Charlotte Housing Authority
   - Charlotte Regional Visitors Authority
   - Citizens Review Board
   - Civil Service Board
   - Community Relations Committee
   - Domestic Violence Advisory Board
   - Firemen's Relief Board of Trustees
   - Historic District Commission
   - Historic Landmarks Commission
   - Housing Appeals Board
   - Passenger Vehicle for Hire
   - Planning Commission
   - Zoning Board of Adjustment

# Qualifications

5. All appointees are subject to the Code of Ethics, Gift Policy and Disclosure Requirements for Members of Boards, Committees and Commissions. A Statement of Economic Interest Form is required for members of some boards, committees, and commissions. Where applicable, newly appointed board members will complete the form following their appointment. A new form must be completed each calendar year and submitted to the City Clerk's Office by February 1st.

   The following boards are subject to this requirement:

   (1) Land use and other regulatory bodies:
   - Historic District Commission
   - Planning Commission
   - Zoning Board of Adjustment
   - Housing Appeals Board
   - Passenger Vehicle for Hire Board

   (2) Business:
   - Business Advisory Committee
   - Privatization/Competition Advisory Committee

   (3) Non-transit public enterprise advisory boards:
   - Airport Advisory Committee
   - Charlotte Water Advisory Committee
   - Storm Water Advisory Committee

   (4) Other:
   - Civil Service Board
   - Citizens Review Board

6. Appointees are subject to City Council's Attendance and Anti-Harassment Policies (included in this handbook). Some boards have additional requirements; for instance, members of the Citizens Review Board are required to sign and adhere to a confidentiality agreement.

7. Appointees to City Council boards, committees, and commissions and City Council appointees to other board shall receive a copy of this handbook and be asked to date and sign an acknowledgement of same.

# New Members

## NEW APPOINTEES TO BOARDS, COMMMISSIONS & COMMITTEES

Thank you for volunteering to serve your community through an appointment by the Mayor and City Council to a citizen board, committee, or commission. This handbook will acquaint you with the Mayor and City Council's policies in regard to boards, committees, and commissions and the particular roles and responsibilities of members. This handbook is provided to new appointees by the Office of the City Clerk along with their notice of appointment.

Boards, committees, and commissions are established to increase citizen input and participation in City government. Some of the boards, committees and commissions exist to advise and make recommendations to City Council, while others have distinct regulatory responsibilities that are established by law.

By accepting this appointment, you are now in a position to work directly with your local government, on behalf of your fellow citizens, to enrich community life on a wide variety of issues. The greater your participation in the work of the board, the greater will be the effectiveness of the board in carrying out its charge and ultimately improving the community.

While the Mayor and City Council set policy and make decisions affecting their constituency, they also consider citizen participation a vital aspect of good government. Working in partnership with the Mayor and City Council, City staff, and your fellow citizens, we can continue to set the standards for excellence in good government and quality of life.

All board and commission meetings shall comply with the North Carolina Open Meetings Law, which requires that all meetings of "public bodies" be open to the public after proper notice is given. The open meetings law (G.S. 143-318.9 through 143-318.18) defines the term *public body* as any board, commission, committee, and so forth, in state or local government that (1) has at least two members and (2) exercises or is authorized to exercise any of these powers: legislative, policy-making, quasi-judicial, administrative, or advisory.

Unless otherwise specified, a quorum is a majority of the actual members of the board or commission. A quorum of the board or commission shall be required in order for any action to be taken.

## COUNCIL POLICIES

Appointees are subject to City Council's Attendance policy, Anti-Harassment policy, Code of Ethics, Gift Policy and Disclosure Requirements and Conflict of Interest policy. In addition, members are subject to City Council's resolution establishing policies and procedures for boards. These policies are included in this handbook

# New Members

These policies shall apply to every member of a board, commission, or committee that is part of the City of Charlotte regardless of who appoints the member. In addition, these policies shall apply to all appointees by the City Council to a board, commission, or committee that is not part of the City of Charlotte.

## MULTIPLE TERMS / TERMS OF OFFICE

No member of any board or commission may serve more than two full consecutive terms. After serving two full consecutive terms, a person must be off the board or commission for one full term before being eligible for appointment to the same body. An exception to this rule may be made on a case by case basis (i.e., a need for continuity or experience).

An individual may not serve on more than two boards, committees, or commissions at one time.

## REPORTS

Each board, commission and committee that is part of the City or established by City Council is required to submit annual written reports that must contain in depth review of the body's activities including goals, objectives, successes, problems, and/or the need for Council assistance. These reports shall be submitted to the City Clerk according to the schedule established by the City Clerk. The Clerk shall provide copies to the Mayor and Council and refer the reports to the appropriate Council Committees.

## RESIDENCY

A member of any board, commission or committee must at all times be registered to vote in Mecklenburg County.

Exceptions to the above statement may exist for some boards for purposes of regional membership. Any exceptions will be handled on a case by case basis.

## RESIGNATIONS, TERMINATIONS AND REPLACEMENTS

Any member of a board or commission who desires to resign shall do so in writing to the staff support and/or Office of the City Clerk.

Members of boards can be removed from said body for failure to meet attendance requirements.

Unless otherwise provided by law, ordinance or resolution, all appointments by the Mayor, City Council and City Manager to a board or commission serve at the pleasure of the appointing office, and may be removed at the discretion of said office.

## ROLES AND RESPONSIBILITIES OF BOARD MEMBERS, CHAIRPERSONS AND STAFF

The roles and responsibilities listed below are general guidelines. It is important that dialogue take place between the members, chairpersons, and staff on how the specific board can function at its optimum. The members and chairperson of a board serve as advisors to the Mayor and City Council and receive their charge from the Mayor and City Council. The staff is an employee of the City, usually with other job responsibilities, and is accountable to their Department Head and/or City Manager. Responsibilities clearly defined by the chairperson and staff will make the board and its work more effective.

## BOARD MEMBERS

Board members are an important part of the City of Charlotte government process. They are selected to be part of a board or commission that advises the City Council on pertinent issues, policy-making, and project development and implementation. This can be accomplished in the following ways:

- It is important for every member to be aware of the time, energy, and commitment that is involved in being part of an advisory board.
- The majority of work of the advisory board is accomplished at the monthly meeting. Therefore, all members in attendance contribute to the most effective work plan.
- Individual members are encouraged to prepare materials that are substantive and meet required deadlines.
- Members may be asked by the chairperson to complete specific tasks which may include serving on subcommittees.
- Every member contributes to the problem-solving process.
- All members are required to vote on recommendations and actions of the group unless a potential conflict of interests exists.
- In order for the board to provide the most comprehensive information to the Mayor and City Council, each member works in the spirit of compromise and negotiation in order to reach consensus when possible.
- A member must notify the chairperson and the staff support person if he / she cannot attend a meeting.
- Members are asked to keep up-to-date on information relating to board interest areas.

- Members shall not represent their individual views through any contacts they have with the media as being representative of the full board unless the board has formally taken a position on the matter

- Members shall communicate through the Chairperson upon taking a position on any matter of significance.

## BOARD CHAIRPERSON

The board chairperson may be appointed by the Mayor, City Council or the members of their respective board, in accordance with the guidelines and/or legislation establishing such board, and act as a link between the Mayor and City Council, advisory board members, and the community. The chairperson's responsibilities include the following:

- The chairperson advises the Mayor and City Council upon request or in reference to the mission of the board and City Council policy.

- The chairperson and staff conduct an orientation for new members to familiarize them with the work and operations of the board or commission, as well as the information contained in this handbook.

- The chairperson delegates assignments to members, recognizing skill, experience, and interest of individuals in the group; he/she makes sure all members get a chance to participate and uses subcommittees as much as possible to empower the group.

- The chairperson seeks the input of members on the work program and agenda formulation.

- The chairperson presides over the meetings and acts as facilitator to keep to the agenda.

- The chairperson makes sure all meetings are open to the public.

- The chairperson makes sure that citizen input is reflected in the group's recommendations.

- The chairperson uses consensus-building techniques to find optimum recommendations.

- The chairperson, in conjunction with staff, prepares timetables for completion of projects.

- The chairman and members develop annual reports which are due to the Mayor and City Council in accordance with adopted policy.

- The chairperson is encouraged to discuss the advisory board work with applicants seeking appointment to the board.

- The chairperson may forward names as recommendations to fill individual vacancies for the Mayor and City Council's consideration, attaching the relevant background information for each nominee.

- The chairperson may recommend certain skill sets necessary to fill individual vacancies that are a reflection of the needs of the board and community.

- The chairperson meets with the Mayor and City Council concerning the work of the board, upon their request.

- The chairperson shall not represent their individual views through any contacts they have with the media as being representative of the full board unless the board has formally taken a position on the matter.

- The chairperson keeps the Mayor and City Council apprised of all significant issues, either directly or through staff support.

## BOARD STAFF

Staff provides important resources to boards. The resources and staff time available to boards varies. Boards report to the Mayor and City Council and the staff report ultimately to the City Manager, an arrangement that works most effectively when the chairperson and the staff have a clear understanding of what needs to be done and what resources are available to get the job done. The staff carries out his/her responsibilities in the following ways:

- The staff shall provide assistance to clarify the role of the board or commission, and with routine issues such as the time of meetings, quorums, etc.

- The staff works with the chairperson to prepare each agenda and necessary meeting materials.

- The staff notifies all members of upcoming meetings and new developments.

- The staff provides attendance reports and notifies the City Clerk's Office of vacancies due to resignations, multiple absences, or other reasons.

- The staff gathers information, provides research and makes it available to the board or commission.

- The staff provides technical expertise to the group.

- The staff prepares draft reports and correspondence and makes sure all City presentations are prepared in the appropriate format.

- The staff keeps his/her supervisor and department head informed on the work of the advisory board.

# ANTI-HARASSMENT POLICY

Section 1.

The City Council will not tolerate or condone acts of harassment by the Mayor, Council members, or members of City boards, committees and commissions, based upon race, religion, color, sex, national origin, sexual orientation, age, disability, or political affiliation.

Section 2.

Violators of this policy will be subject to appropriate disciplinary action as set forth in the policy. This portion of the policy is applicable to those serving on advisory boards, committees or commissions.

# DEFINITIONS

Harassment is verbal or non-verbal conduct or physical acts which are unwelcome or offensive to or retaliatory against an employee or group of employees based on their race, religion, color, sex, national origin, sexual orientation, age, disability or political affiliation and which:

A. Affects an employee's conditions of employment, or
B. Interferes with an employee's ability to perform his or her job, or
C. Creates an intimidating or hostile work environment.
D. Examples of acts which may constitute harassment are:

Slurs and epithets; offensive jokes or statements; threats; derogatory pictures/materials/ articles displayed on bulletin boards or in work areas; derogatory graffiti; segregating facilities (such as break rooms, bathrooms, eating areas, work stations) based on race, sex, national origin, color, religion, age, or disability; physical violence intended to harass, intimidate or discourage employees from pursuing complaints; retaliatory acts based on an employee having filed a charge of discrimination.

# Anti-Harassment Policy

Sexual Harassment is **unwelcome** verbal, non-verbal or physical advances of a sexual nature or non-sexual hostile or physically aggressive behavior directed to an employee because of such employee's sex, which:

A. Affects an employee's conditions of employment; or
B. Interferes with an employee's ability to perform his or her job; or
C. Creates an intimidating or hostile work environment.
D. Examples of acts which may constitute sexual harassment are:

(1) Verbal - Referring to an adult as "girl", "hunk", "doll", "beefcake", "babe", "studmuffin", "honey", or "sweetie"; whistling or catcalling; sexual comments or innuendoes; sexual jokes or stories; making sexual comments about a person's clothing, body; recounting one's sexual exploits or asking about sexual fantasies, preferences or history; repeatedly asking a person for a date after being turned down; starting or spreading rumors about the sex life of a person; making kissing sounds, howling or smacking lips; threats.

(2) Nonverbal – Blocking a person's path; following the person; making sexual gestures; making facial expressions.

(3) Physical - Hugging, kissing, patting, stroking, pinching or grabbing; rubbing oneself sexually around another person; brushing against a person; touching the person's clothing, hair or body; giving a massage around the neck or shoulders; revealing parts of the body in violation of common decency; physically forcing sexual activity on someone ranging from assault to rape.

(4) All of the conduct listed in Examples 1, 2, and 3 which are directed to an employee by a non-employee in the workplace, i.e., contractors or vendors who may do business with or for the City.

(5) Employment opportunities or benefits granted by a supervisor to his/her employee because such employee submits to the supervisor's advance.

Hostile Environment means a workplace that has become intimidating or offensive due to conduct of employees which is threatening in nature.

## COMPLAINTS

Any employee who believes that he or she has been the target of harassment by the Mayor, a Council member, or a member of a City board or commission should inform their supervisor, their department head, the City Manager, the City Attorney, or Human Resources. In the event that the person receiving the information is not the City Manager, the person receiving the information shall promptly notify the City Manager.

Upon being notified of a complaint, the City Manager shall notify the Mayor or, if the complaint is against the Mayor, the Mayor Pro Tempore. If the complaint is an informal complaint, the City Manager and Mayor (or Mayor Pro Tempore) may meet with the person whose conduct is the subject of the complaint to inform the person of the complaint and to discuss the need for the person to adjust or correct his or her conduct. If appropriate, the results of this meeting may be reported to the complaining employee.

A formal complaint (and an informal complaint that the City Manager decides to handle as a formal complaint) shall be investigated and subject to sanctions.

## SANCTIONS

Following the completion of an investigation of an allegation against a member of a City board or commission conducted pursuant to Section 2, the City Council may sanction the member who was the subject of the investigation. Potential sanctions include removal of the member, adoption of a Resolution of Censure, and any other lawful sanction within the Council's power.

## ATTENDANCE POLICY

In order for a board or commission to be effective and efficient, and to accomplish its purpose, its membership must be actively involved and attentive to the business of the body. Therefore, **all members are required to attend at least 65%** of the regular and special meetings of the body and assigned committees and subcommittees held in any one calendar year with **NO EXCUSED ABSENCES**.

On January 1st of each year, a member of any board or commission appointed by the Mayor, Council or City Manager shall be automatically removed from said body for failure to attend at least 65% of all regular and special meetings of the body and assigned committees and subcommittees held during the immediately preceding calendar year. For persons not serving for an entire calendar year, the 65% attendance requirement shall apply to meetings held during the portion of the year during which the person served.

In order to be eligible for reappointment to a board or commission, **a member must have attended at least 75%** of the regular and special meetings of the body and assigned committees and subcommittees during the concluding term, or portion of the term during which the member served. A member of a board or commission shall be **automatically removed** from said body for **failure to attend any THREE CONSECUTIVE REGULAR MEETINGS** of the body. A member must attend fifty percent (50%) of a meeting in order to be considered in attendance for the purposes of this policy.

Members appointed in the fourth quarter of the year shall be exempt from the 65% attendance rule for that calendar year only, but are still subject to the three consecutive meeting policy.

The City Clerk shall send a letter to any member who is in danger of violation of the attendance requirement, asking them to be mindful of said requirement. The City Clerk shall send a letter to anyone who is removed from a board or commission for failure to meet the attendance policy. Vacancies resulting from the removal of a member shall be filled by the same method as provided for initial appointments.

This attendance policy shall apply to every member of a board or commission that is part of the City of Charlotte regardless of who appoints the member. In addition, this attendance policy shall apply to all appointees by the City Council to a board or commission that is not part of the City of Charlotte.

**A RESOLUTION OF THE CHARLOTTE CITY COUNCIL AMENDING THE CODE OF ETHICS FOR MEMBERS OF BOARDS, COMMITTEES, AND COMMISSIONS OF THE CITY OF CHARLOTTE**

Section 1. The October 26, 2015 Resolution of the Charlotte City Council Amending the Code of Ethics for Members of Boards, Committees, and Commissions of the City of Charlotte, North Carolina recorded at Resolution Book 47, Page 25 is hereby amended to read as follows:

**Code of Ethics Gift Policy, and Disclosure Requirements for Members of Boards, Committees, and Commissions of the City of Charlotte, North Carolina**

WHEREAS, the Constitution of North Carolina, Article I, Section 35, reminds us that a "frequent recurrence to fundamental principles is absolutely necessary to preserve the blessings of liberty," and

WHEREAS, a spirit of honesty and forthrightness is reflected in North Carolina's state motto, *Esse quam videri*, "To be rather than to seem," and

WHEREAS, Section 160A-86 of the North Carolina General Statutes requires local governing boards to adopt a code of ethics and, pursuant to Section 160A-86, the Charlotte City Council has previously adopted a Code of Ethics for the Mayor and City Council , and

WHEREAS, it is appropriate that members of City boards, committees, and commissions, as well as Mayoral and City Council appointees to non-City bodies (hereinafter "Board Members"), also adhere to a Code of Ethics.

NOW THEREFORE, in recognition of our blessings and obligations as citizens of the State of North Carolina and as public officials representing the citizens of the City of Charlotte, and acting pursuant to the requirements of Section 160A-86 of the North Carolina General Statutes, we the City Council do hereby adopt the following General Principles and Code of Ethics to guide Boards Members in their lawful decision-making.

**GENERAL PRINCIPLES UNDERLYING THE CODE OF ETHICS**

- The stability and proper operation of democratic representative government depend upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials.

- Governmental decisions and policy must be made and implemented through proper channels and processes of the governmental structure.

- Board Members must be able to act in a manner that maintains their integrity and independence, yet is responsive to the interests and needs of those they represent.

- Board Members must always remain aware that they may, at various times, play different roles:
  - As advisors, who balance the public interest and private rights in considering and recommending, among other things, ordinances, policies, and decisions
  - As decision-makers, who arrive at fair and impartial determinations.

- Board Members must know how to distinguish among these roles, to determine when each role is appropriate, and to act accordingly.

- Board Members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of the Mayor and City Council and the citizens of Charlotte. Each Board Member must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

## A. CODE OF ETHICS

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for Board Members and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a member's best judgment.

Section 1.

Board Members should obey all laws applicable to their official actions. Board Members should be guided by the spirit as well as the letter of the law in whatever they do.

At the same time, Board Members should feel free to assert policy positions and opinions without fear of reprisal from fellow Board members or citizens. However in doing so, Board Members:

(a) shall be mindful that they were appointed by the Mayor or City Council, or by another appointing authority to a City Board, Committee, or Commission and, therefore, if they are advising or advocating a position that is contrary to a Council policy, that they notify the Mayor and Council of such as soon as practicable;

(b) who serve in an advisory capacity shall be mindful that their chief responsibility is to advise the Mayor and Council or other decision-making body rather than to advocate to the public at large, particularly when the position of advocacy is contrary to a Council policy;

(c) shall understand that they hold a position of trust on behalf of the City and its citizens; and

(d) shall assert policy positions and opinions on matters within or related to the jurisdiction and subject matter of the body on which they serve only through the transparency of official proceedings of the body or in a capacity and manner appropriate for a member of such body. Board Members shall not represent their individual views as being representative of the full body unless they have been formally authorized by the body to do so.

These guidelines are especially important to Chairpersons who must recognize that they are often viewed as speaking for the body.

To declare that a Board Member is behaving unethically because one disagrees with that official on a question of policy (and not because of the Board Member's behavior) is unfair, dishonest, irresponsible, and itself unethical.

Section 2.

Board Members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Adhering firmly to a code of sound values
- Exhibiting trustworthiness
- Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner
- Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others
- For Board Members who act in a quasi-judicial capacity, disclosing contacts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves
- Treating other Board Members and the public with respect and honoring the opinions of others even when the board members disagree with those opinions
- Showing respect for their offices and not behaving in ways that reflect badly on those offices
- Recognizing that they are part of a larger group and acting accordingly
- Recognizing that individual Board Members are not generally allowed to act on behalf of the body but may only do so if the body specifically authorizes it, and that the body must take official action as a body

Section 3.a.

Board Members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach and they should not use their official position for personal gain. Although opinions may vary about what behavior is inappropriate, the Council will consider impropriety in terms of whether a reasonable person who is aware of all of the relevant facts and circumstances surrounding the Board Member's action would conclude that the action was inappropriate.

Section 3.b.

If a Board Member believes that his or her actions, while legal and ethical, may be misunderstood, the official should seek the advice of the City Attorney and should consider publicly disclosing the facts of the situation and the steps taken to resolve it (such as consulting with the attorney).

Section 4.

Board Members should faithfully perform the duties of their offices. They should act as the especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.

Board Members should faithfully attend and prepare for meetings.

Board Members should be willing to bear their fair share of the body's workload. To the extent appropriate, they should be willing to put the City's interests ahead of their own.

Section 5.

Board Members should conduct the affairs of the board in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should remember when they meet that they are conducting the public's business. They should also remember that local government records belong to the public and not to them or City employees.

In order to ensure strict compliance with the laws concerning openness, the Mayor and Council members have made it clear that an environment of transparency and candor is to be maintained at all times in the governmental unit. They should take deliberate steps to make certain that any closed sessions held by the body are lawfully conducted and that such sessions do not stray from the purposes for which they are called.

## B. GIFT POLICY

**Definitions**

"Gift" – Anything of monetary value given or received without valuable consideration. The following shall not be considered gifts:

(1) Anything for which fair market value, or face value if shown, is paid by the Covered Member.
(2) Commercially available loans made on terms not more favorable than generally available to the general public in the normal course of business.
(3) Contractual arrangements or commercial relationships or arrangements made in the normal course of business.
(4) Academic or athletic scholarships based on the same criteria as applied to the public.
(5) Anything of value properly reported as required under Article 22A of Chapter 163 of the General Statutes (North Carolina Campaign Contributions Law).
(6) Expressions of condolence related to a death of an individual, sent within a reasonable time of the death, if the expression is one of the following:
   a. A sympathy card, letter, or note.
   b. Flowers.
   c. Food or beverages for immediate consumption.
   d. Donations to a religious organization, charity, the State or a political subdivision of the State, not to exceed a total of two hundred dollars per death per donor.

"Extended family" – Spouse, lineal descendant, lineal ascendant, sibling, spouse's lineal descendant, spouse's lineal ascendant, spouse's sibling, and the spouse of any of these individuals.

"Covered Member" – a member of any of the following Boards, Committees, and Commissions:

(1) Land use and other regulatory bodies
   - Historic District Commission
   - Planning Commission
   - Zoning Board of Adjustment
   - Housing Appeals Board
   - Passenger Vehicle for Hire Board

(2) Non-transit public enterprise advisory boards
   - Airport Advisory Committee
   - Charlotte Water Advisory Committee
   - Storm Water Advisory Committee

(3) Business
   - Business Advisory Committee
   - Privatization/Competition Advisory Committee

(4) Other
- Civil Service Board
- Citizens Review Board

**Gift Ban**

No Covered Member shall knowingly accept a gift unless the gift falls within one of the exceptions set forth below.

A prohibited gift shall be promptly declined, returned, paid for at fair market value, or donated to charity or the City.

**Exceptions**

These prohibitions shall not apply to any of the following:

(1) Gifts from the Covered Member's extended family, or a member of the same household.

(2) Gifts given or received as part of a business, civic, religious, fraternal, personal, or commercial relationship provided that the gift is made under circumstances that a reasonable person would conclude that the gift was not given to influence or attempt to influence official action.

(3) Nominal gifts having a value of less than $50.

(4) Anything generally made available or distributed to the general public without charge.

(5) A memento such as a commemorative shovel, plaque, figurine, trinket, or novelty item related to a civic occasion or event.

(6) Informational materials relevant to the duties of the Covered Member.

(7) Food and beverages for immediate consumption in connection with any of the following:
   a. A meeting of the Covered Body, provided that the meeting is properly noticed under Article 33C of Chapter 143 of the General Statutes.
   b. Business meetings so long as the food and beverages are of incidental value.
   c. Neighborhood or community meetings.
   d. A gathering of ten or more individuals that is open to the general public, provided that the Covered Member pays the same amount, if any, that the general public is charged to attend.

(8) Tickets or admittance to, and food and beverages for immediate consumption at, an event where the Covered Member is clearly representing the City and where the City has a legitimate purpose in being represented at the event. By way of illustration but not limitation, this would include events sponsored by the Charlotte Regional Visitors Authority, the Charlotte Chamber of Commerce, the Foundation for the Carolinas, Charlotte Center City Partners, the Regional Partnership, the United Way, the Arts &

Science Council, colleges, universities, and other educational institutions, and similar organizations.

(9) Food and beverages for immediate consumption and related transportation provided all of the following conditions are met:

a. The food, beverage, or transportation is provided during a conference, meeting, or similar event and is available to all attendees of the same class as the recipient.

b. The Covered Member is a director, officer, governing board member, employee, or independent contractor of one of the following:

1. The entity giving the food, beverage, or transportation.
2. A third party that received the funds to purchase the food, beverages, or transportation.

(10) An expense appropriate for reimbursement by the City if it had been incurred by the Covered Member personally. Such a gift shall be considered a gift accepted by or donated to the City, provided that the gift and its value are reported in writing to the City Clerk within two weeks of receipt.

## C. DISCLOSURE REQUIREMENTS

By February 1 of each year, Covered Members shall file with the city clerk a statement of economic interest using the form set forth in Exhibit A attached hereto. The statements required by this section are public records available for inspection and copying by any person during normal business hours.

## D. COMPLAINTS, INVESTIGATIONS, AND SANCTIONS

1. Complaints

a. Any individual may file a complaint alleging a violation of this policy. Complaints shall be filed with the City Clerk on a form provided by the City Clerk. Complaints shall: (i) identify the complainant; (ii) state with specificity the facts that form the basis for the alleged violation; and (iii) cite the provision that has allegedly been violated.

b. Upon receiving a complaint, the City Clerk shall forward the complaint to the City Attorney.

c. The City Attorney shall review the complaint to determine whether it provides the information required in subsection a. If the City Attorney determines that the complaint fails to provide the information required by subsection (a), the complainant shall be so informed and afforded an opportunity to provide the required information. If the City Attorney determines that a complaint does provide the required information, the complaint shall be investigated.

2. Investigations

   a. Investigations will be conducted by the City Attorney's Office unless there is a conflict or significant political concerns that warrant investigation by an independent third party.

   b. In the event that the complaint is determined to be either: (i) frivolous; or (ii) does not state a claim of a violation even if the facts alleged are true, that conclusions shall be communicated to the complainant, the subject of the complaint, and the Mayor.

   c. In the event that the complaint is determined to not be frivolous and does state a claim of a violation if the facts alleged are true, the complaint shall be investigated and written findings as to the truthfulness of the factual allegations and conclusions as to whether a violation has occurred shall be prepared. The written findings and conclusions shall be provided to the complainant, the subject of the complaint, the Mayor, and the City Council.

3. Sanctions

   Upon receipt of written findings and conclusions pursuant to Section 2.c., the Covered Member who was the subject of the investigation may be sanctioned. Potential sanctions include the adoption of a Resolution of Censure and any other lawful sanction within the Council or Mayor's power.

Section 2. This Resolution shall be effective January 1, 2016.

**CERTIFICATION**

I, Stephanie C. Kelly, City Clerk of the City of Charlotte, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and exact copy of a Resolution adopted by the City Council of the City of Charlotte, North Carolina, in regular session convened on the 23rd day of November, 2015 the reference having been made in Minute Book 139, and recorded in full in Resolution Book 47, Page(s) 94-107.

WITNESS my hand and the corporate seal of the City of Charlotte, North Carolina, the 23rd day of November, 2015.

CITY OF CHARLOTTE MECKLENBURG LS * 1775 * NORTH CAROLINA

Stephanie C. Kelly, MMC, NCCMC, City Clerk

# Appendix A – Statement of Economic Interest

| FILER'S NAME (FIRST, MIDDLE, LAST) | | | |
|---|---|---|---|
| **First Name** | **Middle Name** | **Last Name** | **Suffix** |
| | | | |

| MAILING ADDRESS, CITY, STATE, ZIP | | | |
|---|---|---|---|
| **Address** | **City** | **State** | **Zip** |
| | | | |

| HOME ADDRESS, CITY, STATE, ZIP<br>☐ Same as Mailing Address | | | |
|---|---|---|---|
| **Address** | **City** | **State** | **Zip** |
| | | | |

| CURRENT EMPLOYER | JOB TITLE |
|---|---|
| | |

| NATURE OR TYPE OF BUSINESS |
|---|
| |

| DAYTIME PHONE NUMBER | ALTERNATE PHONE NUMBER |
|---|---|
| | |

| E-MAIL ADDRESS |
|---|
| |

# Appendix A – Statement of Economic Interest

**I. $10,000 PLUS DISCLOSURES**

If you, your spouse, or members of your immediate family[1] have assets or liabilities with a market value of at least $10,000 in the following categories, please provide the requested information as of December 31st of the preceding year unless another time period is specified in the question.

►Do not list the actual value of those assets or liabilities.

►Do not list assets or liabilities held in a blind trust[2] established by or for the benefit of you or an immediate family member.

1. Do you, your spouse, or members of your immediate family have an ownership interest in any real estate located in the City of Charlotte or the City's extraterritorial planning jurisdiction with a market value of $10,000 or more?

**►This may include your home/residence. Do not list actual value.**

☐ Yes ☐ No

| Owner of Real Estate | % Ownership Interest | Location by City |
|---|---|---|
| | | |
| | | |
| | | |

2. Do you, your spouse, or members of your immediate family lease or rent to or from the City real estate with a market value of $10,000 or more? **Do not list actual value.**

☐ Yes ☐ No

| Name of Lessor | Name of Lessee (Renter) | Location by City |
|---|---|---|
| | | |
| | | |
| | | |

3. Within the preceding two years, have you, your spouse, or members of your immediate family sold to or bought from the City personal property with a market value of $10,000 or more? **Do not list actual value.**

☐ Yes ☐ No

| Name of Purchaser | Name of Seller | Type of Property |
|---|---|---|
| | | |
| | | |
| | | |

[1] **Immediate family** includes your spouse (unless legally separated), minor children, and members of your extended family (your and your spouse's adult children, grandchildren, parents, grandparents, and siblings, and the spouses of each of those person) **that reside in your household**.

[2] **Blind trust** is a trust that meets all of the following criteria: (a) the owner of the trust's assets has no knowledge of the trust's holdings and sources of income, (b) the individual or entity managing the trust's assets ("the trustee") is not a member of the official's extended family and is not associated with or employed by the official or his or her immediate family, and (c) the trustee has sole discretion to manage the trust's assets.

# Appendix A – Statement of Economic Interest

4. Do you, your spouse, or members of your immediate family currently lease or rent to or from the City personal property with a market value of $10,000 or more? **Do not list actual value.**

☐ Yes ☐ No

| Name of Lessor | Name of Lessee (Renter) | Type of Property |
|---|---|---|
| | | |
| | | |
| | | |

5(a). Do you, your spouse, or members of your immediate family own interests (generally stock) valued at $10,000 or more in a publicly owned company that you know or have reason to know: (1) is doing or is seeking to do business of any kind with the City; or (2) has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of your official duties? **Do not list actual value.**

☐ Yes ☐ No

►Do not list ownership interests in a widely held investment fund (including mutual funds, regulated investment companies, or pension or deferred compensation plans) if (i) the fund is publicly traded or its assets are widely diversified and (ii) neither you nor an immediate family member are able to control the assets held in the mutual fund, investment company, or pension or deferred compensation plan.

| Owner of Interest | Full Name of Company (Do not use a ticker symbol) |
|---|---|
| | |
| | |
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| | |

5(b). Do you, your spouse, or members of your immediate family hold stock options valued at $10,000 or more in a company or business that you know or have reason to know: (1) is doing or is seeking to do business of any kind with the City; or (2) has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of your official duties? **Do not list actual value.**

☐ Yes ☐ No

| Owner of Stock Option | Full Name of Company (Do not use a ticker symbol) |
|---|---|
| | |
| | |
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| | |
| | |

# Appendix A – Statement of Economic Interest

6(a). Do you, your spouse, or members of your immediate family have financial interests valued at $10,000 or more in a non-publicly owned company or business entity (including interests in sole proprietorships, partnerships, limited partnerships, joint ventures, limited liability companies, limited liability partnerships, and closely held corporations) that you know or have reason to know: (1) is doing or is seeking to do business of any kind with the City; or (2) has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of your official duties? **Do not list actual value.**

☐ Yes ☐ No - If "No", proceed to question 7.

| Owner of Interest | Name of Business Entity |
|---|---|
| | |
| | |
| | |

6(b). For each of those non-publicly owned companies or business entities identified in question 6(a) (the "primary company"), please list the names of *any other companies* in which the primary company owns securities or equity interests valued at over $10,000, *if known*. **Do not list actual value.**

| Non-Publicly Owned Company (the Primary Company) | Other Companies in which the Primary Company Owns Security or Equity Interests |
|---|---|
| ☐ None or Not Known | |
| | |
| | |
| | |

6(c). If you know that any company or business entity listed in 6(a) or (b) above has any material business dealings or business contracts *with the City*, or is *regulated by the City*, provide a brief description of that business activity.

| Name of Company or Business Entity | Description of Business Activity with the City |
|---|---|
| ☐ None or Not Known | |
| | |
| | |
| | |

## II. OTHER DISCLOSURES

7(a). During the preceding calendar year, were you, your spouse or members of your immediate family a director, officer, governing board member, employee, or independent contractor of a nonprofit corporation or organization operating in the City primarily for religious, charitable, scientific, literary, public health and safety, or educational purposes that you know or have reason to know: (1) is doing or is seeking to do business of any kind with the City; or (2) has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of your official duties?

☐ Yes ☐ No - If "No", proceed to question 10.

► Do not list organizations of which you are a mere member or subscriber.

| Name of Person | His/Her Position | Name of Nonprofit Corporation or Organization | Nature of Business or Purpose of Organization |
|---|---|---|---|
| | | | |
| | | | |

# Appendix A – Statement of Economic Interest

7(b). If the listed nonprofit corporations or organizations do business with the City or receive City funds, please provide a brief description of the nature of that business, if known, or with which due diligence could reasonably be known.

| Name of Nonprofit Corporation or Organization | Describe City Business or City Funding |
|---|---|
| ☐ None or Not Known | |
| | |
| | |
| | |

8. Have you ever been convicted of a felony for which you have not received either (i) a pardon of innocence or (ii) an order of expungement regarding that conviction?

☐ Yes ☐ No

| Offense | Date of Conviction | County of Conviction | State of Conviction |
|---|---|---|---|
| | | | |
| | | | |

9(a). List the name of each business with which you are associated where you or a member of your immediate family is an employee, director, officer, partner, proprietor, or member or manager and that you know or have reason to know: (1) is doing or is seeking to do business of any kind with the City; or (2) has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of your official duties.

| Name of Person | Relationship to Filer | Name of Company | Role of Person |
|---|---|---|---|
| ☐ No Business Associations | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

9(b). If you know that any company or business entity listed in 9(a) above has any material business dealings or business contracts with the City, or is regulated by the City, provide a brief description of that business activity.

| Name of Company or Business Entity | Description of Business Activity with the State |
|---|---|
| ☐ Not applicable (No entities listed on #14a) ☐ No relationship / Not known | |
| | |
| | |
| | |

# Appendix A – Statement of Economic Interest

**AFFIRMATION**

I affirm that the information provided in this Statement of Economic Interest and any attachments hereto are true, complete, and accurate to the best of my knowledge and belief.

I also certify that I have not transferred, and will not transfer, any asset, interest, or property for the purpose of concealing it from disclosure while retaining an equitable interest.

I understand that my Statement of Economic Interest and any attachments or supplements thereto are public record.

☐ **I Agree**

_____
Printed Name

_____ _____
Signature Date

**Submit SIGNED, ORIGINAL documents only.**

**Do not fax or email this form.**

**RESOLUTION OF THE CHARLOTTE CITY COUNCIL ESTABLISHING ITS POLICIES AND PROCEDURE FOR PUBLIC NOTIFICATION, NOMINATION, AND APPOINTMENT OF PERSONS TO BOARDS, COMMITTEES, AND COMMISSIONS, AND STATING CITY POLICIES FOR CONSECUTIVE TERMS, OATHS OF OFFICE, RESIDENCY, AND ATTENDANCE, AND FOR THE SUBMITTAL OF ANNUAL REVIEW REPORTS OF BOARDS AND COMMISSIONS.**

WHEREAS, the City Council of the City of Charlotte, NC, has reviewed its policies and process for public notification of vacancies, nominating, and appointing volunteer citizens to boards, committees, and commissions, and

WHEREAS, the City Council has reviewed City policies regarding, consecutive terms, residency, attendance, and review reports of boards, committees, and commissions;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Charlotte that it hereby establishes the following policies and procedures for public notification, nomination, and appointment of persons to boards, committees and commissions, and states the City's policies regarding consecutive terms, residency, attendance, and submittal of reports by boards, committees, and commissions as follows:

Section 1. **PROCESS FOR PUBLIC NOTIFICATION, NOMINATIONS AND APPOINTMENTS**

Appointments to boards, committees, and commissions shall be made monthly. City Council may nominate one person for appointment to each of the positions to be filled by Council. After nominations are closed, no further nominations may be made. If a person receives at least six nominations, the appointment may be made upon a motion, second and voice vote of Council at the same meeting at which the nomination is made. Only applicants receiving two or more nominations shall be brought forward for consideration during appointments.

At least four weeks prior to nominations, the City shall publicize vacancies to be filled by appointment of the Council as follows: (i) the City Clerk will provide the Council with a list of upcoming vacancies; and (ii) the City Clerk shall provide such information to the public through the City's website, the GOV Channel, social media and other opportunities.

Any vacancies created by resignation or automatic removal shall be included with the next group of monthly nominations. Terms expiring during any month shall remain filled by the person then holding the position until a successor is appointed and qualified.

By nominating a person who has not submitted an application for the subject board, committee, or commission, the nominating Council Member certifies that the person has indicated an interest in serving and that the nominee will submit an application with the City Clerk's Office by noon the day before the appropriate Council agenda for appointment is delivered to Council. If such application is not made, the nomination will be deemed to have been withdrawn. The City Clerk's Office will notify the nominee of the actual deadline for submitting the application the day following the nomination.

At the next business meeting after the close of nominations, the Council shall vote on the nominees for the positions to be filled. The appointments shall be determined by written ballot. A ballot containing the names and districts of nominees shall be distributed to each Council Member. Each Council Member shall vote for a nominee, sign the ballot and return it to the City Clerk at the beginning of the dinner briefing. The City Clerk shall tally and announce the votes and the results.

In accordance with the City Charter, no nominee shall be deemed appointed unless he or she receives at least six votes. At the dais, Council shall be provided with a hard copy of the voting results and any run-offs required. If no nominee receives at least six votes on the first ballot, a second ballot (or vote) shall be cast. Only the top two vote getters shall be candidates on the second ballot. If as a result of the first ballot a tie vote situation produced more than two top vote getters, (i.e., 3-3-3-2; 5-3-3; 4-2-2-2-1), the Council shall cast ballots (or vote) on the top candidates to narrow the field of candidates to two. Then a third ballot (or vote) shall be cast on the top two vote getters. If no nominee receives at least six votes after the third ballot, all nominations shall lay on the table until the next regular meeting, at which time balloting shall be done in accordance with this paragraph.

Criminal background checks are required for nominees of the following boards:

| | |
|---|---|
| Charlotte Regional Visitors Authority | Domestic Violence Advisory Board |
| Civil Service Board | Charlotte Housing Authority |
| Housing Appeals Board | Citizens' Review Board |
| Passenger Vehicle for Hire | Zoning Board of Adjustment |

A nominee to the Citizens Review Board who has a felony or Class A1 misdemeanor conviction, or a Class 1 or Class 2 misdemeanor conviction within three years of the date of nomination, shall not be eligible to serve. Appointments to the other listed boards may be denied for those persons convicted of crimes against a person, or crimes against property where intent is an element, or any offense involving drugs, alcohol, or gambling. Other crimes may also be considered by the Council in making appointments.

Any departure or deviation from the above process shall not affect the validity of an otherwise valid Council appointment.

Section 2. **CONSECUTIVE TERMS/MULTIPLE BOARDS**

No member of any board, committee, or commission may serve more than two full consecutive terms. After serving two full consecutive terms, a person must be off that board, committee, or commission for one full term before being eligible for appointment to the same body. An exception to this rule may be made on a case by case basis (i.e., a need for continuity or experience).

An individual may not serve on more than two boards, committees, or commissions at one time.

Section 3. **OATHS OF OFFICE/ORIENTATION**

For a board, committee, or commission requiring an oath of office, a new member may not vote on any matter until the oath of office has been administered. Reappointed members shall also be administered the oath of office.

Staff advisors shall conduct an orientation session for new members with the chair in attendance prior to or at the first regular meeting after appointment. Expectations shall be given concerning attendance, conflicts of interest, information on City Government, etc.

Section 4. **RESIDENCY REQUIREMENTS**

A member of any board, committee or commission must at all times be registered to vote in Mecklenburg County.

Exceptions to the above statement may exist for some boards for purposes of regional membership (i.e. the Airport Advisory Committee). Any exceptions will be handled on a case by case basis.

Section 5. **ATTENDANCE POLICY**

In order for a board, committee, or commission to be effective and efficient, and to accomplish its purpose, its membership must be actively involved and attendant to the business of the body. Therefore, all members are required to attend at least 65% of the regular and special meetings of the body and assigned committees and subcommittees held in any one calendar year with **NO EXCUSED ABSENCES.** On January 1 of each year, a member of any board, commission, or committees appointed by the Mayor, Council or City Manager shall be automatically removed from said body for failure to attend at least 65% of all regular and special meetings of the body and assigned committees and subcommittees held during the immediately preceding calendar year. For persons not serving for an entire calendar year, the 65% attendance requirement shall apply to meetings held during the portion of the year during which the person served. In order to be eligible for reappointment to a board, committee, or commission, a member must have attended at least 75% of the regular and special meetings of the body and assigned committees and subcommittees during the concluding term, or portion of the term during which the member served. In addition, any member of a board, commission or committee shall be automatically removed from said body for failure to attend any THREE CONSECUTIVE REGULAR MEETINGS of the body. A member must attend fifty percent (50%) of a meeting in order to be considered in attendance for the purposes of this policy. Members appointed in the fourth quarter of the year shall be exempt from the 65% attendance rule for that calendar year only, but are still subject to the three consecutive meeting policy.

The City Clerk shall send a letter to anyone who is removed from a board, committee, or commission for failure to meet the attendance policy. Vacancies resulting from the removal of a member shall be filled by the same method as provided for initial appointments.

The City Clerk shall send a letter to any member who is in danger of violation of the attendance requirement, asking them to be mindful of said requirement.

Staff advisors shall file attendance reports with the City Clerk pursuant to the schedule established by the City Clerk.

This attendance policy shall apply to every member of a board, committee, or commission that is part of the City of Charlotte regardless of who appoints the member. In addition, this attendance policy shall apply to all appointees by the City Council to a board, committee, or commission that is not part of the City of Charlotte.

Section 6. **REPORTS OF BOARDS, COMMITTEES, AND COMMISSIONS**

The City Council finds it appropriate to periodically review each standing board, committee, and commission to which they make appointments for the purpose of assessing whether said board, committee, or commission should be renewed, dismantled, expanded or its charge redefined. To this end, each board, committee, and commission that is part of the City, or that was established by the City Council, whether acting alone or in conjunction with one or more other local governments, is required to submit annual written reports that must contain in depth reviews of the body's activities including goals, objectives, successes, problems, and/or the need for City Council assistance. These reports shall be submitted to the City Clerk and will be staggered through the year according to a schedule established by the City Clerk. The City Clerk shall then provide the Mayor and City Council with copies of the reports and refer the reports to the appropriate Council Committee for the Committee's information.

Boards, committees, and commissions that are not part of the City shall submit reports in accordance with the reporting requirements set forth in their contract, if any, with the City.

In addition to required written reports, the City Council may request on a case-by-case basis that an oral report be made to the Council.

Section 7. **CONFLICT OF INTEREST**

Council's January 24, 1983 Conflict of Interest Resolution established for boards, commissions, and committees shall continue as it is in its entirety.

Section 8. **REPEALER**

All prior resolutions of the City Council establishing procedures for the public notification, nomination, and appointment of persons to boards, committees, and commissions, and setting forth the City's policies for consecutive terms, oaths of office, residency, attendance, and review reports are, except to the extent that they are supplementary to and consistent herewith, repealed. This repeal includes, but is not limited to, resolutions recorded at Resolution Book 34, Pages 578-582, Resolution Book 36, Page 148, and Resolution Book 38, Page 277.

**CERTIFICATION**

I, Emily A. Kunze, Deputy City Clerk of the City of Charlotte, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and exact copy of a Resolution adopted by the City Council of the City of Charlotte, North Carolina, in regular session convened on the 12th day of September, 2016 the reference having been made in Minute Book 141 and recorded in full in Resolution Book 47, Page(s) 585-589.

WITNESS my hand and the corporate seal of the City of Charlotte, North Carolina, the 12th day of September, 2016.

CITY OF CHARLOTTE
MECKLENBURG
LS
* 1775 *
NORTH CAROLNIA

Emily A. Kunze, Deputy City Clerk

# Conflict of Interest Policy

January 24, 1983
Resolution Book 19 - Page 18

A RESOLUTION OF THE CHARLOTTE CITY COUNCIL ESTABLISHING A CONFLICT OF INTEREST POLICY STATEMENT FOR MEMBERS OF CITY BOARDS, AGENCIES, COMMITTEES AND COMMISSIONS.

WHEREAS, the proper operation of democratic government requires that public officials be independent, impartial and responsible to the people; and

WHEREAS, it is important that the public have confidence in the integrity of its government; and

WHEREAS, any public office must not be used for personal gain; and

WHEREAS, the Charlotte City Council has previously approved a Code of Ethics ordinance which establishes guidelines for standards of conduct for the Mayor, the City Council as well as other City officials; and

WHEREAS, City Council believes that it is equally important that standards of conduct, particularly a conflict of interest policy, be established for members of City boards, agencies, committees and commissions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charlotte in regular session duly assembled that it hereby establishes and adopts the following standards of conduct which shall be applicable to all members of City board, agencies, committees and commissions regardless of their method of appointment: any member who has an interest in any act or action coming before the board, agency, committee or commission of which he is a member shall publicly disclose his or her interest and shall completely withdraw from any consideration of said act or action. For purposes of this resolution, interest means direct or indirect pecuniary or material benefit accruing to the member as a result of any contract, agreement or transaction which may be the subject of any official act of action by or before the board, agency, committee or commission. Furthermore, a member shall be deemed to have an interest in the affairs of: a) any person in his immediate household; b) any business entity in which the member is an officer or director; or c) any business entity in which the stock of, or legal or beneficial ownership of, in excess of five percent of the total stock or total legal or beneficial ownership, is controlled or owned directly or indirectly by the member.

BE IT FURTHER RESOLVED that when any member has a doubt as to the applicability of this resolution to a particular situation, he or she shall apply to the office of the City Attorney for an advisory opinion.



Table of Contents

January 24, 1983
Resolution Book 19 - Page 19

BE IT FURTHER RESOLVED that any member who violates the provisions of this resolution shall be subject to removal from the board, agency, committee or commission.

This the 24th day of January, 1983.

Approved at to form:

Henry W. Underhill Jr.
City Attorney

CERTIFICATION

I, Pat Sharkey, City Clerk of the City of Charlotte, North Carolina, do hereby certify that the foregoing is a true and exact copy of a Resolution adopted by the City Council of the City of Charlotte, North Carolina, in regular session convened on the 24th day of January, 1983, the reference having been made in Minute Book 79 and recorded in full in Resolution Book 19 at Pages 18-19.

WITNESS my hand and the corporate seal of the City of Charlotte, North Carolina, this the 25th day of January, 1983.

Pat Sharkey, City Clerk



Table of Contents

# Descriptions of Boards & Commissions

In the following pages, descriptions of the following boards are provided.

- Airport Advisory Committee
- Bechtler Arts Foundation Board
- Bicycle Advisory Committee
- Business Advisory Committee
- Charlotte Area Fund Board
- Charlotte Business INClusion (CBI) Advisory Committee
- Charlotte Community Capital Loan Fund
- Charlotte Housing Authority
- Charlotte International Cabinet
- Charlotte Mecklenburg Public Access Corporation
- Charlotte Regional Visitors Authority
- Charlotte Tree Advisory Commission
- Charlotte Water Advisory Committee
- Citizens Review Board
- Citizens' Transit Advisory Group
- Civil Service Board
- Community Relations Committee
- Domestic Violence Advisory Board
- Firemen's Relief Board of Trustees
- Historic District Commission
- Historic Landmarks Commission
- Housing Advisory Board of Charlotte-Mecklenburg
- Housing Appeals Board
- Keep Charlotte Beautiful
- Mint Museum Board of Trustees
- NASCAR Hall of Fame Advisory Committee
- Neighborhood Matching Grants Fund
- Passenger Vehicle for Hire Board
- Planning Commission
- Privatization/Competition Advisory Committee
- Public Art Commission
- Storm Water Advisory Committee
- Transit Services Advisory Committee
- Waste Management Advisory Board
- Zoning Board of Adjustment

# Airport Advisory Committee

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| **Description** | The Airport Advisory Committee is charged with reviewing long-range planning for airport development, reviewing and studying all revenue-producing aspects of the airport, recommending appropriate action to City Council on airport policy matters, reviewing and studying all aspects of airport transportation needs of metropolitan Charlotte, monitoring and advising City Council on implementation of the Master Plan and Part 150 Program, monitoring and advising City Council on neighborhood relations program to provide information, education and opportunities to discuss issues, and evaluating the process to address noise issues and making recommendations to City Council. |
| **Committee Members** | 11 members (3 by Mayor, 8 by Council – 2 from the Westside community, 2 aviation affiliation, 2 regional appointees recommended by the Carolinas Partnership)<br>Term Length: 3 years; Term Limit: 2 Terms*<br><br>*Regional members recommended by the Carolinas Partnership are appointed to 1 two-year term and cannot be reappointed. |
| **Membership** | Members shall be electors of Mecklenburg County with a majority being from the City of Charlotte. At least two members shall be residents of the Westside community, two shall be familiar with aviation matters by reason of education or vocation; the other five members shall be selected from fields, the nature of which would contribute to the continuing deliberations of the Committee.<br><br>Appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards and must file a Statement of Economic Interest by February 1st of each year. |
| **Meeting Information** | Meeting Day: 1st Thursday, monthly<br>Meeting Time: 8:00 a.m.<br>Meeting Location: Charlotte-Douglas International Airport (5601 Wilkinson Boulevard)<br>Time Commitment: 5 hours per month<br>*(THIS BOARD IS NOT CURRENTLY HOLDING MEETINGS)* |
| **Staff Advisor** | Please contact the City Clerk's Office at 704-336-2248 or email boards@charlottenc.gov for more information about this board. |
| **Additional Information** | Website |

# Bechtler Arts Foundation Board

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| **Description** | The mission of the Bechtler Arts Foundation Board is to share all the joy and excellence of the Bechtler Collection in order to inspire, inform and enhance cultural and intellectual life. Board members provide fiscal and strategic oversight for the Bechtler Museum of Modern Art and are charged with making decisions and providing guidance that will uphold the integrity of the museum's mission. |
| **Committee Members** | 30 Members (1 by Mayor, 2 by City Council, 1 by Arts & Science Council, 1 by Wells Fargo Corp, 4 by Andreas Bechtler, 21 by Board of Directors)<br>Term Length: 3 Years; Term Limit 2 Terms (City appointments); other appointments have the possibility of renewal for a third (3) year term.<br><br>Board members include a Board Chair, Vice-Chair, Secretary, and Treasurer. The officers and committee chairs accept additional responsibilities to the members-at-large.<br><br>City Council appointed initial members to the Board at their April 14, 2008 meeting with terms to begin July 1, 2008. |
| **Membership** | The City shall seek recommendations for appointees from the existing Board of Directors.<br><br>City appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day: 1st Wednesday monthly<br>Meeting Time: 12:00 p.m. – 1:30 p.m.<br>Meeting Location: Bechtler Museum of Modern Art (420 South Tryon Street)<br>Time Commitment: 2 to 4 hours per month |
| **Staff Advisor** | Leandra Kelley • 704-353-9202 • leandra.kelley@bechtler.org |
| **Additional Information** | Website |

# Bicycle Advisory Committee

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| **Description** | The Bicycle Advisory Committee acts as an advisory body to City Council to review bicycle plans and make recommendations on implementing related policies and policy strategies and recommends appropriate action to the City Council and Board of County Commissioners on bicycle transportation issues; recommends any amendments and/or modifications to adopted bicycle plans deemed appropriate and/or necessary for the purpose of keeping the plans timely; and, properly updates and makes any other recommendations deemed appropriate and/or necessary to promote safe bicycle ridership. |
| **Committee Members** | 11 Members (3 by Mayor, 6 by City Council and 2 by County Commission)<br>Term Length: 3 Years; Term Limit 2 Terms |
| **Membership** | Appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day: 4th Tuesday monthly<br>Meeting Time: 6:00 p.m.<br>Meeting Location: Charlotte-Mecklenburg Government Center (600 East Fourth Street)<br>Time Commitment: 1 to 2 hours per month |
| **Staff Advisor** | Ben Miller • 704-336-2278 • bgmiller@charlottenc.gov |
| **Additional Information** | Website |

# Business Advisory Committee

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| **Description** | The Business Advisory Committee (BAC) provides recommendations and advice to City Council on ways the City can help business in Charlotte, with a particular emphasis on small businesses and provides a forum for businesses to raise issues, discuss and have input into City policy responses to these issues. The BAC provides input and recommendations on the City's Economic Development Focus Area Plan, with a particular emphasis on small business development, city contracting programs, revitalization of distressed business districts, business recruitment, retention and expansion efforts, public/private partnership projects, and business customer service. The BAC keeps City Council and City Department Managers abreast of conditions in the business community and how these conditions might affect business-government relations and needs for public services. |
| **Committee Members** | 20 Members (2 by Mayor; 6 by City Council; 5 recommendations by the Charlotte Chamber of Commerce; 1 recommendation by the Carolinas Asian-American Chamber of Commerce; 1 recommendation by the Charlotte-Mecklenburg Black Chamber of Commerce; 1 recommendation by the Charlotte-Mecklenburg Latin-American Chamber of Commerce; 1 certified SBE recommendation by the Hispanic Contractors Association; 1 certified SBE recommendation by the Metrolina Minority Contractors Association; 1 recommendation by the Metrolina Native American Association; 1 recommendation by the National Association of Women Business Owners)<br>Term Length: 3 Years; Term Limit 2 Terms |
| **Membership** | Appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards and must file a Statement of Economic Interest by February 1st of each year. |
| **Meeting Information** | Meeting Day: 3rd Friday monthly<br>Meeting Time: 8:00 a.m.<br>Meeting Location: Charlotte-Mecklenburg Government Center (600 East Fourth Street)<br>Time Commitment: 1-2 hours per month |
| **Staff Advisor** | Jerrianne Jackson • 704-432-1311 • jbjackson@charlottenc.gov |
| **Additional Information** | Website |

# Charlotte Area Fund Board

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| **Description** | The Charlotte Area Fund (CAF) is a private non-profit corporation and Mecklenburg County's designated community action agency. The purpose of the agency is to combat poverty by assisting low-income individuals and families with becoming self-sufficient. Since 1963, CAF has initiated and provided a variety of programs and services to serve the poor in Mecklenburg County. |
| **Committee Members** | 15-18 Members (6 members per sector – Public (1 by Charlotte Mayor, 2 by City Council, 2 by County Commissioners, 1 by State Legislator), Private (may include representatives from the Board of Education, DSS, private industry, etc.) and Low-income (elected by low-income neighborhoods/organizations)<br>Term Length: 2 Years; Term Limit 2 Terms |
| **Membership** | The Charlotte Area Fund is governed by a Board of Directors composed of representatives from three major sectors of the community: one-third low-income individuals or their representatives, one-third elected officials or their designees and one-third from the private sector.<br><br>City appointees must take an oath of office and are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day: 2nd Tuesday (Jan-Mar, May, Jul, Sep, Nov)<br>Meeting Time: 6:00 p.m.<br>Meeting Location: Area Fund Building (901 North Tryon Street)<br>Time Commitment: 1-2 hours monthly |
| **Staff Advisor** | Karen Browning • 704-372-3010 X 202 • karenbb@charlotteareafund.org |
| **Additional Information** | Website |

# Charlotte INClusion (CBI) Advisory Committee

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| **Description** | The Charlotte Business INClusion (CBI) Advisory Committee was established January 9, 2017 by City Council action to support and provide input on the work of Charlotte Business INClusion. The Committee's responsibilities include: Reviewing Minority, Women, Small Business Enterprise (MWSBE) utilization and participation on City contracts; Providing recommendations and advice to City Council on ways the City can enhance diversity and inclusion of MWSBEs in City contracting and procurement; Providing a forum for CBI stakeholders to raise issues and have input into CBI policy recommendations; Advising the City of business community conditions that may affect business-government relations; and, Serving on future City Disparity Study Advisory Committees. |
| **Committee Members** | 15 members (3 by Mayor - 3 At-large representing Prime Construction Company, Professional Services Company and Charlotte Chamber of Commerce; 10 by City Council - 2 At-large, 2 At-large representing Prime Construction Companies, 1 recommendation by Carolinas Asian-American Chamber of Commerce, 1 recommendation by Carolinas Association of General Contractors, 1 recommendation by Charlotte Mecklenburg Black Chamber of Commerce, 1 recommendation by Hispanic Contractors Association of the Carolinas, 1 recommendation by the Latin American Chamber of Commerce, 1 recommendation by the Metrolina Minority Contractors Association, 1 recommendation by the Metrolina Native American Association, and 1 recommendation by the National Association of Women Business Owners)<br>Term Length: 3 Years; Term Limit 2 Terms |
| **Membership** | Initial terms are staggered; future terms will be for two years. City Council will designate the initial Chairperson and Vice-Chairperson; thereafter Committee elects from membership. Chairperson and Vice-Chairperson serve for two-year terms.<br><br>Members must take an oath of office and are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards and must file a Statement of Economic Interest by February 1st of each year. |
| **Meeting Information** | Meeting Day: 2nd Wednesday, monthly<br>Meeting Time: 8:00 a.m.<br>Meeting Location: Charlotte-Mecklenburg Government Center (600 East Fourth Street)<br>Time Commitment: 1-2 hours per month |
| **Staff Advisor** | Samuel Montanez • 704-336-2487 • smontanez@charlottenc.gov |
| **Additional Information** | Website |

# Charlotte Community Capital Loan Fund

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| **Description** | The Small Business Enterprise (SBE) Loan Fund is an innovative public/private fund established in 2003 to assist small businesses with gaining access to capital. On April 25, 2012, the Operating Committee of the Small Business Enterprise Loan Fund changed its name to Charlotte Community Capital Loan Fund to reposition the fund and clear up any confusion that only City certified SBEs are eligible for loans. The fund is administered by Self-Help Credit Union. Applicants should have expertise in small business management and finance. |
| **Committee Members** | 12 Members (1 by Mayor, 1 by City Council)<br>Term Length: 3 Years; Term Limit 2 Terms |
| **Membership** | City appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day: 3rd Tuesday quarterly (Jan, April, Jul, Oct)<br>Meeting Time: 8:00 a.m.<br>Meeting Location: Self Help Credit Union (926 Elizabeth Avenue)<br>Time Commitment: 2 hours quarterly |
| **Staff Advisor** | Eric Nelson • 704-336-2735 • enelson@charlottnc.gov |
| **Additional Information** | Website |

# Charlotte Housing Authority Board

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| **Description** | The Charlotte Housing Authority (CHA) serves those Charlotte families from diverse social and economic backgrounds with housing needs requiring the services provided by the Authority. Its mission is to support and assist these families to enhance their quality of life while requiring those who are capable or who can develop capability to transition from dependency to self-sufficiency and economic independence.<br><br>The CHA Board of Commissioners set policies that govern the operations of CHA and chart the direction of current and future programs. This board ensures that the CHA operates within the law and according to HUD regulations. New policies or acts of business requested by the CEO must first be approved or authorized through the Board of Commissioners before they are put into practice. |
| **Committee Members** | 7 Members (2 by Mayor, 5 by City Council, at least one appointee must be a resident of assisted housing)<br>Term Length: 3 Years; Term Limit 2 Terms |
| **Membership** | Nominees are subject to a state criminal background check. Appointees must take an oath of office and are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day: 3rd Tuesday monthly<br>Meeting Time: 5:00 p.m.<br>Meeting Location: Charlotte Housing Authority (400 East Boulevard)<br>Time Commitment - 3 hours per month |
| **Staff Advisor** | Kenya Hester • 704-336-5221 • khester@cha-nc.org |
| **Additional Information** | Website |

# Charlotte International Cabinet

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| **Description** | The Charlotte International Cabinet creates awareness of Charlotte as an international city by promoting exchange between Charlotte and its Sister Cities, welcoming all citizens and visitors, regardless of ethnicity or language skills, supporting global education programs, encouraging further growth of the international business sector and enhancing Charlotte's non-profit international sector.<br><br>The Cabinet is charged with providing input and recommendations to City Council on topics pertaining to international affairs of domestic and foreign origin; promoting a forum to convene the international, immigrant, and other communities to raise visibility of issues facing the community at large, and promoting collaboration among Charlotte's diverse population; encouraging growth of international business through partnerships that support globally-competitive workforce development, entrepreneurship, foreign direct investment, and exporting; keeping City Council and City staff abreast of conditions in the international and immigrant communities, and how these conditions might affect business-government relations; and, advising Mayor and Council on international travel and on formal invitations for incoming delegations. |
| **Committee Members** | 21 Members (7 by Mayor-1 NC Consular Corp, 1 Mecklenburg County, 1 Cultural/Ethnic, 1 International Business, 1 Education/Non-Profit and 2 At-large; 14 by City Council-1 Airport, 1 Charlotte Regional Visitor Authority, 1 Charlotte Regional Partnership, 1 Charlotte Chamber of Commerce, 2 Cultural/Ethnic, 2 International Business, 2 Education/Non-Profit and 3 At-large).<br><br>• NC Consular Corps, Charlotte Regional Partnership and Charlotte Chamber: a member of the organization or a staff person is eligible for appointment.<br>• Airport, Charlotte Regional Visitors Authority and Mecklenburg County: a staff member is eligible for this appointment.<br>• Cultural/Ethnic: nominees will represent the diversity in our community through their cultural/ethnic background or by being on the board or in the employment of an organization which serves our culturally/ ethnically diverse population.<br>• International Business: nominees will represent our growing global economy by being an international entrepreneur or international business owner or employee.<br>• Education/Non-Profit: nominees will represent the institutions and organizations which provide the skills and experiences necessary to build a globally competitive population by being a member or employee of an educational institution or a non-profit organization in Charlotte.<br><br>Term Length: 3 Years; Term Limit 2 Terms |
| **Membership** | Appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day: 3rd Wednesday monthly<br>Meeting Time: 7:30 a.m.<br>Meeting Location: Charlotte-Mecklenburg Government Center (600 East Fourth Street)<br>Time Commitment: 5 to 6 hours per month |
| **Staff Advisor** | Alexis Gordon • 704-336-2174 • agordon@charlottenc.gov |
| **Additional Information** | Website<br><br>Email |

# Charlotte Mecklenburg Public Access Corporation

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| **Description** | The Charlotte Mecklenburg Public Access Corporation is a non-profit corporation which is responsible for the day-to-day operation of the cable television Public Access channel and studio facilities. The Board of Directors of CMPAC will manage and direct all the activities and affairs of the Corporation. |
| **Committee Members** | 13 Members (3 by Mayor, 6 by City Council, 4 by Corporation)<br>Term Length: 3 Years; Term Limit 2 Terms |
| **Membership** | Public Access Producers / Users: Charlotte-Mecklenburg resident currently involved in Public Access as a producer or volunteer.<br><br>General Public: Charlotte-Mecklenburg resident interested in Public Access.<br><br>City appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day: 3rd Wednesday monthly (even numbered months)<br>Meeting Time: 12:30 p.m.<br>Meeting Location: 613 Calvert Street<br>Time Commitment: 2 hours quarterly |
| **Staff Advisor** | Doris Boris • 704-541-5787 • cltdboris@carolina.rr.com |
| **Additional Information** | Website |

# Charlotte Regional Visitors Authority

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| **Description** | The Charlotte Regional Visitors Authority serves to promote Charlotte as a major convention center, fully capable of providing facilities, exhibit spaces, meeting rooms, hotel rooms and other suitable amenities; and, to develop a comprehensive program that will promote and establish Charlotte as a tourist destination. |
| **Committee Members** | 13 Members (4 by Mayor-3 At-large and 1 Limited Service Hotel, 9 by City Council-5 At-large, 1 General Travel, 1 Full Service Hotel, 1 Restaurant and 1 Mecklenburg County Towns)<br>Term Length: 3 Years; Term Limit 2 Terms |
| **Membership** | Nominees are subject to a state criminal background check. Appointees must take an oath of office and are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day: 2nd Wednesday (every other month)<br>Meeting Time: 8:00 a.m.<br>Meeting Location: Convention Center (501 South College Street)<br>Time Commitment: 2 hours per month |
| **Staff Advisor** | Kristi Douglas • 704-414-4011 • kristi.douglas@crva.com |
| **Additional Information** | Website |

# Charlotte Tree Advisory Commission

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| **Description** | The mission of the Charlotte Tree Advisory Commission (CTAC) is to achieve community-wide recognition that trees and landscaping are an integral part of our quality of life, and it is the responsibility of all citizens to provide for and protect our urban forest environment.<br><br>CTAC serves to advocate for the preservation and ongoing renewal of Charlotte's urban forest and landscape; to educate the citizens of Charlotte about the importance of trees and landscaping as they pertain to our quality of life; and, to advise and support City Council and assist City leaders on issues affecting Charlotte's urban forest. CTAC also reviews and makes recommendations regarding the Charlotte Tree Ordinance. |
| **Committee Members** | 12 Members (3 by Mayor, 7 by Council, 2 Ex-Officio members-representatives from the City Engineering & Property Management Department)<br>Term Length: 3 Years; Term Limit: 2 Terms |
| **Membership** | A majority of the membership should be residents of the City of Charlotte.<br><br>Appointees are subject to City Council's Attendance Policy and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day: 3rd Tuesday, monthly<br>Meeting Time: 5:00 p.m.<br>Meeting Location: Charlotte-Mecklenburg Government Center (600 East Fourth Street)<br>Time Commitment: 3 to 15 hours monthly |
| **Staff Advisor** | Timothy Porter • 704-336-5753 • tporter@charlottenc.gov |
| **Additional Information** | Website<br>Tree Ordinance<br>City Code of Ordinances – Chapter 21 - Trees |

# Charlotte Water Advisory Committee

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| **Description** | The Charlotte Water Advisory Committee reviews and makes recommendations on all capital improvement programs for water and sewer facilities and changes to such programs; proposes changes in the method for determining water and sewer charges; and, proposes changes in policy for extending water and sewer services. |
| **Committee Members** | 7 Members (1 by Mayor, 3 by City Council, 3 by County Commissioners)<br>Term Length: 3 Years; Term Limit 2 Terms |
| **Membership** | With the exception of the town representative, the members of the Committee must be actively involved in one of the following categories: real estate developer, water and/or sewer contractor, civil engineer specializing in water/sewer construction, financial expert and neighborhood leader. This composition of skill sets was suggested by a 13-member citizen committee that reviewed Utilities policies from April to November 1990, which recommended the five-member Community Facilities Committee be transitioned to seven members with these characteristics.<br><br>Appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards and must file a Statement of Economic Interest by February 1st of each year. |
| **Meeting Information** | Meeting Day: 3rd Thursday monthly<br>Meeting Time: 2:30-4:00 p.m.<br>Meeting Location: Charlotte Water (4222 Westmont Drive, Conference Room C)<br>Time Commitment: 1 to 2 hours per month |
| **Staff Advisor** | Krystal Johnson • 704-336-4448 • krystal.johnson@charlottenc.gov |
| **Additional Information** | Website |

# Citizens Review Board

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| **Description** | The Citizens Review Board (CRB) was established in September 1997. The Board reviews appeals by citizens who file complaints on dispositions imposed by the Chief of Police or his designee relating to allegations of misconduct against a sworn police officer. The Board may hear complaints regarding alleged violations of the following rules: use of force, unbecoming conduct, arrest, search and seizure, and arbitrary profiling. In addition, the disposition of the review of any discharge of a firearm by an officer which results in the death or injury of a person may be appealed to this Board by the person injured or the next of kin in the event of death. The Board also serves in an advisory role to the Chief of Police, the City Manager, and the City Council. It is charged with making periodic reports to the Chief of Police, the City Manager, the City Council and the Community Relations Committee. |
| **Committee Members** | 11 Members (3 by Mayor, 5 by Council, 3 by City Manager)<br>Term Length: 3 Years; Term Limit 2 Terms |
| **Membership** | All board members shall attend and successfully complete the Charlotte-Mecklenburg Police Department's Citizens Academy and receive training on relevant legal and policy issues as required by the City Manager; this training must be completed prior to any board appointee serving as a member of the board.<br><br>Nominees are subject to a state criminal background check; individuals with a felony conviction or Class A1 misdemeanor conviction and individuals with a Class 1 or Class 2 misdemeanor conviction within 3 years of their nomination for appointment shall be ineligible to serve.<br><br>CRB members must be continually domiciled within Mecklenburg County and be registered to vote within the County. Members must sign and adhere to a confidentiality agreement. Members must take an oath of office and are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements and must file a Statement of Economic Interest by February 1st each year. |
| **Meeting Information** | Meeting Day: 2nd & 4th Tuesday monthly (as needed);<br>Meeting Time: 4:00 p.m.<br>Meeting Location: Charlotte-Mecklenburg Government Center (600 East Fourth Street)<br>Time Commitment: 1 to 2 hours per month |
| **Staff Advisor** | Stephanie C. Kelly • 704-336-2248 • sckelly@charlottenc.gov |
| **Additional Information** | Website |

# Citizens Transit Advisory Group

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| **Description** | The Citizens Transit Advisory Group (CTAG) is an advisory committee of the Metropolitan Transit Commission (MTC) that reviews the long-range transit system planning and proposed operating and capital programs from the community's perspective, and makes recommendations to the MTC.<br><br>CTAG responsibilities include: annual review, comment and recommendations with respect to the Transit Program and budget; review, comment and recommendations on proposed transit financial policies presented to the MTC for approval; review of corridor rapid transit alignments and technology plans recommendations coming out of preliminary engineering and environmental studies; engage in proactive efforts to seek and provide insights on community attitudes towards transit plans and system performance; annual review and comment on market research results; provide input and advice on increasing community awareness of transit-oriented land use planning and its relationship to the implementation of transit investments; and, engage in proactive efforts to increase awareness within the community and key stake-holders on the total value of investing in transit.<br><br>While CTAG is not a policy-making body, its recommendations to the MTC fulfill the requirement levied by the Interlocal Agreement that the MTC ensures public involvement in transit planning. |
| **Committee Members** | 13 Members (1 Co-Chair by Mayor, 1 Co-Chair by Chair of County Commission, 2 by Council, 2 by County, 1 by Board of Education, 1 by each 6 towns in Mecklenburg County (Cornelius, Davidson, Huntersville, Matthews, Mint Hill and Pineville).<br>Term Length: 2 Years; Term Limit: 2 Terms |
| **Membership** | Members may not be an elected official.<br>City appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day: 3rd Tuesday monthly<br>Meeting Time: 7:30-9:00 a.m.<br>Meeting Location: Charlotte-Mecklenburg Government Center (600 East Fourth Street)<br>Time Commitment: 2 hours monthly |
| **Staff Advisor** | Paulus Ford • 704-336-7245 • pford@charlottenc.gov |
| **Additional Information** | Website |

# Civil Service Board

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| **Description** | The Civil Service Board was established by the North Carolina Public Local and Private Session Laws of 1929, Chapter 124. At present, its principal functions are to evaluate and potentially approve new applicants for employment as submitted to the board by the Fire and Police Chiefs; to evaluate and potentially approve all promotions and demotions recommended by the Chiefs of both departments; to maintain a register of officers graduating from the academy; to hold hearings for employees of these departments who have been cited for termination by the Chief; to hold hearings for employees of these departments, upon their request, against whom charges have been brought by the Chiefs of the respective department; and to require that the departments investigate matters involving Police Officers or Firefighters in the public interest. |
| **Committee Members** | 9 members (3 by Mayor, 6 by Council)<br>Term Length: 3 Years; Term Limit: 2 Terms |
| **Membership** | Nominees are subject to a state criminal background check. Appointees must take an oath of office and are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards and must file a Statement of Economic Interest by February 1st of each year. |
| **Meeting Information** | Meeting Day: 1st Tuesday monthly<br>Meeting Time: 4:00 p.m.<br>Meeting Location: Charlotte-Mecklenburg Government Center (600 East Fourth Street)<br>Time Commitment: 1 hour monthly; 2 to 5 hearings per year which can last from 1 to 3 days |
| **Staff Advisor** | Stephanie C. Kelly • 704-336-2248 • sckelly@charlottenc.gov |
| **Additional Information** | Website |

# Community Relations Committee

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| **Description** | The Community Relations Committee (CRC) serves to prevent discrimination because of race, color, religion, national origin, sex, family status or disability; to ameliorate the effects of past discrimination, and to promote harmony among citizens of Charlotte and Mecklenburg County. The CRC serves to study programs in the area of human and community relations and to make the results available to the public and to promote the quality of opportunity for all citizens.<br><br>The volunteers who comprise members of the Community Relations Committee are an integral part of the human relations support system for the City of Charlotte and Mecklenburg County. CRC members pursue activities that ensure fair housing practices and access to public accommodations; assist in settling dispute and group conflicts; improve race, ethnic and community relations; prevent discrimination; and improve communication among various community groups and individuals.<br><br>CRC's diverse membership is divided into six subcommittees: Programs, Communication, Education, Police-Community Relations, Intercultural Relations and Young Leaders. The subcommittee chairs, along with the CRC chairperson and vice-chairperson, form the CRC Leadership Committee. Recommendations for action or advocacy are made by subcommittee chairs through their participation in the CRC Leadership Committee. |
| **Committee Members** | 45 Members (8 by Mayor, 16 by City Council, 21 County Commission)<br>Term Length: 3 Years; Term Limit: 2 Terms |
| **Membership** | Appointees must take an oath of office and are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day: 3rd Tuesday monthly<br>Meeting Time: 4:00 p.m.<br>Meeting Location: Belmont Center (700 Parkwood Avenue)<br>Time Commitment: 5 to 6 hours per month |
| **Staff Advisor** | Renee Thompson • 704-336-2514 • rthompson@charlottenc.gov<br>Terry Bradley • 704-336-5271 • tbradley@charlottenc.gov |
| **Additional Information** | Website |

# Domestic Violence Advisory Board

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| **Description** | The Domestic Violence Advisory Board (DVAB) is the official citizen advisory commission on domestic violence issues. The members are appointed by and report to the Board of County Commissioners and Charlotte City Council.<br><br>The Board periodically reviews and evaluates all Charlotte and Mecklenburg County domestic violence services, makes appropriate recommendations to Charlotte City Council and the Board of County Commissioners to identify gaps, or need for additional services to meet the needs of victims of domestic violence and their children; and, provides vigorous advocacy for domestic violence awareness and its related costs to victims and the community.<br><br>The DVAB receives staff support from the Mecklenburg County Community Support Services Prevention and Intervention Services. |
| **Committee Members** | 12 Members (2 by Mayor, 4 by City Council, 6 by County Commission)<br>Term Length: 3 Years, Term Limit: 2 Terms |
| **Membership** | Nominees are subject to a state criminal background check. City appointees must take an oath of office and are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day: 2nd Monday monthly<br>Meeting Time: 6:15 p.m.<br>Meeting Location: Hal Marshall Services Center (700 North Tryon Street)<br>Time Commitment: 3 hours per month |
| **Staff Advisor** | Kimberly Livingston • 704-432-1967 • kimberly.livingston@mecklenburgcountync.gov |
| **Additional Information** | Website |

# Firemen's Relief Fund Board of Trustees

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| **Description** | Under provisions of State Statutes, fire insurance companies in qualifying municipalities are taxed annually a percentage of premiums received for all fire and lightning policies written on property located within their respective city limits. A portion of such is returned to the municipality by the Insurance Commissioner to be used to safeguard firemen in active service from financial loss occasioned by sickness or injury contracted in the line of duty, and to provide reasonable support for dependents of firemen whose lives are lost as a result of fire services. This Board administers those funds. |
| **Committee Members** | 5 Members (1 by Mayor, 1 by Council, 2 by Fire Department, 1 by State Insurance Commissioner)<br>Term Length: 2 Years; Term Limit: 2 Terms |
| **Membership** | Appointees must take an oath of office and are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day: Quarterly - TBD<br>Meeting Time: 11:00 a.m.<br>Meeting Location: Charlotte Fire Department (500 Dalton Avenue)<br>Time Commitment: 1-2 hours per quarter |
| **Staff Advisor** | Martha Jean Shook • 704-336-2791 • mshook@charlottenc.gov |
| **Additional Information** | NC State Firemen's Association Relief Fund Information<br>NC General Statute § 58-84-30 |

# Historic Distric Commission

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| **Description** | The Historic District Commission (HDC) serves to ensure the preservation of any areas, structures, site and objects that are significant elements of the cultural, social, economic, political, or architectural history of Charlotte and to safeguard the heritage of the city through the preservation and conservation of historical areas for the education, pleasure, and enhancement of the residents of the City. |
| **Committee Members** | 12 Members (4 by Mayor-2 At-large, 1 Planning Commission Recommendation, and 1 Resident Owner-Wilmore; 8 by Council-2 At-large, 1 Business Operator-Dilworth, 1 Resident Owner-Dilworth, 1 Resident Owner-Fourth Ward, 1 Resident-Owner-Hermitage Court, 1 Resident Owner-Plaza-Midwood, and 1 Resident Owner-Wesley Heights<br>Term Length: 3 Years; Term Limit: 2 Terms |
| **Membership** | A majority of the membership shall have demonstrated special interest, experience, or education in history, architecture, and or other relevant discipline; all must reside within the corporate limits of the City of Charlotte- both criteria required by State Statute.<br><br>The Board of Directors of neighborhood association of each district shall recommend nominations for their position in compliance with the associations' by-laws, but such recommendations shall not be binding on the City Council.<br><br>If any of the district representatives ceases to be a property owner in the respective historic district, that appointee shall be permitted to continue in his position if more than fifty (50) percent of his term has been served.<br><br>Members must take an oath of office and are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards and must file a Statement of Economic Interest by February 1st of each year. |
| **Meeting Information** | Meeting Day: 2nd Wednesday, monthly<br>Public Workshop: 12:00-1:00 p.m.<br>Meeting Time: 1:00-7:00 p.m.<br>Meeting Location: Charlotte-Mecklenburg Government Center (600 East Fourth Street)<br>Time Commitment: 10 hours per month |
| **Staff Advisor** | Wanda Birmingham • 704-336-2302 • wbirmingham@charlottenc.gov<br>Linda Keich • 704-353-1133 • lkeich@charlottenc.gov<br>John Howard • 704-336-5994 • jghoward@charlottenc.gov |
| **Additional Information** | Website |

# Historic Landmarks Commission

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| **Description** | The Historic Landmarks Commission serves to recommend the designation of properties (real and personal) for historic landmark designation and to secure the preservation of same through exercising design review and through buying and selling endangered historic landmarks.<br><br>The Commission ensures the preservation of property that embodies elements of cultural, social, economic, political or architectural history of Charlotte and Mecklenburg County for the education, pleasure, and enhancement of the residents of the City and the County. |
| **Committee Members** | 12 Members (2 by Mayor, 4 by Council, 6 by County)<br>Term Length: 3 Years; Term Limit: 2 Terms |
| **Membership** | A majority of the members must have demonstrated special interest, experience, or education in history or architecture. The President of the Mecklenburg Historical Association serves as a non-voting, ex-officio member.<br><br>Appointees must take an oath of office and are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day: 2nd Monday monthly (no July meeting)<br>Meeting Time: 6:00 p.m.<br>Meeting Location: Ratcliffe-Otterbourg House, 2100 Randolph Road<br>Time Commitment: 10 hours per month |
| **Staff Advisor** | Mary Dominick • 704-376-9115 • mary.dominick@mecklenburgcounty.gov |
| **Additional Information** | Website |

# Housing Advisory Board of Charlotte-Mecklenburg

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| **Description** | The Housing Advisory Board of Charlotte Mecklenburg is a community based board appointed to ensure the implementation of the Ten Year Plan to End and Prevent Homelessness and serves as the governing board for the Charlotte-Mecklenburg Continuum of Care. The Ten Year Plan focuses on three primary goals: Housing - get homeless families and individuals into appropriate and safe permanent housing as soon as possible; Outreach and Engagement - link chronic homelessness to housing, treatment and services through intensive outreach and engagement; and Prevention - promote housing stability for those families and individuals most as risk of becoming homeless. In addition, the Board provides advocacy and partnerships with service providers and funders. |
| **Committee Members** | 19 Members (3 by Mayor – representatives from Non-Profit, Corporate/ Economic Development, and Faith Based Groups, 8 by City Council- representatives from General Community, Affordable Housing, Donors, Financial, Real Estate, Legal, Hospitals and Homeless/Formerly Homeless Individual, 5 by County Commission-representatives from Public Safety, Education, Human Services, Veterans and School District; Ex-officio members shall be the Neighborhood and Business Services Director (City), Community Support Services Director (County) and the Charlotte Housing Authority CEO.)<br>Term Length: 3 Years; Term Limit: 2 Terms |
| **Membership** | City appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day: 4th Tuesday (Jan, Mar, May, Aug, Oct, Dec)<br>Meeting Time: 11:30 a.m.<br>Meeting Location: Location varies<br>Time Commitment: 4-6 hours per month |
| **Staff Advisor** | Mary Gaertner • 704-432-5495 • mgaertner@charlottenc.gov |
| **Additional Information** | Website |

# Housing Appeals Board

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| **Description** | The Housing Appeals Board hears appeals from decisions or orders of the Code Enforcement Official, as provided in the Charlotte City Code of Ordinances Chapter 11 (Housing) and Chapter 5, Article II (Non-Residential Buildings and Structures). Any citizen aggrieved by an order issued by Code Enforcement may file an appeal to the Board within 10 calendar days of service. Once heard, the Board may uphold, modify or set aside the order. |
| **Committee Members** | 5 Members (2 by Mayor - City Within a City Homeowner and At-large, 3 by Council - City Within a City tenant, Housing Industry representative and At-large).<br>Term Length: 3 years; Term Limit: 2 Terms |
| **Membership** | Nominees are subject to a state criminal background check. Appointees must take an oath of office and are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards and must file a Statement of Economic Interest by February 1st of each year. |
| **Meeting Information** | Meeting Day: 2nd Tuesday, monthly<br>Meeting Time: 1:00 p.m.<br>Meeting Location: Old City Hall (600 East Trade Street)<br>Time Commitment: 2-3 hours per month |
| **Staff Advisor** | Elissa Gilleland • 704-432-2236 • egilleland@charlottenc.gov |
| **Additional Information** | Housing Code Enforcement<br>City Code of Ordinances – Chapter 11 - Housing<br>Non-Residential Building Code<br>City Code of Ordinances – Chapter 5, Article II – Non-Residential Buildings and Structures |

# Keep Charlotte Beautiful

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| **Description** | Keep Charlotte Beautiful (KCB) Committee is a volunteer-based affiliate of Keep America Beautiful. The purpose of the Board shall be to improve and maintain the cleanliness of the City of Charlotte by providing advisory support and recommendations to the City Council. KCB's activities support existing City goals in Community Engagement, Solid Waste and Code Enforcement while aligning with the five focus areas of Keep America Beautiful: Litter Prevention, Recycling, Community Greening, Waste Reduction and Beautification.<br><br>Keep Charlotte Beautiful places a strong emphasis in helping to ensure that all Charlotte neighborhoods are beautiful, safe, and desirable places to live. KBC promotes partnerships between citizens, businesses, private organizations, and government agencies to ensure the City of Charlotte sustains a clean and healthy environment. KBC enhances public awareness of litter control laws and recycling. KBC encourages and promotes community service and sponsors various programs directed toward the purpose of developing and maintaining a clean healthy and safe community, such as Adopt-A-City Street Program, The Great American Cleanup and America Recycles Day. |
| **Committee Members** | 20 Members (7 by Mayor, 13 by Council)<br>Term Length: 3 years; Term Limit: 2 Terms |
| **Membership** | Appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day: 1st Tuesday, monthly<br>Meeting Time: 11:30 a.m.<br>Meeting Location: Old City Hall (600 East Trade Street)<br>Time Commitment: 4-5 hours per month<br><br>There is an expectation, though not a requirement, that members attend some of the events and activities of the Board beyond the regularly scheduled Board meetings. |
| **Staff Advisor** | Denise Coleman • 704-353-1235 • drcoleman@charlottenc.gov |
| **Additional Information** | Website |

# Mint Museum Board of Trustees

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| **Description** | The Mint Museum Board of Trustees serves to advise the museum that serves the region by collecting, researching, displaying, interpreting and preserving art and historical artifacts and to help the Mint Museum of Art to enter into a partnership with the people of the Carolinas that will enable the museum's collections and programs to serve as the centerpiece of a regional program of education and involvement in the visual arts.<br><br>Through the growth of its permanent collections, the variety of its changing exhibitions and the vitality of its many educational programs, the Mint seeks to engage audiences in the visual arts and, through the arts, in the appreciation and understanding of the diverse cultures which they illustrate. |
| **Committee Members** | 23 Members (2 City Appointments: 1 by Mayor, 1 by Council, 21 Mint Museum)<br>Term Length: 3 years; Term Limit: 2 Terms |
| **Membership** | City appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day: 5 times per year (dates vary)<br>Meeting Time: 4:00 p.m.<br>Meeting Location: Mint Museum, 500 South Tryon Street<br>Time Commitment: 4 hours bi-monthly |
| **Staff Advisor** | Lyndee Champion Ivey • 704-337-2126 • lyndee.championivey@mintmuseum.org |
| **Additional Information** | Website |

# NASCAR Hall of Fame Advisory Committee

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| **Description** | The NASCAR Fall of Fame Advisory Committee serves to assist the Charlotte Regional Visitors Authority (CRVA) in operations of the facility. The goal of the facility is to honor NASCAR icons and create an enduring tribute to the drivers, crew members, team owners and others that have impacted the sport in the past, present and future.<br><br>Based on a recommendation by the City Manager, Council appointed the two initial members to this Board at their May 8, 2006 meeting. The initial term carries the project up to or near the scheduled opening date of the Hall. City Council will then reevaluate the needs of the CRVA to determine subsequent membership to the advisory committee. |
| **Committee Members** | 9 Members (1 by Mayor, 1 by City Council, 2 by NASCAR, 1 by Bank of America, 1 by Wells Fargo, 2 by the Charlotte Regional Visitors Authority, and 1 Ex-Officio Member).<br>Term Length: 3 Years, Term Limit: 2 Terms |
| **Membership** | City appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day: 2nd Friday monthly<br>Meeting Time: 9:30 a.m.<br>Meeting Location: Convention Center (501 S College Street)<br>Time Commitment: This Committee is not currently holding meetings. |
| **Staff Advisor** | Winston Kelley • 704-654-4400 • http://www.nascarhall.com/about/contact |
| **Additional Information** | Website<br>NASCAR Hall of Fame |

# Neighborhood Matching Grants Fund

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| **Description** | The Neighborhood Matching Grants Program (NMG) awards funds to eligible neighborhood-based organizations to make neighborhoods better places to live, work, play and shop. The program was created in 1992 to promote the City of Charlotte's neighborhood focus by achieving four primary goals: build neighborhood capacity and participation, allow neighborhoods to self-determine improvement priorities, leverage citizen involvement and resources to revitalize and reinvest in low and moderate income neighborhoods and stimulate development of partnerships between City and community groups. The Neighborhood Matching Grants Program seeks to support projects and programs that demonstrate community-wide benefit with a goal of improving quality of life.<br><br>Citywide Review Team responsibilities include review, technical assistance, quality control and approval of applications with funding requests between $10,001 and $25,000. The committee also acts as an advisory group on issues affecting the Neighborhood Matching Grants Fund and discusses recommendations to be submitted to City Council for review and approval. |
| **Committee Members** | 11 Members, appointed by City Council - 5 neighborhood representatives from within program boundaries (Northwest , Northeast, Southeast, Southwest), 2 non-profit sector representatives, 2 business representatives, 1 city staff employee recommended by City Manager and 1 school system employee recommended by Superintendent of School System.<br>Term Length: 2 years; Term Limit: 2 Terms |
| **Membership** | City appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day – 3 times, annually (May, Aug, and Nov)<br>Meeting Time - 12:00 p.m.<br>Meeting Location - Old City Hall (600 East Trade Street)<br>Time Commitment - 12 hours per year |
| **Staff Advisor** | Danielle Fisher • 704-336-7846 • danielle.fisher@charlottenc.gov |
| **Additional Information** | Website |

# Passenger Vehicle for Hire Board

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| **Description** | The Passenger Vehicle for Hire (PVH) Board serves to ensure the safety, welfare and property of the visitors and citizens of Charlotte using passenger vehicles for hire and limousines through the enforcement and regulation of the policies and provisions within the Passenger Vehicle for Hire Ordinance.<br><br>The PVH board responsibilities include hearing and ruling on appeals as submitted to the board from company owners, drivers and others as outlined within the ordinance; reviewing, establishing and monitoring taxicab rates (through industry information and public hearings); reviewing and monitoring the number of company, vehicle, and driver permits to ensure proper servicing of the public by the passenger vehicles for hire industry; and, making recommendations to City Council. |
| **Committee Members** | 11 Members (3 by Mayor - taxicab, limousine or other vehicle for hire company owner, driver or chauffeur, and a representative of the hospitality and tourism industry, 5 by Council - taxicab, limousine or other vehicle for hire company owner, driver or chauffeur, a representative of the hospitality and tourism industry, user of passenger vehicles for hire and a person with a disability or representative from an organization that represents persons with disabilities, 3 by City Manager – three citizens with no financial interest or business affiliation with either the passenger vehicle for hire, limousine or hospitality/ tourism industries).<br><br>The Mayor shall designate one of the 11 members as chairperson.<br>Term Length: 3 years; Term Limit: 2 Terms |
| **Membership** | Nominees are subject to a state criminal background check. City appointees must take an oath of office and are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards and must file a Statement of Economic Interest by February 1st of each year. |
| **Meeting Information** | Meeting Day: 1st Tuesday, monthly<br>Meeting Time: 1:00 p.m.<br>Meeting Location: West Services Center (4150 Wilkinson Blvd)<br>Time Commitment - 1 to 2 hours per month |
| **Staff Advisor** | Daniel Buckley • 704-432-6792 • dbuckley@cmpd.org |
| **Additional Information** | Website<br>City Code of Ordinances – Chapter 23, Article II. – Passenger Vehicles for Hire |

# Planning Commission

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| **Description** | The Planning Commission was formed by an Interlocal Agreement as a planning advisory body to the City of Charlotte and Mecklenburg County in 1954; the agreement was renewed in 1988. Its primary responsibility is to guide growth and development for the City of Charlotte and the unincorporated areas of Mecklenburg County through short and long term planning. The Planning Commission principally conducts its business in two committees: The Planning Committee and the Zoning Committee.<br><br>The Planning Committee meets on the third Tuesday of the month at 5:00 p.m. to discuss long range policy issues such as area plans and Mandatory Referrals. The Committee makes recommendations concerning land use, urban design, transportation and other policies relevant to the planning process and also reviews and recommends action on capital projects and on acquisition or sale of real property (Mandatory Referrals).<br><br>The Zoning Committee meets on the fourth Wednesday of the month at 4:30 p.m. to review and discuss rezoning petitions. The Committee makes recommendations concerning rezonings, zoning ordinances and regulations to Charlotte City and hears and decides on subdivision variances and appeals. Zoning Committee members are required to attend City Council rezoning hearings held the third Monday of each month at 5:30 p.m. |
| **Committee Members** | 14 Members (2 by Mayor, 5 by Council, 7 by County Commission – including 2 nominated by the Board of Education)<br>Term Length: 3 years; Term Limit: 2 Terms |
| **Membership** | City appointees must take an oath of office and are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards and must file a Statement of Economic Interest by February 1st of each year. |
| **Meeting Information** | The Planning Commission meets as a full body each month to make policy decisions and to receive committee status reports.<br>Meeting Day: 1st Monday, monthly<br>Meeting Time: 12:00 p.m.<br>Meeting Location: Charlotte-Mecklenburg Government Center (600 East Fourth Street)<br>Time Commitment: 24 hours per month |
| **Staff Advisor** | Cheryl Neely • 704-336-2672 • cneely@charlottenc.gov |
| **Additional Information** | Website<br>Planning Committee<br>Zoning Committee |

# Privatization/Competition Advisory Committee

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| **Description** | This Privatization/Competition Advisory Committee (PCAC) was established on November 22, 1993 by City Council and is charged with monitoring the progress of the City in implementing services contracting and asset management, recommending services and assets to be considered for competition and privatization, and advising on ways to improve current contracted services with service delivery problems.<br><br>The PCAC shall advise both the City Council and the City Manager on matters regarding privatization and competition, in general. They will review the existing legal system for contracting and may develop and recommend local legislation to modify such systems. The PCAC shall assist and advise the City on issues in implementing the goals and processes adopted by City Council for services contracting and asset management; this may include review of requests for proposal, cost comparison methodologies, bid processes, etc. The Committee shall be a resource regarding concerns about the fairness of any bidding processes; as a result, they may be asked to review bid proceedings and hear grievances from parties involved. The PCAC prepares an annual report to City Council. |
| **Committee Members** | 11 Members (2 by Mayor, 9 by Council)<br>Chairperson is appointed by the Mayor.<br>Term Length: 2 years; Term Limit: 2 Terms |
| **Membership** | The Committee is comprised of individuals knowledgeable about finance, management, accounting, human resources, marketing and customer service. Representative skills may include some or all of the following: work management and specifications, accounting, customer relations, performance measurement and analysis, employee relations, quality assurance, asset divestment, and procurement and bidding processes.<br><br>Appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards and must file a Statement of Economic Interest by February 1st of each year. |
| **Meeting Information** | Meeting Day: 2nd Thursday, monthly<br>Meeting Time: 7:30 a.m.<br>Meeting Location: Charlotte-Mecklenburg Government Center (600 East Fourth Street)<br>Time Commitment: 4 to 5 hours per month |
| **Staff Advisor** | Maria Dennis • 704-432-5258 • mdennis@charlottenc.gov |
| **Additional Information** | Website |

# Public Art Commission

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| **Description** | The Public Art Commission oversees and administers a public art program that will ensure the inclusion of artwork in appropriate capital improvement projects for the City to enhance the artistic and cultural development of the City, enhance the City's character and identity, contribute to economic development and tourism, add warmth, dignity, beauty and accessibility to public spaces, and expand the experience and participation of the public with visual arts.<br><br>The role of the Commission includes selection of artists, review of project designs, and approval of artwork; responsibilities include: establishing procedures for the operation of the Charlotte-Mecklenburg Public Art Program; recommending the Annual Work Plan to the City Council and County Commission; reviewing and approving individual Artist Selection Panels; chairing the individual artist selection Panels; ensuring community outreach and citizen participation in the Charlotte-Mecklenburg Public Art Program; representing the Public Art Commission at community meetings, dedications, and special events; monitoring the overall development of the public art collection; and, ensuring that local and regional artists are represented in the collection and that the collection is reasonably balanced over time, with respect to ethnicity and gender of artists selected, styles of expression, media, and genre. |
| **Committee Members** | 9 Members (1 by Mayor – business representative, 2 by Council – education representative and community representative, 3 by County – business representative, education representative and community representative, 3 by Arts & Science Council – visual arts or design professionals<br>Term Length: 3 years; Term Limit: 2 Terms |
| **Membership** | Appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day: 4th Wednesday, monthly<br>Meeting Time: 12:00 p.m.<br>Meeting Location: Carillon Building (227 West Trade Street)<br>Time Commitment: 2 hours per month |
| **Staff Advisor** | Randella Foster • 704-335-3037 • randella.foster@artsandscience.org |
| **Additional Information** | Website<br>Public Art in Charlotte |

# Storm Water Advisory Committee

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| **Description** | The Storm Water Advisory Committee (SWAC) was established in 1993 to review and make recommendations regarding storm water management policies, policy changes, and long-range plans; to review and comment on the annual capital improvement program and operating budget; to hear appeals and decide on violations, fee credits, service charges and adjustments; and, to make recommendations on applications, modifications and enforcement to storm water policies. |
| **Committee Members** | 9 Members (1 by Mayor, 2 by Council, 3 by County Commissioners, 1 by Northern Town, 1 by Southern Town, 1 by Committee)<br>Term Length: 3 Years; Term Limit: 2 Terms |
| **Membership** | Appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards and must file a Statement of Economic Interest by February 1st of each year. |
| **Meeting Information** | Meeting Day: 3rd Thursday, monthly<br>Meeting Time: 4:30 p.m.<br>Meeting Location: Mecklenburg County LUESA Office (2145 Suttle Avenue, Room 407)<br>Time Commitment: 4 to 5 hours per month |
| **Staff Advisor** | Vivian Love • 980-314-3220 • vivian.love@mecklenburgcountync.gov |
| **Additional Information** | Website |

# Transit Services Advisory Committee

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| **Description** | The Transit Services Advisory Committee (TSAC) was established in 1990 by City Council. The Committee reviews, makes recommendations and provides input into short-range transit operations. The TSAC focuses on day-to-day operations of the transit service to ensure that it meets the needs of the community. It makes recommendations to the Metropolitan Transit Commission (MTC) on issues within its sphere of interest, and acts as a vehicle to promote public involvement in short-term transit planning.<br><br>The Committee serves as a forum for citizen suggestions and complaints concerning fares, routes, and schedules. It also serves as an advocacy group for public transportation services and reviews staff recommendations on services provision and transit policies. The TSAC reviews and makes recommendations on minimum performance standards for the system. The TSAC also explores emerging issues in public transit and works with staff on solutions. |
| **Committee Members** | 15 Members (2 by Mayor – 1 uptown employer served by Charlotte Transit and 1 disabled citizen who uses Charlotte Transit, 6 by Council – 1 major suburban employer served by Charlotte Transit, 1 neighborhood organization leader, 1 local service passenger, 1 express service passenger and 1 local or express service passenger and 1 van pool rider, 1 by County, 1 by each of the 6 towns in Mecklenburg County - Cornelius, Davidson, Huntersville, Matthews, Mint Hill and Pineville)<br>Term Length: 3 years; Term Limit: 2 Term |
| **Membership** | Appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day: 2nd Thursday<br>Meeting Time: 4:00 p.m.<br>Meeting Location: Charlotte-Mecklenburg Government Center (600 East Fourth Street)Time Commitment: 2 hours/bi-monthly |
| **Staff Advisor** | Duretta Weicken • 704-336-3517 • dweicken@charlottenc.gov |
| **Additional Information** | Website |

# Waste Management Advisory Board

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| **Description** | The Mecklenburg County Waste Management Advisory Board (WMAB) was established in 1988 by the Mecklenburg Board of County Commissioners (BOCC). The role of the WMAB is to provide citizen input on solid waste management issues facing the County, both short and long-term. The WMAB assists in the development of the County's ten-year waste management plan, considers and recommends waste reduction, recycling and final disposal strategies, reviews capital and operating budgets of the County's Solid Waste Management Program, and provides recommendations to the BOCC on solid waste and litter issues.<br><br>The WMAB also hears appeals for exemptions from the Residential Solid Waste Fee levied by the County and for violations and penalties assessed under the County's Mandatory Commercial Source Separation Ordinance. |
| **Committee Members** | 20 Members (5 Recommended by the Municipality, up to 15 by County Commission)<br>Term Length: 3 Years; Term Limit: 2 Terms |
| **Membership** | City appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards. |
| **Meeting Information** | Meeting Day: 3rd Tuesday, monthly<br>Meeting Time: 11:30 a.m.<br>Meeting Location: Mecklenburg County LUESA Office (2145 Suttle Ave)<br>Time Commitment - 4 hours per month |
| **Staff Advisor** | Lynn Streeter • 980-314-3866 • lynn.streeter@mecklenburgcountync.gov |
| **Additional Information** | Website<br>Solid Waste and Recycling Ordinances and Regulations (County) |

# Zoning Board of Adjustment

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| **Description** | The Zoning Board of Adjustment serves to hear and decide appeals from, and to review any specific order, requirement, decision, interpretation, or determination made by the Zoning Administration of the Charlotte-Mecklenburg Building Standards Department. |
| **Committee Members** | 5 Regular Members; 3 Alternate Members (2 by Mayor, 5 by Council, 1 by County – must live outside, but within one mile, of city limits)<br>Term Length: 3 years; Term Limit: 2 Terms<br><br>Alternate members serve on the Board in the absence of any regular members and are appointed in the same manner and for the same term as regular members. |
| **Membership** | No knowledge or experience in a certain field is necessary for membership.<br><br>Nominees are subject to a state criminal background check. Appointees must take an oath of office and are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards and must file a Statement of Economic Interest by February 1st of each year. |
| **Meeting Information** | Meeting Day: Last Tuesday monthly, and 2nd Tuesday in December<br>Meeting Time: 9:00 a.m.<br>Meeting Location: Charlotte-Mecklenburg Government Center (600 East Fourth Street)<br>Time Commitment: 9 hours per month |
| **Staff Advisor** | April Vernon • 704-336-3818 • advernon@charlottenc.gov |
| **Additional Information** | Website<br>City Code of Ordinances – Board of Adjustment |

# Acknowledgement

## ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK FOR CITIZENS SERVING ON CITIZEN BOARDS, COMMITTEES, AND COMMISSIONS

On the date written below, I received the "Handbook for Citizen Board, Commission, and Committee Members — A Comprehensive Guide to the City of Charlotte's Boards and Commissions." I acknowledge this handbook contains basic information related to serving as a volunteer on a board or commission as well as specific policies as shown below:

- Anti-Harassment Policy
- Attendance Policy
- Code of Ethics, Gift Policy and Disclosure Requirements for Members
- Policies and Procedures for Administering Boards and Commissions
- Conflict of Interest Policy

I understand that I am responsible for reviewing the contents of this handbook and asking questions if I do not understand any part of it.

DATE: _____

NAME: _____

BOARD OR COMMISSION: _____

SIGNATURE: _____

A signed copy of this form will be maintained in the City Clerk's Office.

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Charlotte-Mecklenburg Government Center
600 East Fourth Street
Charlotte, NC 28202