



Charlotte City Council  
**Council-Manager  
Relations Committee**  
Meeting Summary for April 22, 2013

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## COMMITTEE AGENDA TOPICS

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- I.    **Subject:**        **Quarterly Manager and Mayor/Council Update Meetings**  
      **Action:**        Recommend to Council scheduling a Quarterly Manager and  
                          Mayor/Council update meeting for Monday, June 10 at 12:00 noon.  
                          *Motion passes unanimously.*
- [NOTE: Meeting subsequently moved to Monday, June 24.]
- II.    **Subject:**        **Preliminary Discussion of Roles, Responsibilities and Ethics of**  
                          **Council Appointed Committees**  
      **Action:**        None.
- III.   **Subject:**        **Next Meeting Date**  
      **Action:**        Tuesday, May 28, 2013 at 11:45 in Room CH-14

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## COMMITTEE INFORMATION

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Present:                Mayor Anthony Foxx, Council members Warren Cooksey, David Howard,  
                          Patsy Kinsey, and James Mitchell  
Time:                    11:45 a.m. to 1:00 p.m.

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## ATTACHMENTS

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1. Agenda Package

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## DISCUSSION HIGHLIGHTS

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### Committee Discussion:

Mayor Anthony Foxx called the meeting to order.

#### I. Quarterly Manager and Mayor/Council Update Meetings

The Mayor advised the Committee that he and Ron Carlee have discussed creating an environment to allow time with the City Manager. This would be part of a regular, ongoing process to essentially help “set the table” to make the evaluation process smoother.

Mr. Carlee added that there are so many operational things to be addressed that it would be valuable to him to have conversations with the Mayor and Council to understand their expectations and get clarity around issues. Mr. Carlee said he would share past exercises so they could get a sense of his style and approach, for example, his being an introvert (needs to think to talk) versus an extrovert (who talks to think). The first meeting would be discussing communication style, expectations and priorities. Mr. Carlee said he intends to look at every aspect of the City and if there are internal changes that need to be made including going in a different direction, this is a way to start those discussions.

Carol Jennings advised some possible dates suggesting a breakfast or lunch meeting time. Location would be out of the Government Center. Mr. Carlee added that meeting in a different environment can create difference conversations, but a *convenient* location would be a high priority.

The Committee discussed possible timeframes with Council member Cooksey noting that it might be good to meet near the June 7 Quarterly Elected Officials breakfast [Chamber] while those conversations would be fresh in everyone’s mind. Council member Howard suggested that if we are going to be adding meetings; it would be nice to take something away. Mr. Carlee suggested that if these meetings happen quarterly, perhaps it could replace **this** Committee meeting during that month. The Committee agreed that lunch time was most convenient and thought June 10 would be a good date. Mr. Carlee suggested at the June 24 Committee meeting they could debrief and schedule the remaining update meetings.

Council member Warren Cooksey made a motion to schedule a Quarterly Manager and Mayor/Council update meeting for **Monday, June 10 at 12:00 noon**. Mitchell – second. *Motion passes unanimously.*

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## II. Preliminary Discussion of Roles, Responsibilities and Ethics of Council Appointed Committees

The Mayor asked for a refresher on why this subject was in Committee. Council member Howard said that Council member Barnes asked that we look at roles for appointed Committees. Council member Cooksey said this item was originally brought up in 2011 with Restructuring Government looking at the CRVA and a stronger appointment process. This is a variation looking at reviewing responsibilities and ethics and ramping up the evaluation process. The County actually interviews people. Carol Jennings reminded the Committee the ethics policy that governs boards is from 1983.

Bob Hagemann noted the Council adopted a new code of ethics for themselves in 2010. Before 2010, the code was very similar to the 1983 resolution. In 2010, the State law changed which required five topics that **must** be addressed in an ethics policy. Council appointed a special committee that was chaired by Susan Burgess. 98% of the policy is what was recommended by the School of Government.

The 1983 policy is very narrow, speaking mostly to financial interests especially related to contracts and agreements. Most boards don't deal with contracts and agreements. Council's ethics policy is an aspirational document intended to increase individual Council member's awareness of ethical considerations.

Council member Howard said he understood the roles for Council members, but was more interested in the spirit of the rules for interacting with appointed bodies. What are the expectations for the appointed boards on an annual basis? Are they too restrictive? Can we even make rules across the board; is there risk doing that? Mr. Hagemann answered "yes." Council's policy is broader and bigger. Most of the boards are advisory in nature.

Council member Cooksey added that the Council rules express no Council member can represent an issue without full Council's support. Should that be incorporated in what we ask of the boards? They can speak only if the body has taken a position. There are members of City appointed advisory boards that have possibly used their title to promote an objective the group didn't recommend. Council member Cooksey gave an example from the Republican governing document where in a primary you cannot use your title to endorse someone that has not been endorsed by the party. You can disagree, but you can't use your title or the cover of the body.

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Council member Cooksey asked how many appointees are required to take an oath? Stephanie Kelly answered that some are required, but not all. Council member Cooksey wondered if that was something that should be looked at too. Ms. Kelly said the common rule among committees relates to attendance.

Mayor Foxx said the appointment process really should be managed better. Some people have served on boards **forever**; this is often treated like a throwaway role. Some Committees require specific training, so people can get recycled through the system. The appointment process is messy. We need for the Clerk and her staff to share the process with us so we understand what is involved before we make any changes. The Clerk manages this process so we need to know what it means.

Council member Howard noted, for example, the majority of the Airport Advisory Committee disagrees with the approach of the Chair, but it falls to Robert's Rules; should we work through that so there is some kind of standardization. Mr. Carlee said that the Committees could have a guidebook that shows the Charter, the scope, any State statutory laws and generally the relationship between the Committee and Council.

Council member Howard asked if anything not spelled out just went to Robert's Rules? Mr. Carlee said that some groups like the Planning Commission and MTC do have to take a hard vote; but others can move ahead by consensus.

Council member Kinsey said the Council needed to do a better job of appointing people, but was concerned that people don't want to serve on boards and commissions. The Mayor agreed that was a challenge.

Council member Cooksey acknowledged this would be more work for the Clerk; but in the forms there should be the Council adopted job description and guidelines; a more explicit process. Council member Howard added that it is a struggle with orientation. The rules aren't always reality. The Mayor said there are informal processes with committees that should be formalized. And, that everyone needs to take the process more seriously. He noted that in addition to other requirements layered on top is diversity – gender, race, economics; we need to look at all the layers. The Mayor suggested they need to explore a way to step up the level of professionalism and put expectations into the process. We need to look at appointments, ethics, and documentation. Perhaps a general conversation about other models would help. More conversation could be held at the next meeting.

Council member Mitchell said that he was on the same page, but there are different tiers of Committees. The Zoning Board of Adjustment and Planning Committee might need to be handled differently than Keep Charlotte Beautiful. Vetting appointments should give everyone more comfort, but we need some

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flexibility. He also suggested that it would be good to spend some time rewarding participants in some way. It might spark interest if they were recognized for the work they are doing.

Bob Hagemann added that there is a legal distinction that some of the Committees would be considered “offices” as they exercise some level of power. Those members take an oath. It affects your ability to remove people who hold “offices.” To remove someone from office it has to be for cause; legally. That is different from Advisory Boards, for example, the Airport Advisory Board.

Mayor Foxx asked City staff to come back with more information at the next meeting for continued discussion.

### **III. Next Meeting Date**

Tuesday, May 28 at 11:45 a.m. in Room CH-14

# **Council-Manager Relations Committee**

**Monday, April 22, 2013 – 11:45 a.m.**

**Room 280**

Committee Members:      Anthony Foxx, Chair  
                                    Warren Cooksey, Vice Chair  
                                    James Mitchell  
                                    David Howard  
                                    Patsy Kinsey

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## **AGENDA**

**I.     Quarterly Manager and Mayor/Council Update Meetings**

*Staff Resource: Ron Carlee*

**II.    Preliminary Discussion of Roles, Responsibilities and Ethics of Council Appointed Committees**

*Staff Resources: Bob Hagemann and Stephanie Kelly*

Attachments

1. 1983 Ethics Policy for Boards & Commissions
2. Code of Ethics for the Mayor and City Council of the City of Charlotte, North Carolina

**III.   Next Meeting Date**

**\*\*Tuesday, May 28, 2013 at 11:45 a.m. in Room CH-14\*\***

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 boards, 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 or 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.

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.

## **Code of Ethics for the Mayor and City Council 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

WHEREAS, as public officials we are charged with upholding the trust of the citizens of this City, and with obeying the law, and

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 the Mayor and City Council 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.
- The Mayor and Council 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.
- The Mayor and Council members must always remain aware that at various times they play different roles:
  - As advocates, who strive to advance the legitimate needs of their citizens
  - As legislators, who balance the public interest and private rights in considering and enacting ordinances, orders, and resolutions
  - As decision-makers, who arrive at fair and impartial determinations.
- The Mayor and Council members must know how to distinguish among these roles, to determine when each role is appropriate, and to act accordingly.

- The Mayor and Council members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

## **CODE OF ETHICS**

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

### Section 1.

The Mayor and Council members should obey all laws applicable to their official actions. The Mayor and Council members should be guided by the spirit as well as the letter of the law in whatever they do.

At the same time, the Mayor and Council members should feel free to assert policy positions and opinions without fear of reprisal from fellow board members or citizens. To declare that the Mayor or a Council member is behaving unethically because one disagrees with that official on a question of policy (and not because of the council member's behavior) is unfair, dishonest, irresponsible, and itself unethical.

### Section 2.

The Mayor and Council 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
- Treating other council 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 Council members are not generally allowed to act on behalf of the Council but may only do so if the Council specifically authorizes it, and that the Council must take official action as a body

#### Section 3.a.

The Mayor and Council 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, this Council will consider impropriety in terms of whether a reasonable person who is aware of all of the relevant facts and circumstances surrounding the Council member's action would conclude that the action was inappropriate.

#### Section 3.b.

If the Mayor or a Council 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.

The Mayor and Council 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.

The Mayor and Council members should faithfully attend and prepare for meetings. They should demand full accountability from those over whom the board has authority.

The Mayor and Council members should be willing to bear their fair share of the governing board's workload. To the extent appropriate, they should be willing to put the City's interests ahead of their own.

#### Section 5.

The Mayor and Council 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 should make clear that an environment of transparency and candor is to be maintained

at all times in the governmental unit. They should prohibit unjustified delay in fulfilling public records requests. They should take deliberate steps to make certain that any closed sessions held by the Council are lawfully conducted and that such sessions do not stray from the purposes for which they are called.

#### Section 6.

General disclosure statement.

- (a) The Mayor and Council members shall file with the city clerk, by February 1 of each year, a statement containing the following information:
  - (1) The identity, by name and address, of any business entity of which he or she, or any member of his or her immediate household, is an owner, officer or director. Additionally, the city official and spouse shall give the names of their employers or, if self-employed, shall state the nature of their work.
  - (2) The identity, by location and address, of all real property located in the county owned by the city official or any member of his or her immediate household, including an option to purchase, or lease for ten years or more, other than his or her personal residence.
  - (3) The identity, by name and address, of any nonprofit organization which was the subject of some official act or action of the city council within the past year and on which the Mayor or any Council member serves as an officer, director, or board member.
- (b) The statements required by this section shall be filed on a form prescribed by the city clerk and are public records available for inspection and copying by any person during normal business hours.

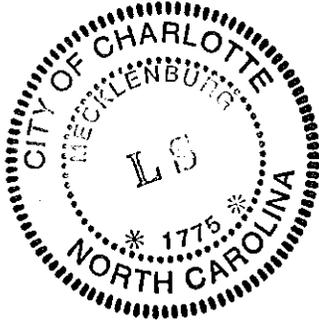
#### Section 7.

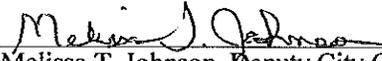
- (a) The City Council may direct the city attorney to investigate any apparent violation of this policy and to report the findings of his investigation to the City Council.
- (b) Any person who believes that a violation of this article has occurred may file a complaint in writing with the City Council which may thereafter proceed as provided in subsection (a). In addition, any complaint received by the City shall be reported to the Mayor or, if the complaint is regarding the Mayor, to the Mayor Pro Tempore.
- (c) If the City Council, after receipt of an investigation by the city attorney and any additional procedures directed or allowed by the Council, the Council may adopt a resolution of censure which shall be placed as a matter of record in the minutes of an official Council meeting.

**CERTIFICATION**

I, Melissa T. Johnson, Deputy City Clerk of the City of Charlotte, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and exact copy of a Policy adopted by the City Council of the city of Charlotte, North Carolina, in regular session convened on the 24th day of May, 2010, the reference having been made in Minute Book 130.

WITNESS my hand and the corporate seal of the City of Charlotte, North Carolina, this 8th day of June, 2010.



  
Melissa T. Johnson, Deputy City Clerk