

KEEP CHARLOTTE BEAUTIFUL BOARD
BYLAWS

ARTICLE I NAME

The name of this organization shall be the Keep Charlotte Beautiful Board ("Board").

ARTICLE II PURPOSE

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. To this end, activities are undertaken:

- I. To promote partnership between citizens, private organizations, businesses, and government agencies to ensure the City of Charlotte sustains a clean and healthy environment.
- II. To enhance public awareness of litter control ordinances.
- III. To enhance public awareness of recycling.
- IV. To encourage and promote community service.
- V. To sponsor and conduct various programs directed toward the purpose of developing and maintaining a clean, healthy and safe community.
- VI. To represent neighborhoods and citizens in matters related to the above-stated purposes.

ARTICLE III MEMBERS

Section 1 – The Board shall be limited to a total membership of twenty (20) persons, seven (7) of whom are appointed by the Mayor and thirteen (13) of whom are appointed by the City Council. A board member of Keep Mecklenburg Beautiful may attend as a non-voting liaison.

Section 2 – Board members shall serve a three-year term and may be appointed to serve a second three-year term. Any unexpired term may be filled according to current City policies and procedures describing participation on this specific board or boards, committees and commissions in general.

Section 3 – If a conflict of interest should arise for a member, they will be required to bring it to the attention of the Board and abstain from discourse and voting regarding such matters.

Section 4 – Staff advisors shall conduct an orientation session for new members with the Board 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 5 – Members must at all times be registered to vote in Mecklenburg County.

Section 6 – There is an expectation, though not a requirement, that members would attend some of the events and activities of the Board beyond the regularly scheduled Board meetings.

ARTICLE IV MEETINGS

Section 1 – The Board shall hold regularly scheduled meetings on a day and time agreed upon by a majority of the members. In the event of inclement weather, as determined by the Charlotte-Mecklenburg Board of Education, Board meetings shall be postponed until the next regularly scheduled meeting unless otherwise determined by the Board Chair.

Section 2 – Special meetings may be called by the Board Chair, as needed. The purpose of the meeting shall be stated in the phone call or email establishing the special meeting. At least three (3) days notice shall be given.

Section 3 – Each member must attend a minimum number of meetings, for a minimum duration, according to current City policies and procedures describing participation on this specific board or boards, committees and commissions in general. Automatic removal of members will occur under conditions described in the same.

Section 4 – Committees shall hold regularly scheduled meetings at the discretion of the committee chair.

ARTICLE V STAFF SUPPORT

The staff of Neighborhood and Business Services, City of Charlotte shall provide technical and administrative support to the Board. The staff shall attend regularly scheduled meetings of the Board, share information and materials that are germane to the function of the Board, and provide administrative assistance to the Board.

ARTICLE VI COMMITTEES

To carry out the goals and objectives of the Board, committees shall be formed from time to time at the discretion of and upon the vote of the Board. These committees shall function under the direction of a committee chair. They will hold regularly scheduled meetings at the direction of the committee chair. At the completion of the stated purpose of the committee, it may be dissolved by the committee chairperson at his or her discretion.

ARTICLE VII GENERAL PROVISIONS

The acquisitions and disbursement of funds necessary to support the activities of the Board are the responsibility of the Board's Executive Director and the City's Community Engagement staff. Any member involved in programs requiring such funds, such as those for Adopt A City Neighborhood projects, Adopt A City Street projects, or art contest awards, shall contact the Executive Director to coordinate the acquisition or disbursement of the monies needed.

ARTICLE VIII AMENDMENTS

Amendments to these bylaws may be considered by the Board and approved by the affirmative vote of two-thirds of the quorum. Written notice of the proposed amendment must be sent to each member of the Board either by US Mail or email at least 7 days prior to that meeting.

ARTICLE IX ANNUAL WRITTEN REPORT

The city staff shall submit to the Board an annual report that contains a description of the Board's activities, including goals, objectives, successes, problems, and/or the need for City Council assistance. Once approved by the Board, this annual report shall be submitted to the City Clerk in mid-October of each year and will be reviewed by the Environmental Committee.

ARTICLE X VOTING

Section 1 – Each member shall have one vote equal in weight.

Section 2 – A quorum consists of 50% of current board membership and must be present for any binding votes to take place.

Section 3 – All voting shall be by voice vote, unless at his or her discretion, the Chair calls for voting by roll call.

Section 4 – Decisions of the Board shall be made by majority of members present at a regular or special meeting at which there is a quorum, unless a different threshold is specified in the bylaws.

ARTICLE XI OFFICERS

Section 1. The Board shall elect a Chair, Vice-Chair, and Secretary by a majority vote of the committee members present.

Section 2. The committee members shall serve one-year terms or, if no successor is elected at the end of a term, until a successor is appointed. An officer may serve in the same position for up to two consecutive terms, but no officer position shall extend beyond the member's term on the board.

Section 3. Two members may share a single officer role (e.g. co-chairs). Those two members shall run and be elected as a ticket on the ballot. If one of those in a co-chair role resigns or otherwise no longer holds the office, both co-chairs shall no longer hold office and an election to fill the vacancy shall be held as soon as possible.

Section 4. Vacancies. An election to fill any vacancy shall be held as soon as possible. In the event a vacancy exists for the Chair position, the Vice Chair shall serve as interim Chair until a new Chair is selected.

Section 5. The duties are as follows:

1. Chair:

- i. Coordinates the planning of the Board's activities for the year ahead. In this capacity, the board chair is responsible for ensuring that an ongoing planning process exists for the board.
- ii. Prepares, in consultation with the Board secretary and City staff, the agenda for Board meetings.
- iii. Presides at Board meetings.
- iv. Ensures that Board members have the information they need to make informed decisions.
- v. Ensures, with City staff that all new Board members get a proper orientation to the Board.
- vi. Delegates responsibilities amongst Board members.
- vii. Appoints chair and vice-chair of standing committees and ad hoc committees upon establishment of the committees by the Board.
- viii. Maintains contact with committee chairs and City staff, helping them to stay on track and monitoring whether they need any additional support.
- ix. Ensures that all Board committees are properly served by Board members, other community members, and staff.

2. Vice-Chair:

- i. Acts in the place and stead of the chair in the event of absence, inability, or refusal, to act and shall exercise and discharge such other duties as may be required by the Board

3. Secretary:

- i. Distributes agenda and appropriate materials for all Board meetings
- ii. Prepares and maintains minutes and records for all Board meetings
- iii. Submits meeting minutes to City Staff

Section 6. Other officers. The board may establish additional officer positions by a majority vote.

Section 7. An officer can be removed from his/her position by a vote that is two-thirds of quorum. Advance notice of the motion to remove an officer from his or her position must be given to the Executive Committee, who must notify the officer seven (7) days before the meeting at which the vote on the motion will be taken.

ARTICLE XII EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the following members: Chair, Vice-Chair, and Secretary. The Executive Director of Keep Charlotte Beautiful shall be an ex-officio and non-voting committee member.