

**Raleigh Mayor's Commission for Compassion
Bylaws**

Article I
Name

The name of this organization shall be the Raleigh Mayor's Commission for Compassion hereafter called the Commission.

Article II
Headquarters

The permanent headquarters for this Commission shall be the Office of the Mayor of the City of Raleigh, Post Office Box 590, Raleigh, North Carolina, 27602.

Article III
Operative Area

The Commission shall be mainly operative in the City of Raleigh, North Carolina, but may operate in other areas in order to carry out its goals and functions.

Article IV
Purposes and Objectives

- a. To advise the Mayor and City Council on matters of compassion.
- b. To define compassion and understand the need for compassion in the community.
- c. To encourage and aid in the appreciation, and awareness of, and practice of compassion.
- d. To address barriers preventing equal compassion for all people.
- e. To encourage cooperation and coordination among individuals, organizations and institutions concerned with compassion.
- f. To inform the public of compassion related programs, services, and opportunities available to them within both the public and private sectors.
- g. To formulate, in cooperation with other City agencies and partners a long-range plan for the development of a thriving compassionate climate in Raleigh..
- h. To recognize efforts on the part of individuals, organizations, and businesses for activities in furtherance of the goals of the Commission.
- i. The Commission is a non-profit, non-partisan organization.

Article V
Membership

Section 1
Eligibility

- a. The Commission shall have 15 members, including officers.
- b. The membership of this Commission shall be composed of persons who have demonstrated an interest in compassion and those who have shown a commitment to the work of the Commission.
- c. Eight of the 15 members of the Commission shall represent faith communities with physical locations within Raleigh, or faith communities with physical locations outside Raleigh with the majority of membership residing in Raleigh. Faith leaders should be registered, recognized and actively involved in their associated National or International Religious Organization, and in good standing with the associated organization.
- d. Prospective members shall demonstrate interest and show commitment in the work of the Commission by participating in scheduled events and monthly meetings for a period of no less than three months.
- e. Each year, the Nominating Commission shall present a roster of persons willing and eligible to serve to be presented to the Mayor for appointment or reappointment. This roster shall be submitted to the Commission and staff liaisons for review in November. The roster shall go to the Mayor no later than the last day of November each year.
- f. The Mayor of the City of Raleigh and members of the City Council shall serve as Ex-Officio members of the Commission.

Section 2
Appointment and Reappointment

- a. Members shall be appointed by the Mayor of the City of Raleigh and confirmed by the City Council.
- b. Members shall be reappointed by the Mayor of the City of Raleigh and reconfirmed by the City Council.

Section 3
Term of Membership

- a. Members of the Commission shall serve a two-year term, and shall be eligible for consecutive reappointment one time, for a total of four years of consecutive service.

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- b. After a “break” of two or more years, a member may be eligible for an additional term. (Seven of the initial members will be appointed for three-year terms and eight will be appointed for two-year terms, thus creating staggered vacancies in the future.)
- c. All terms for members shall begin on January 1 of the appropriate year and end on December 31 of the appropriate year, unless the appointment is to fill a mid-term vacancy.
- d. Nominees shall complete the City of Raleigh Board and Commission nomination form, or other similar form.
- e. The Mayor will be notified after the November elections of the names of those recommended to be appointed or reappointed to the Commission. The Mayor shall act on this report before December 31.

Article VI
Officers

Section 1
Honorary Chairperson

The Mayor of the City of Raleigh shall serve as Honorary Chairperson of this Commission.

Section 2
Number

The Officers of this Commission shall include Chairperson and Vice Chairperson.

Section 3
Nomination, Term of Office, and Election

- a. The Nominating Workgroup shall be charged at the September meeting to bring forward a slate of officers to be distributed to the membership of the Commission prior to the November meeting.
- b. All officers shall be elected by the Commission membership at the regularly scheduled meeting in November.
- c. The term for all officers shall be one year from January 1 to December 31.
- d. Each officer shall hold office during his or her term or until death, resignation, disqualification, or until a successor is elected.
- e. All officers may be re-elected for successive terms for any office.

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- f. Vacancies may be filled by the Commission at any regular meeting. Persons filling vacancies shall only fill out the rest of the term of the person they are replacing.

**Section 4
Removal**

Any officer elected by the Commission may be removed by the vote of two-thirds of the members of the Commission appointed to office with or without cause at any regular or special meeting of the Commission, but no vote for the removal of an officer shall be effective unless notice of the proposed removal shall have been given to the members of the Commission at least 10 days in advance of the meeting. Such notice shall be sent by the Chairperson at the request of the members proposing the removal.

**Section 5
Vacancies**

A vacancy occurring among the officers of the Commission may be filled by the Commission acting at any regular or special meeting of the Commission.

**Section 6
Duties**

a. Chairperson: The Chairperson shall be the chief officer of the Commission, presiding at all meetings. The Chairperson shall be an ex-officio member of all Workgroups except the Nominating Workgroup. The Chairperson shall perform such duties as usually pertain to the office of the Chairperson, and other duties that may be assigned by the Mayor.

b. Vice Chairperson: The Vice Chairperson shall assume the duties of the Chairperson as directed by the Chairperson or in the absence of the Chairperson. The Vice Chairperson shall be an ex-officio member of all Workgroups except the Awards and Nominating Workgroup. The Vice Chairperson shall perform other duties as assigned by the Chairperson.

**Section 7
Liaison**

- a. The Manager's Office of the City of Raleigh shall each provide staff support to the Commission.
- b. The Assistant City Manager for Community and the Mayor's Assistant shall advise the Officers and Executive Workgroup.
- c. An Executive Management Coordinator (EMC) shall keep the minutes of meetings of the Commission and distribute them monthly. The EMC shall maintain a current roster of the Commission with phone numbers and email addresses and report changes at least quarterly. The EMC shall give notice to

the membership of meetings, shall maintain attendance and other records of the Commission's business.

**Section 8
Executive Workgroup**

The two officers of the Commission and the Workgroup Chairpersons of the Workgroups shall make up an Executive Workgroup empowered to conduct the business of the full Commission between monthly meetings and when the urgency of such business does not allow for notification of the membership. One of the liaisons from the City of Raleigh shall advise the Executive Workgroup. The Executive Workgroup may accept other responsibilities delegated by the Commission membership.

**Article VII
Workgroups**

**Section 1
Standing Workgroups**

- a. The Commission shall have four standing Workgroups, and up to three special topical workgroups.
- b. Other Workgroups: The Chairperson or the Commission may designate other special or standing Workgroups. Such Commissions shall report to and be responsible to the Chairperson and the Commission and the Commission may direct, limit, or control such Workgroups by resolution at any special or regular meeting or by general rules adopted for guidance.
- c. Public Workgroup Members: The Chairperson may appoint individuals who are not members of the Commission to special or standing Workgroups. Appointments are for one-year terms, with reappointments not to exceed five (5) years. Removal of Public Workgroup Members shall be the same as for Commission members, as stated in Article VI, Section 4. All appointments of Public Workgroup Members are as non-voting members.
- d. Notice of Workgroup Meetings: Various Workgroups of the Commission shall meet as needed. The time and place of Commission meetings shall be determined by the Chairperson of each individual Workgroup. The usual manner of informing Workgroups of their meeting dates and times is by electronic mail. If it becomes necessary to make any change in the time of any Workgroup meeting, Workgroup members shall be promptly notified.

**Section 2
Duties**

- a. Executive Workgroup: The Commission may, by proper resolution, designate an Executive Workgroup composed of the Chairperson, the Vice-Chairperson, and

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designated Commission chairpersons. Other members of the Commission may be nominated to the Executive Workgroup by the Chairperson and approved by the Commission. The Executive Workgroup shall exercise the powers of the Commission in the management of the affairs of the Commission, except at such time as the Commission is in session; provided, however, that the Commission shall have the power to direct, limit, or control the Executive Workgroup by resolution at any special or regular meeting, or by general rules adopted for its guidance.

- b. Nominating Workgroup: The Commission may, by proper resolution, designate a Nominating Workgroup composed of three members to be nominated by the Chairperson and approved by the Commission. The nominating Commission shall be a standing Commission for the purpose of nominating the Chairperson and Vice-Chairperson, which nomination shall be reported to the Commission at the regular meeting held during the month of April. The Commission may direct, limit, or control the Nominating Commission by resolution at any special or regular meeting or by general rules adopted for guidance.
- c. Public Information and Engagement Workgroup: The Commission may, by proper resolution, designate a Public Information and Engagement (PIE) Workgroup composed of three members to be nominated by the Chairperson and approved by the Commission. The PIE Workgroup shall be a standing Commission for the purpose of engaging the public in the work of the Commission and sharing the Commission's work. Public PIE Workgroup members are encouraged.
- d. Recognitions Workgroup: The Commission may, by proper resolution, designate an Recognitions Workgroup composed of three members to be nominated by the Chairperson and approved by the Commission. The PIE Workgroup shall be a standing Commission for the purpose of developing and executing public recognition program related to the Commissions work. n engaging the public in the work of the Commission and sharing the Commission's work.
- e. Special Workgroups: The Commission may, by proper resolution, designate up to three temporary, topical workgroups. These groups will focus on specific areas of Compassion and develop and execute plans/activities within their topical scope.

Section 3

Reports from Standing Workgroups

Each standing Workgroup shall present a report of Workgroup activities at each Commission meeting. In the absence of the Workgroup Chairperson, a written report shall be submitted to the staff liaison and Commission Chairperson for reporting and inclusion in the minutes.

Section 4

Nomination, Term of Office, and Election

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- a. The Nominating Workgroup shall be charged at the September meeting to bring forward a slate of Workgroup Chairpersons to be distributed to the membership of the Commission prior to the November meeting.
- b. The term for all Workgroup Chairpersons shall be one year and shall run from January 1 to December 31.
- c. All Workgroup Chairpersons shall be elected by the Commission membership at the regularly scheduled meeting in November.
- d. All Workgroup Chairpersons may be re-elected for successive terms.
- e. Vacancies may be filled by the Commission at any regular meeting. Persons filling vacancies shall only fill out the rest of the term of the person they are replacing.
- f. The Chairperson of the Commission may appoint Workgroup Chairpersons as needed to ensure that the work of the Commission continues. Such appointments should be confirmed by the Commission at the next regular meeting.

Article VIII
Meetings

Section 1
Regular Meetings

- a. Unless notified otherwise, regular meetings of the Commission shall be held on the fourth Thursday of each month in an available meeting room in the Municipal Building. The regular meeting time will be selected by the chairperson. The meeting location will be selected by support staff. Meeting dates, times and locations will be communicated by the staff liaison.
- b. The regular meeting held in the month of August shall be designated the Annual Meeting.
- c. The Chairperson shall have the discretion to add or forego certain monthly meetings when necessary, but not more than twice per year without an affirmative vote of the membership.

Section 2
Special Meetings

- a. Special meetings of the Commission may be called at any time by the Chairperson. In addition to the foregoing, the chairperson shall call a special meeting at the written request of five members.

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- b. The Commission may hold a special annual Awards meeting to recognize and honor individuals, organizations, and businesses who have made significant contributions toward furthering the goals of the Commission, starting as early as 2021.
- c. The Commission shall hold a business meeting in the month of November for the purpose of electing Officers and Workgroup Chairpersons of this document.

Section 3

Notice of Meetings

- a. Notice stating the time and place of a special meeting shall be electronically mailed not less than 48 hours before the date of such a meeting, by the staff liaison, at the direction of the Chairperson to each member of the Commission.
- b. Notice a regular meeting must be provided in the manner prescribed above if the time or place of such a meeting has been changed.
- c. Notice for any meeting may be waived by the written consent by a two-thirds majority of members of the Commission.

Section 4

Attendance

- a. Members are expected to attend a minimum of 50% of the scheduled meetings each year and shall not miss three consecutive meetings.
- b. The Commission may excuse any absences.
- c. The Commission may declare any officer's position vacant if said officer does not comply with the attendance policy.
- d. The Commission may decline to offer a members' name for reappointment due to failure to comply with this attendance policy.

Section 5

Conduct of Meetings

- a. All meetings of the Commission shall be governed by Robert's Rules of Order except where such rules conflict with the laws of the State of North Carolina, ordinances of the City of Raleigh, or these bylaws.
- b. Robert's Rules of Order may be suspended by a two-thirds vote of the Commission members present at any meeting.

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- c. Except as otherwise provided in these bylaws, the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Commission.

**Section 6
Quorum**

One half of the members of the Commission appointed to office plus one shall constitute a quorum for the transaction of business at any meeting of the Commission.

**Article IX
Amendments**

- a. Proposed amendments to the Bylaws of this Commission must be channeled through the Executive Workgroup for review before consideration by the full Commission at a regular meeting.
- b. The Bylaws of this Commission and any subsequent amendments shall be effective when approved by a majority vote of Commission members present, provided that a ten-day written notice of proposed changes has been given to the entire membership.
- c. A copy of any amended Bylaws should be forwarded to the Mayor and City Council for information.

The Bylaws of this Commission were written to be effective upon adoption by the Raleigh City Council.