

BYLAWS OF THE N.C. COASTAL RESOURCES ADVISORY COUNCIL

Article I Authority

These procedures are adopted pursuant to the authority contained in N.C.G.S. 113A-105.

Article II Purpose

The purpose of the council shall be to fulfill the duties prescribed for it in N.C.G.S. 113A-105(c).

Article III Membership

The membership of the council shall be as set forth in N.C.G.S. 113A-105(b). Officials and governing bodies with authority under N.C.G.S. 113A-105(b) to designate council members may appoint both a member and an alternate member.

Article IV Officers

- Section 1. The statutory officers of the council shall be the chairperson and vice-chairperson.
- Section 2. Pursuant to N.C.G.S. 113A-105(e), the chairperson and vice-chairperson shall be elected annually by the council.
- Section 3. The chairperson shall help establish meeting agendas, preside over council meetings, and shall appoint subcommittees and subcommittee chairs as necessary to carry out the council's business.
- Section 4. The vice-chairperson shall preside over council meetings in the absence of the chairperson, and shall assume the duties of the chairperson if the chairperson is unable to complete his or her term.

Article V Staff

- Section 1. Staff to the council shall be provided by the Division of Coastal Management in the Department of Environment and Natural Resources.

Article VI Meetings

Section 1. The council shall meet at a minimum, (4) times per year, generally in conjunction with regularly scheduled CRC meetings, to conduct standard business. It may meet at other times with the approval of the chairperson and the division director. The date and location of each regular meeting shall be set by the division in consultation with the Coastal Resources Commission. Timely notice of all special meetings must be given to each member of the council and to the public.

Section 2. A duly constituted meeting is one in which a quorum is present. A simple majority of duly appointed members of the council shall constitute a quorum. A roll call will be conducted at each meeting to determine whether there is a quorum.

Section 3. Meetings of the council shall be opened to the public; however the council may hold executive sessions where allowed by N.C.G.S. 143-318.11.

Article VII Records

Section 1. Minutes and other records of all council meetings shall be kept by the Division of Coastal Management.

Article VIII Standard Order of Business

The council adopts the following as its standard order of business. At his or her discretion, the chairperson may alter the order of business in order to carry out the council's business more efficiently.

1. Call to Order/Roll Call of Members
2. Approval of Minutes of Previous Meeting
3. Approval of Agenda
4. Committee Meetings
5. Committee Reports
6. Old Business
7. New Business
8. Announcements
9. Adjournment

Article IX Council Agendas

- Section 1. Persons, both members and non-members, desiring to have topics on the agenda for discussion at a regular meeting shall notify the chairperson, vice chairperson or the division at least three (3) weeks prior to the council meeting date.
- Section 2. The agenda items shall be approved by the council chairperson and mailed to the membership at least seven (7) days before a regularly scheduled meeting. Upon the vote of a majority of the members present at a duly constituted council meeting, additional items may be placed on the agenda for that meeting for discussion and/or action.
- Section 3. It is appropriate for resolutions or motions to be discussed, and adopted with a majority vote, when such resolutions or motions are related to an approved agenda item.

Article X Committees and Task Forces

- Section 1. The chairperson of the council shall appoint standing or special committees as he or she deems necessary. The chairperson shall designate the chairperson of each committee from among the council members and shall serve as an ex-officio member of all committees.
- Section 2. Committee meetings may be scheduled in conjunction with regularly scheduled council meetings or at other times as necessary upon the call of the committee chairperson with the approval of the council chairperson.
- Section 3. Duly appointed committees may adopt at their discretion any internal procedures necessary to discharge their business, provided that the procedures are not inconsistent with these procedures or with any other rules adopted by the council or with any statutes applicable to the council.

Article XI Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the council in all cases where they are applicable and where they are not inconsistent with these procedures and any special rules of order the council may adopt, or with any statutes applicable to the council.

**Article XII
Attendance**

Section 1. Regular attendance at council meetings and Coastal Resources Commission meetings is a duty of each member. The chairperson, in consultation with the division and the department secretary, shall be empowered to notify a member and the appropriate appointive body any time a member has missed three (3) consecutive regularly scheduled council meetings and request that a new appointment be made, unless the attendance requirement is waived by the chairperson due to extraordinary circumstances.

Section 2. The chairperson or division staff shall provide notice of this policy to any member who misses two (2) consecutive regularly scheduled council meetings.

Section 3. It shall be the duty of each member to notify the chairperson or division whenever a member plans to miss a regularly scheduled meeting. An alternate member designated pursuant to Article III may attend in the place of the member. The division must be notified in writing prior to the meeting by the appointed member in order for an alternate to receive travel and per diem subsistence expenses in accordance with N.C.G.S. 138-5. A member who sends a alternate will not be considered absent for the purposes of Section 1.

**Article XIII
Voting**

Section 1. All duly appointed council members shall be entitled to make motions, second, and vote on all matters coming before the council, unless specifically provided otherwise by these articles.

Section 2. Alternates may vote on matters coming before the council provided that the appointed member has notified the division under Article XII, Section 3.

Section 3. Votes shall be recorded on any matter when requested by any member.

Section 4. Motions to call the previous question or otherwise limit debate shall be considered extraordinary measures and shall require the affirmative vote of two-thirds of those members present and voting.

Section 5. Council members should not vote on matters where they have a significant and unique familial or financial interest. Since the CRAC is an advisory

body, members have a great deal of latitude to discuss general issues or particular matters before the Council even if they have disclosed a potential conflict and have decided to withdraw from voting on a particular issue.

Article XIV Amendments

Section 1. These procedures may be amended at any duly constituted regular meeting of the council by a two-thirds vote of those members present, provided that a written copy of the amendment has been made available to each council member at least seven (7) days prior to adoption of the amendment.

Section 2. An amendment adopted by the council becomes effective immediately unless otherwise specified.

Approved as amended on Wednesday, July 25, 2001, in Raleigh, N.C.