

African American Heritage Commission

Operational Process for Conducting Business

Agendas

- Agenda items are decided by the staff liaison and board chair two weeks before the meeting date. Any board member may propose an agenda item as long as it is within this timeframe and is addressed to the board chair.
- Agendas will be posted on the website and emailed to board members one week before the meeting date.
- Approved minutes will be posted on the website and given to City Council within a week of the meeting.

Correspondence

The designated board support staff person maintains board contact information and the official email distribution list. Any changes in contact information should be conveyed to him/her as soon as possible. Board members are free to communicate with each other at any time, but cannot take action on an item outside of meetings.

Board Representation and endorsement.

Any community events or activities requesting board support, representation or endorsement will follow the protocol for placing items on the agenda outline above.

If the timing of the event doesn't allow sufficient time for the full board to review the Board Chair will have the sole discretion to approve or disapprove the request.

Meeting Guidelines

In an effort to keep the meeting agenda within the allotted time the following will be the time limits for public comments:

- Presenters have up to ten minutes to complete a presentation.
- Presentations are limited to agenda items with presentation materials provided prior to the meeting by City staff, applicants, or organized opposition.
- Individuals have up to three minutes to speak to the board. A person representing a group of three or more persons present in the chamber (not including the speaker) has up to ten minutes to address the board.
- Public comment period for any item may not exceed one hour. Additional information may be provided in hard copy and/or written form.
- Motions may only be made for items marked on the agenda with "action required"

Rules for Boards & Commissions

The City has established rules to govern the actions and structure of its boards. Please see the document **“City of Asheville Rules for Boards & Commissions”** for a full list, but some rules to note include:

- Appointees to boards and commissions shall be residents of the City of Asheville, unless otherwise specified or provided for by law, ordinance, or Council action establishing said board or commission, or in the rules or by laws of said board or commission, if approved by Council.
- A term of service on all City boards shall be three years or less, unless otherwise provided by law.
- A length of service on all boards and commissions shall be limited to two full successive terms (plus any unexpired term to which a member is appointed).
- Appointees to boards and commissions are expected to attend all meetings possible. Any appointee who fails to attend at least 75% of the regularly scheduled meetings of a board or commission within a twelve (12) month period, may be removed.
- No board member who is not present at a meeting shall be allowed to vote by proxy.
- The board will comply with open meeting laws, including notice of meetings.
- In order to conduct official business at a regular or special meeting, a quorum of the board must be present. In the absence of a rule, by-law, or statute providing otherwise, a quorum is more than half of the members of the board, not counting vacant seats.
- No member of a board shall participate in the discussion or vote on any item involving their own official conduct or financial interest.

Robert Rules of Order Four Types of Votes

In Favor: You support the motion

Against: You do not support the motion

Present: You agree with the majority

Abstain: You have a stake in the outcome or you do not have enough information.

How to Present a Motion

1. Obtain the Floor
 - a. Wait until the speaker is finished, raise your hand, and wait to be recognized.
 - b. Once recognized, rise and address the chair.
 - c. The chair will recognize you.
 2. Make Your Motion
 - a. Speak clearly and concisely.
 - b. State your motion affirmatively. Say, "I move to..."
 - c. Avoid personalities and stay on the subject.
 3. Wait for a Second
 - a. The chair will call for a second.
 - b. Another member will call "I second the motion."
 - c. If there is no second, your motion will not be considered.
 4. The Chair Restates Your Motion
 - a. The chairperson must say, "It has been moved and seconded that we..."
 - b. After this happens, debate or voting can occur.
 - c. Your motion is now "assembly property," and you cannot change it without the consent of the representatives.
 5. Expand on Your Motion
 - a. Mover is allowed to speak first.
 - b. Be concise.
 - c. You may speak again after all other speakers are finished.
 6. Voting
 - a. After debate, the chair will say, "We are now in a vote on..."
 - b. The only thing that is allowed during a vote is point of order, division, privilege, roll call vote, or ballot vote.
 - c. The chair will either ask for a show of hands or a voice vote.
- Address all remarks to the person conducting the meeting.
 - Try to make all argumentation to the immediately pending motion.
 - Use the process of amending to improve flaws in a motion. Merely criticizing details of a proposal is counteractive and waste of time.
 - Always say, "I move to..." and never, "I motion to..."
 - Watch out for "friendly" amendments. They should only be used for spelling and grammatical errors. If a friendly amendment is made to correct a spelling or grammatical error and it appears to be uncontroversial, the chair should ask if there is any objection. With no objection, the chair may declare the amendment adopted. However, if there is an objection, the matter must be debated and voted.

To Do This	You Say This	May You Interrupt the speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is required?
Adjourn the meeting	I move that we adjourn.	No	Yes	No	No	Majority
Have a recess	I move that we recess until...	No	Yes	No	Yes	Majority
Complain about noise, talking, etc.	Privilege!	Yes	No	No	No	None
End debate	I move to end debate.	No	Yes	No	No	2/3
Postpone a decision	I move to table...	No	Yes	Yes	Yes	Majority
Have something researched more	I move to send to committee	No	Yes	Yes	Yes	Majority
Amend a motion	I move to amend the motion to say...	No	Yes	Yes	Yes	Majority
Introduce business	I move that...	No	Yes	Yes	Yes	Majority
Object to procedure	Point of order	Yes	No	No	No	None, Chair decides
Request/ Give information	Point of information	Yes	No	No	No	None, Chair decides
Take up a matter previously tabled	I move we take... from the table	No	Yes	No	No	Majority
Have everyone vote separately and with reason	Division	No	No	No	No	No, unless someone objects
Vote on the ruling of the chair	I appeal from the chair's decision	Yes	Yes	Yes	No	Majority
Suspend rules	I move to suspend rules for...	No	Yes	No	No	2/3
Avoid considering a matter	Objection	Yes	No	No	No	2/3



CITY OF ASHEVILLE RULES ON BOARDS AND COMMISSIONS

Purpose

The City of Asheville provides for continuous citizen input and advice through a wide variety of boards and commissions. Some of these are advisory in nature to the City Council, while others have distinct responsibilities that are established by law. The City Council encourages citizens to participate in their City government by volunteering to serve on these boards and commissions.

Application for Appointment

- 1) A description of all City boards is contained in "The Talent Scout". This document is available in the City Clerk's Office and is distributed widely in the community and on the City's webpage. A brief form stating the citizen's interest in serving on a board is a part of "The Talent Scout" and can be submitted to the City Clerk.
- 2) An application and/or resume is required for consideration of an appointment to a City board.
- 3) In most cases, the City Council will require an interview process prior to appointment.
- 4) All appointments are made in an open session of the City Council. Discussion and consideration of appointments and interviews are also held in open session.
- 5) Once an application for an appointment has been filed with the City Clerk, it is placed on a resource list and remains active for a one-year period. At the end of that period of time, you will be contacted by the City Clerk's Office to see if you wish to seek other opportunities to support your participation on our boards.
- 6) Applicants are strongly urged to attend several meetings of a board prior to applying and/or appointment to a board.

Qualifications

- 1) Appointees to boards and commissions shall be residents of the City of Asheville, unless otherwise specified or provided for by law, ordinance, or Council action establishing said board or commission, or in the rules or by laws of said board or commission, if approved by Council.
- 2) In matters where an intergovernmental board has independent governing authority (by law, by agreement, or other enabling authority), and where not prohibited by law, at least one of the City's appointees shall be a current member of the City Council.

Such an appointment allows Council to be a part of deliberation and decision-making on matters of regional importance that impact the City of Asheville.

- 3) No citizen shall be eligible to hold concurrently more than two Mayoral or City Council appointments to standing boards or commissions; this limitation shall not apply to ad hoc committees appointed by the Council.
- 4) Efforts are made to represent the diversity that we have in our community on all boards, and criteria for appointments may be established to achieve appropriate diversity, except that preference shall be given to appointment of residents of a specific area of town for which an ad hoc or advisory committee may be appointed.

Terms

- 1) A term of service on all City boards shall be limited to three years or less.
- 2) A length of service on all boards and commissions shall be limited to two full successive terms.
- 3) A member shall serve until the expiration of their term or until such time as a successor is appointed, whichever occurs later.
- 4) Reappointment to a second term is not automatic and will be based on circumstances to be determined by the City Council in each individual case.

Attendance

- 1) Appointees to boards and commissions are expected to attend all meetings possible.
- 2) Any appointee who fails to attend at least 75% of the regularly scheduled meetings of a board or commission within a twelve (12) month period, may be replaced, when authorized by law.

- 3) The board chairman or staff liaison shall be responsible for reporting on attendance to the City Clerk upon request.
- 4) Attendance provisions are not imposed upon Council liaison members but are in effect for Councilmen serving as appointed regular members on a board or commission.

The Board at Work

- 1) Each board receives its charge from the North Carolina General Statutes or from a City ordinance or resolution establishing the board.
- 2) The City Council may, from time to time, ask a board to consider specific items not in conflict with existing laws.
- 3) The chairman, working with the staff liaison, shall post copies of their minutes on the City's website.
- 4) The City Council may appoint a City Council person as liaison to a board or commission and that member is entitled to receive all agendas, minutes, other correspondence and be eligible to attend all meetings of the board including closed sessions. The role of the liaison shall be to serve as a direct communication link between the City Council and the board or commission, and not to play an active role in the deliberations of the board or commission. The liaison shall notify the board or commission of long-range issues and projects under consideration by the Council which would be of interest to that board or commission and shall likewise advise the Council of such matters under consideration by the board or commission.
- 5) Each board shall make an annual report to the City Council outlining their activities for the past year. The report shall be posted on the City's website by January 30 for the previous calendar year.
- 6) An orientation session will be conducted for all new appointees by the City staff liaison.
- 7) From time to time, additional training sessions for board members may be provided through City staff, the Institute of Government and other training groups and organizations. The City Council encourages members to take advantage of these opportunities.
- 8) No board or commission member who is not present at a meeting shall be allowed to vote by proxy.

Committee on Boards and Commissions

- 1) The Mayor may appoint a committee of City Council, with the Vice-Chair as Chairman, to evaluate the on-going need for each board and recommend to the City Council elimination of any for which there is no longer a need. This committee may also consider other items in regard to board structure, appointments or other items at the request of the Mayor and/or the City Council.

Conflict of Interest

- 1) No member of a board shall participate in the discussion or vote on any item involving their own official conduct or financial interest.
- 2) It is the responsibility of an individual board member to bring to the attention of the entire board any item for which there may be a conflict of interest.
- 3) It is up to the entire board to decide if a conflict exists and vote to excuse a member from considering a particular item.
- 4?) Staff and legal assistance is available to all boards and commissions to help the board with decisions in this area.

Resignations and Replacements

- 1) Any member of a board or commission who desires to resign shall do so in writing to the City Clerk.
- 2) When the City Council determines that a board or commission member should be removed due to a conflict of interest, failure to attend meetings, or for other good cause, and when removal by the Council is not otherwise prohibited by law, the Council may adopt a resolution removing any member of a board or commission before the expiration of their term and appointing a replacement.

Ad Hoc Committees

- 1) The City Council may appoint ad hoc committees to make recommendations regarding particular matters of interest within the City.
- 2) The foregoing rules on boards and commissions shall apply to ad hoc committees except where alternate provisions are made by the Council.