

City of Hampton
Citizens' Engagement Advisory and Review Commission
By-Laws

ARTICLE I: Name and Purpose

The Citizens' Engagement Advisory and Review Commission (CEARC) is an advisory body of the Hampton City Council (Council). It serves at the pleasure of the City Council to provide advice as requested on matters of concern to the Council and to citizens of Hampton, Virginia.

The primary responsibility of CEARC is to assist the City Council and City Manager in crisis prevention, management and communication. The CEARC has a city-wide perspective and can be called by City Council or the City Manager to review a situation or a specific event that has the potential to divide the community on issues of diversity and inclusion. The CEARC operates with administrative support and guidance of the Citizens' Unity Commission office and its Executive Director.

ARTICLE II: Scope of Work

When called upon CEARC will operate as an impartial entity working in concert with both city officials and citizens to review specific community conflicts, with support and guidance from the Citizens' Unity Commission office.

The main responsibilities of CEARC are:

- To understand all dynamics of the conflict in question (i.e. What actions caused the concern?; Why were those actions taken?; Which segment of the community is concerned and why?; What are the feelings of other segments of the community?; What can be done to increase understanding around the event?; etc.)
- To undertake fact finding to further this understanding
- To communicate with all audiences about the facts of the situation with a specific goal of dispelling rumors and clarifying facts
- To help instill a sense of calm in the community while facts develop
- To make recommendations to the Council and City Manager about new or different approaches to avoid future conflicts.

ARTICLE III: Membership

Section 1: Composition

While the number of members may be altered as Council sees the need, it is recommended that a core group of thirteen commissioners be maintained.

Section 2: Eligibility

Commissioners shall be residents of the city of Hampton. The Citizens' Unity Commission Executive Director shall be an ex-officio member without voting privileges.

Section 3: Appointment for Membership

Membership is by Council appointment. Candidates for membership shall come from recommendations of Hampton residents. The names shall be solicited by the staff of the Citizens' Unity Commission through inquiries directed to civic and neighborhood organizations, religious and community services groups, city committees, commissions representing the diversity of interests in the community and other appropriate parties. Names shall be presented to Council for review, consideration and appointment.

Section 4: Accountability

- A. Individual commissioners are accountable to the Commission as a body, to the City Council, and ultimately to the community for whom they serve.
- B. Commissioners are expected to attend all scheduled meetings. Commissioners may not miss more than three scheduled meetings in a fiscal year without notification.

Section 5: Terms

Commissioners shall be appointed for four-year. Generally, appointments will be for one term. Terms shall commence on appointment from City Council.

Section 6: Resignation, Termination, and Vacancies

- A. Vacancies shall occur when a commissioner resigns in writing, when the commissioner's term ends without reappointment, or when the City Council terminates the appointment of a commissioner. In general, termination will be recommended for consideration by City Council when a commissioner misses three (3) scheduled meeting of the CEARC within a fiscal year without notification or, in the opinion of a majority of the commissioners, a member is no longer fulfilling his/her obligations as a member of the CEARC.
 - a. The CEAC Chair or Vice Chair shall notify, in writing, a commissioner who misses two (2) meetings without notification that missing another meeting without notification may result in termination of his/her appointment. A copy of this notification will be sent to Council and the City Manager's Office.
 - b. The CEARC shall, by majority vote with a quorum present, authorize the Chair and/or Vice Chair to alert Council of members who are not meeting participation

expectations after the member has been notified of possible action by the CEARC.

- c. Nothing in this document shall prevent City Council at its sole discretion from terminating the appointment of any member of CEARC. It is fully understood that members of CEARC serve at the will of City Council.
- B.** Vacancies on the commission shall be filled by the City Council for the unexpired portion of that term.
- a. The CEARC, through the City Manager’s Office, shall make recommendations to the Council regarding names to be considered for appointment.
 - b. Every effort shall be made to maintain a balanced representative of Hampton’s diversity on the CEARC.

Section 7: Officers and Their Duties

A Chair and a Vice Chair shall be elected annually by a simple majority of the membership. The duties shall be:

- Chair: Presides over the meetings of the commission; represent the CEARC at public events, Council meetings, and other activities; work effectively in partnership with the Citizens’ Unity Commission office staff on planning efforts and the work of the commission; and other duties as deemed necessary by the commission.
- Vice Chair: Presides over the meetings in absence of the Chair; participate in planning discussions; represent the Chair and Commission at public events, Council meetings and other activities; work effectively in partnership with Citizens’ Unity Commission Office staff; and other duties as deemed necessary by the commission.

ARTICLE IV: Responsibilities of Members

Section 1: Meetings

- The commission shall hold regular meetings.
- The conduct of meetings shall follow a pre-published agenda and order of business as outlined in Robert’s Rules of Order: Newly Revised, which shall govern the meeting in all cases not specifically provided for in this document.

Section 2: Quorum and Voting

- A quorum shall consist of fifty percent (50%) of the membership.
- No vote of the commission shall be valid unless authorized by a simple majority with a quorum present.

Section 3: Meeting Attendance, Preparation, and Participation

Individual members are expected:

- To attend regularly scheduled and called meetings of the CEARC.
- To notify the Citizens' Unity Commission office prior to any meeting they will not attend.
- To participate actively in dialogues, deliberations and decision making.
- To develop strategies for educating the community about the role of the CEARC.
- To prepare for the work of the commission by attending trainings designed for CEARC members, reading materials distributed by staff, studying independently the issues related to citizens' concerns and actively listening to citizens and community groups.

Section 4: Service Requirements

Individual members are expected:

- To participate in ongoing training and process development activities.
- To participate in community outreach and civic engagement activities.
- To represent the work and views of the CEAC as a body to the public.
- To engage citizens and community groups to listen and promote understanding.
- Act in full accord with the CEAC policies, procedures and actions.

ARTICLE V: Adoption and Amendments

These By-Laws, and subsequent Amendments thereto, shall be adopted after 10 days written notice to the membership by a 2/3 vote with a quorum present, and shall be binding on all Commissioners, including those who may have voted against them.

By-Laws and Amendments may be amended or repealed, in whole or in part, after 30 days written notice to the membership by a 2/3 vote, a quorum being present, and such action shall be binding on all commissioners, including those who may have voted against them.

City Council reserves the right to make changes and or amendments to the By-Laws without the vote or approval of the commission. Nothing in the By-Laws shall conflict with the guidance and expectations of City Council. Any language contained in the By-Laws that is determined to be in conflict with the guidance and expectations of City Council shall be deemed to be null and void and shall be stricken from the By-Laws.

CERTIFICATION

These bylaws were approved at a meeting of the Citizens Engagement Advisory Commission by a two-thirds majority vote on _____.

Chair

Date