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## **NEIGHBORHOOD ADVISORY BOARD A G E N D A**

Thursday, February 16, 2017 6:00 PM  
City Hall Conference Room 337

200 W. Fifth Street  
Greenville, NC 27835

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- 1) Call to Order – Betty Hines, Chair
- 2) Roll Call
- 3) Approval of the Agenda - Additions/Deletions
- 4) Approval of Minutes – January 19, 2017 Minutes
- 5) Staff Reports
  - A. Police Liaison
  - B. Community Development Staff
- 6) Public Comments – Limit 3 minutes each
  - THREE (3) MINUTES ALLOTTED PER SPEAKER
  - FIFTEEN (15) MINUTES ALLOTTED FOR THE PUBLIC COMMENT PERIOD
- 7) Old Business
  - A. Review of Handbook
- 8) New Business
  - A. District #5 Joint Meeting with PCRC
- 9) Committee Reports
  - A. Community Building Committee – Carolyn Glast
  - B. Land Use / City Services Committee – Brenda Diggs (no report)
  - C. Public Safety Committee – Ann Maxwell
- 10) Success of Community Neighborhood Associations
- 11) Announcements
- 12) ADJOURN

**NOTE:**

To maintain order of the board and clarity of recording, please allow one person to speak at a time. Thank you.

The Neighborhood Advisory Board works to preserve and strengthen neighborhoods in the City of Greenville. It will pursue this mission by increasing citizen participation in neighborhood organization and advocacy; by supporting the formation of new neighborhood associations; by creating and maintaining working relationships among neighborhoods and with the City of Greenville; by disseminating information important to sustaining secure, healthy, and vibrant neighborhoods; and by serving as a liaison between neighborhoods and the City of Greenville.

**Doc. #1045070**



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### Neighborhood Advisory Board (NAB) SUMMARY MINUTES

Thurs. Jan. 19, 2017 @ 6:00PM  
City Hall Conf. Rm. 337

200 West Fifth Street  
Greenville, NC 27835-7207

BOARD MEMBERS AND ALTERNATE MEMBERS PRESENT:

Attendance is denoted by an "\*" and absentees are denoted by an "x"

NEIGHBORHOOD ADVISORY BOARD MEMBERS			
NAME	DISTRICT	NAME	DISTRICT
Carolyn Glast - *	1	Margaret Hrushesky - x	1
Betty Hines, Chair - *	2	Joyce Williams - *	2
Ann Maxwell - *	3	VACANT - x	3
Blythe Tennent Vice Chair - *	4	VACANT - x	4
Sharon Stang - *	5	Brenda Diggs - *	5
NEIGHBORHOOD ADVISORY BOARD ALTERNATE MEMBERS			
NAME	DISTRICT	NAME	DISTRICT
Charlotte Smith - *	1	Karen Jenkins - *	4
Twinna Dennis - *	2	Misun Hur - *	5
Ann Hamze - *	3		

City Staff Present: *Community Development Department*: Ben Griffith, Director, and Gwen Turnage; *Police*: Officer Billy Hill

1. **Called to Order** – Betty Hines, Chair
2. **Roll Call** – Gwen Turnage

Ann Hamze sat in vacant district seat 3 and Karen Jenkins sat in vacant district seat 4

3. **MOTION TO APPROVE OF THE AGENDA**

Motion: Blythe Tennent                      Second: Ann Maxwell

Motion approved

4. **MOTION TO APPROVE THE NOVEMBER 17, 2016 MINUTES**

Motion: Ann Hamze                              Second: Carolyn Glast

Motion approved with changes to add Chairperson Betty Hines to the Committee Report for "Community Building Committee" (CBC) with Laura McKenna.

## 5. Public Comments – Limit 3 minutes each

No comments

## 6. Staff Reports

Doc. #1044125 **Development Staff** - Report by Ben Griffith, Director of Comm. Dev.

Ben noted that staff is in the process of offering an acceptance letter for the Ombudsman position. The position will not be filled by the February NAB meeting.

### B. Police Liaison – Report by Officer Billy Hill, Traffic Safety Unit (TSU)

Due to prior obligations Police Liaison, Sgt. Viverette assigned Officer Hill to attend the NAB meeting. Officer Hill noted GPD (Greenville Police Department) current campaigns.

1. GHSP (Governor's Highway Safety Program) is a pedestrian crosswalk campaign. Officers in TSU are assigned to heavily populated crosswalk areas.
2. Loud Muffler Campaign started in the TRUNA area and has extended to the university area. This campaign focus is focused to vehicles with has loud noise and black smoke pollutants associated mostly with large pick-up trucks.
3. Speed Campaign in Neighborhoods – GPD is looking at high volume traffic pedestrian intersections for placement of controlled pedestrian crosswalks.
4. Check Points in Pitt County will be held February 16<sup>th</sup>. Locations not defined.
5. Lighting throughout Greenville. Discussions with GPD, Greenville Utilities Commission, and the Public Works department are ongoing concerning the low quality of lights throughout the city.
6. Wreckage debris from vehicle accidents – debris remnants are known to be present after the accident. Officer Hill will follow-up with GPD staff.

## 7. Committee Reports

Chairperson Betty Hines announced the resignation of District seat #3, Laura McKenna's. Laura's chair seat for the "Community Building" sub-committee will be filled by NAB member Carolyn Glast, District seat #1. Chairperson Hines noted that NAB Alternate Board Members serve in vacated seat(s) until the vacant seat is filled.

### A. Community Building Committee – Report by Carolyn Glast

Committee members Karen Jenkins and Carolyn Glast met January 10, 2017. The committee is working on starting several Neighborhood Associations (NA), reactivating inactive NA, updating the NA Directory and adding items to the welcome bags for neighborhoods. Board members are invited to attend their district mtgs.

#### **MOTION TO HAVE ITEM ON THE FEBRUARY 16<sup>TH</sup> AGENDA, "COMMUNITY BUILDING IDEA FROM OTHER NEIGHBORHOOD ASSOCIATIONS":**

Motion: Ann Maxwell                      Second: Brenda Diggs

Motion approved

Discussion: Ben Griffith, Director of Community Development noted that the Neighborhood Association Directory will be updated when the Ombudsman is hired. Information from NAB members will be essential when updating the NA Directory.

**B. Land Use / City Services Committee – Report by Brenda Diggs**

Brenda provided a handout and stated that there are ways that NAB can get involved with various activities. This committee will work with collecting more data, explore other cities promotions of Land Use / City Services, and present information acquired to the Greenville City Council.

**C. Public Safety Committee – Report by Ann Maxwell**

Public Safety committee met November 3, 2017. This committee met with Chief Holtzman and discussed bias training held in the Police Department. The committee was told there may be a video available in June that would assist with training. Brenda Diggs and Diane Kulik, PCRC Chairperson will meet to discuss district five meeting and show the biased video in June.

**8. New Business**

**A. Election Discussion – Report by Ann Maxwell**

Elections will take place during the May meeting. All liaisons are invited and recommended to attend. NAB member should reach out to their liaison.

**9. Old Business**

**A. Discussion of Symposium – Report by Chairperson Betty Hines**

The Annual Symposium will not take place this year, 2017. It is important to have an Ombudsman. The Ombudsman position is currently in the process of being filled. A decision will be made each year to have a symposium depending on the workload of board members. A Symposium is planned to be held in 2018. An Ad Hoc committee will be in charge of the Symposium.

**10. Announcement**

TRUNA neighborhood association meeting will be held Monday, January 23<sup>rd</sup> @ 5:30PM at Cypress Glenn.

The sub-committee chairs should temporarily forward all announcements to Gwen Turnage three or more days prior to meeting. All sub-committees must be advertised in accordance to the “Open Meetings Law of North Carolina”.

**11. ADJOURN**

**MOTION TO ADJOURN**

Motion: Carolyn Glast                      Second:      Ann Hamze

Motion Passed

Having no further business, the meeting adjourned at 7:48 PM.

Respectfully submitted,

---

Ben Griffith, Community Development Director

# Neighborhood Advisory Board



Handbook  
for  
Members

## CONTENTS

Purpose in Brief .....	4
Mission Statement .....	4
Membership .....	5
Meetings .....	6
Meeting Structure .....	6
Attendance .....	7
Rules of Procedures of the Neighborhood Advisory Board.....	7
I. Mission Statement .....	7
II. Officers and Duties .....	7
III. MEMBERS .....	8
IV. Orientation of Newly ELECTED Members .....	10
V. Meetings .....	10
VI. Standing Committees. ....	11
VII. Ad hoc Committees. ....	12
VIII. Annual Report.....	12
Ground Rules Governing The Behavior Of Participants .....	13
The Basic Format for an Agenda Item Discussion .....	14
Motions in General.....	15
The Three Basic Motions .....	16
When Multiple Motions Are Before The Board.....	17
To Debate or Not to Debate .....	18
Majority and Super-Majority Votes.....	19
Close Votes & Narrow Majorities .....	20
Problem Solving.....	20

Ground Rules for Decision Making .....	21
When No Consensus Can Be Found.....	22
OPEN MEETINGS .....	22
Getting Ideas and Recommendations to the City Council .....	23
NEIGHBORHOOD ADVISORY BOARD AWARDS PROGRAM .....	23
Good Neighbor Award.....	24
Neighborhood Excellence Award .....	24
Neighborhood Safety Award .....	25
Neighborhood Improvement Award .....	25
Property Management Award.....	26
The Good Landlord Award.....	26
Selection Committee’s Role .....	26
Selection Committee Members.....	27
Contact Phone NUMBERS – (City of Greenville and Greenville Utilities) .....	27
ADMINISTRATIVE DIVISION of CDD** (252) 329-4228.....	27
Code Enforcement DIVISION of CDD** (252) 329-4110.....	27
INSPECTIONS Division OF CDD** (252) 329-4466 .....	28
PLANNING DIVISION of CDD** (252) 329-4498 .....	28
HOUSING DIVISION of CDD** (252) 329-4481 .....	28
ECONOMIC DEVELOPMENT DIVISION of City Manger’s Office (252) 329-4502.....	29
ENGINEERING DIVISION of PW* (252) 329-4467 .....	29
Greenville UTILITIES (252) 551-1598 .....	29
SANITATION DIVISION of PW (252) 329-4527 .....	30
FIRE/RESCUE (252) 329-4390 ( <b>NON-EMERGENCY</b> ) .....	30
POLICE (252) 329-4300 ( <b>NON-EMERGENCY</b> ).....	30
Recreation and Parks (252) 329-4567 .....	30

## PURPOSE IN BRIEF

The Neighborhood Advisory Board (NAB) was created by the Greenville City Council on May 10, 2008. The City Council created the NAB for the following purposes:

- To serve as a liaison between the City of Greenville and its neighborhoods over issues of common interest
- To serve as an advocate for programs, ideas, and methods to promote working relationships between the neighborhoods and with the City of Greenville
- To disseminate information to neighborhoods and the City of Greenville with regard to issues of healthy, strong, and vibrant neighborhoods;
- To assist and promote neighborhood education efforts concerning ways to develop, revitalize and maintain healthy, strong, and vibrant neighborhoods
- To increase citizen participation in neighborhood revitalization and development
- To provide information to new neighborhood associations and encourage formation of new neighborhood associations.

## MISSION STATEMENT

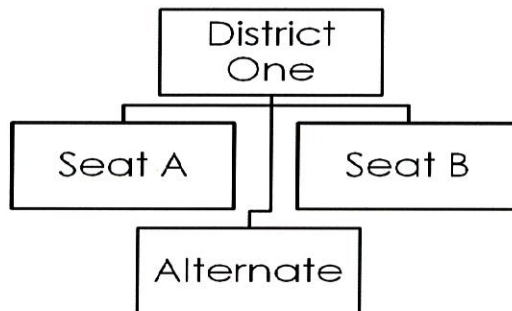
The Neighborhood Advisory Board works to preserve and strengthen neighborhoods in the City of Greenville. It will pursue this mission by increasing citizen participation in neighborhood organization and advocacy; by supporting the formation of new neighborhood associations; by creating and maintaining working relationships among neighborhoods and with the City of Greenville; by disseminating information important to sustaining secure, healthy, and vibrant neighborhoods; and by serving as a liaison between neighborhoods and the City of Greenville.



## MEMBERSHIP

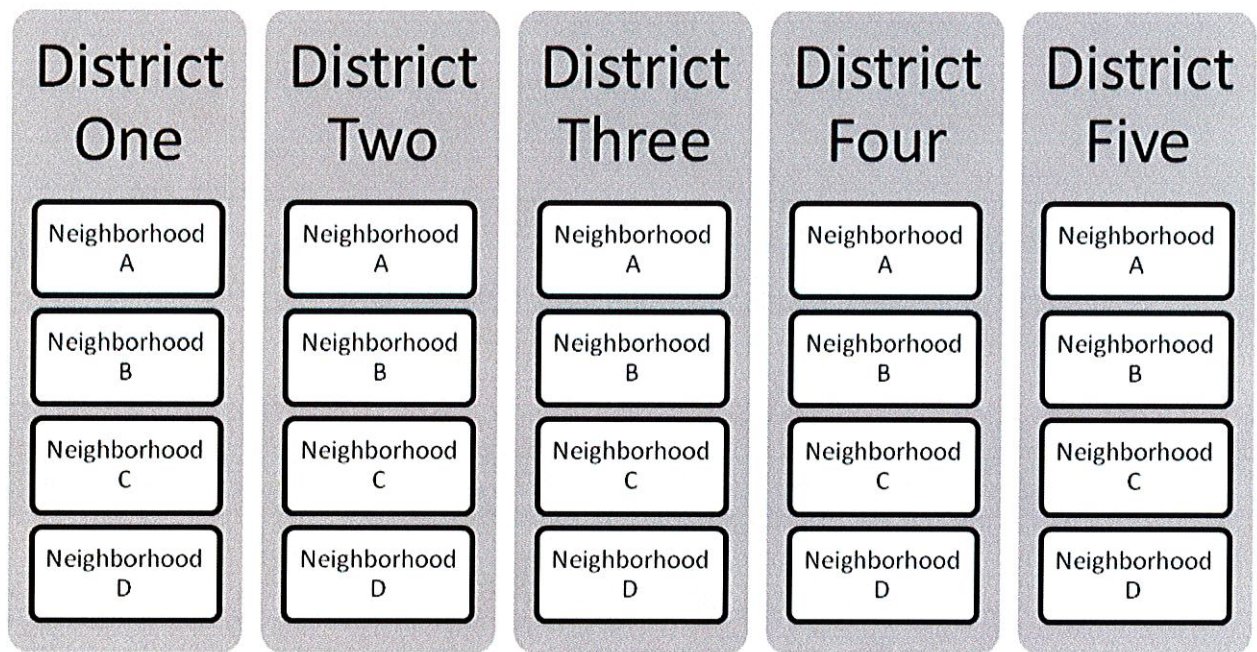
The Board comprises ten voting members and five alternates who are elected by the Liaison Members of the Neighborhood Advisory Board (NAB). Board Members attend meetings of the NAB, participate in actions of the NAB, and bring to the attention of elected officials and City staff the concerns of the neighborhood associations.

There are also Liaisons who are appointed by the neighborhood associations to serve as a communications link between the associations and the NAB.



**Figure 1**

Liaisons attend board meetings within the respective City Council district being represented be present to elect board members from the specific district. Liaison members are non-voting members unless they are a member or alternate member of the NAB. (See figure 2)



**Figure 2**

## MEETINGS

Regular board meetings are held on the third Thursday of each month at 6:00 p.m. in the Third Floor Conference Room of City Hall located 200 W. 5th Street (on the corner of West 5<sup>th</sup> Street and Washington Street). Special Board meetings are held at a time, date and location in accordance with the Open Meeting Laws of North Carolina included in the notice of the meeting. All meetings are open to the public.

## MEETING STRUCTURE

All meetings are lead by the sitting Chairperson or his or her appointee. Roberts Rules of Order are followed. Motions are made and seconded and a Board vote follows when actions are taken. Typical agenda topics are public comment period, committee reports, and staff updates. Each month prior to the scheduled Board meeting members receive a packet of information including an agenda, the previous months' minutes and other pertinent documents regarding upcoming agenda items from City staff.

## ATTENDANCE

Elected Board Members of the Neighborhood Advisory Board are expected to attend all regularly scheduled meetings. If a Board Member is unable to attend a meeting, they should contact City staff and the Alternate Board Member from their district and request that the Alternate Member attend the meeting.

Two times during the year, the Neighborhood Advisory Board shall meet with the Liaison Members of the Neighborhood Advisory Board to receive feedback from the Liaison Members. This meeting could be held as a "Special Call" meeting or by sending an invite to two regular meetings.

NOTE: Special Call meetings should follow the guidelines of advertising meetings prior to the meeting date.

## RULES OF PROCEDURES OF THE NEIGHBORHOOD ADVISORY BOARD

### I. MISSION STATEMENT

The Neighborhood Advisory Board works to preserve and strengthen neighborhoods in the City of Greenville. It will pursue this mission by increasing citizen participation in neighborhood organization and advocacy. This includes supporting the formation of new neighborhood associations; by creating and maintaining working relationships among neighborhoods and with the City of Greenville; disseminating information to Neighborhood Associations, Homeowner's Associations and Liaisons are important to sustaining secure, healthy, and vibrant neighborhoods; and by serving as a liaison between neighborhoods and the City of Greenville.

### II. OFFICERS AND DUTIES

A. Chairperson. The chairperson, who is a member of the Neighborhood Advisory Board, shall be elected by the Neighborhood Advisory Board. In the event there are more than two persons nominated and no person receives a majority vote on the first vote, subsequent votes shall be held only between the two persons receiving the most votes until one person is elected by a majority vote of the members present and eligible to vote. The chairperson shall decide all points of order and procedure subject to these rules. The chairperson's term of office shall be for one (1) year and shall run from the 1<sup>st</sup> day of October of one year to the last day of September of the succeeding year. Elections are held

during the NAB September meeting. The chairperson shall be eligible for re-election to one (1) additional term. The chairperson shall oversee the preparation of the meeting agenda, coordinate activities among subcommittee, and make a yearly report on the progress and action of the Neighborhood Advisory Board.

B. Vice-Chairperson. A vice-chairperson shall be elected by the Board in the same manner and for the same term as the chairperson. The vice-chairperson shall serve as acting chairperson in the absence of the chairperson and at such times shall have the same powers and duties of the chairperson.

C. Secretary. The Neighborhood Liaison / Community Ombudsman of the City of Greenville or his/her designee shall serve as secretary to the Board. The secretary shall keep all records and shall generally perform the clerical work of the Board.

### III. MEMBERS

A. Each Neighborhood Association shall appoint a Liaison Member to the Neighborhood Advisory Board and an Alternate Liaison Member to the Neighborhood Advisory Board. The Liaison Member and the Alternate Liaison Member shall serve at the pleasure of the *Neighborhood Association*. The Alternate Liaison Member, while attending a meeting of the Liaison Members or of the Neighborhood Advisory Board in the absence of the Liaison Member from the same neighborhood association, may serve as the Liaison Member, shall have, and may exercise the powers of the Liaison Member.

NOTE: Definition of a “Neighborhood Association” is hereby defined as noted in ORDINANCE NO. 13-046, SECTION 2-3-81 OF THE GREENVILLE CITY CODE.

B. *Definition of Neighborhood Association from The Greenville City Code*

*Neighborhood association*. An organized group of residents or a homeowners association, established for the property owners in accordance with North Carolina law, within a specific neighborhood within the corporate limits of the city and that operates under a formal association bylaws, holds at least two board or membership meetings a year, has elected officers, maintains records of meetings, maintains an association membership roster, and has placed on file with the Neighborhood Liaison/Ombudsman a current set of bylaws and amendments and a list of current officers. A neighborhood association, other than a homeowners association, is required to be inclusive in its membership as

herein defined. A neighborhood association is inclusive in its membership when it (1) allows all residents living in the neighborhood, including residents who are property owners and residents who are renters, to participate in the neighborhood association as full and equal members commencing immediately when the resident starts to reside in the neighborhood and (2) does not have any different standards for residents who are property owners and residents who are renters in eligibility requirements, voting rights, dues levels, or any other matter relating to membership. Notwithstanding the foregoing, a neighborhood association may, without adversely impacting its status of being inclusive in its membership, (1) limit membership to persons who are eighteen (18) years or older, (2) limit the right of members to vote to one (1) person or another number of persons for each dwelling unit, and/or (3) require the payment of dues, fees, and other charges by all members provided that the required total payment for a member shall be no more than \$50 annually.

C. Board Members of the Neighborhood Advisory Board shall be elected by a majority of Neighborhood Liaisons eligible to vote for the Board Members in accordance with the provisions of section 2-3-83 and 2-3-85 of the Greenville City Code.

Fifteen days' notice shall be given to all appointed Liaisons by the Neighborhood Liaison/Community Ombudsman prior to a vote.

Regular Board Members of the Neighborhood Advisory Board shall serve staggered terms with each term being two (2) years. The terms of the regular Board Members from the same district shall not expire at the same time. Alternate Board Members of the Neighborhood Advisory Board shall serve terms of two (2) years.

D. The Neighborhood Liaison /Community Ombudsman shall serve as an ex-officio, non-voting member of the Neighborhood Advisory Board.

E. In the event that a Board Member is removed from his post as a Liaison, then he/she shall also vacate his/her position on the Board.

F. If a Board Member or a Liaison Member is elected to City Council, then he/she shall vacate his/her position with the Neighborhood Advisory Board.

G. An alternate Board Member of the Neighborhood Advisory Board may serve only for a regular Board Member of the Neighborhood Advisory Board elected from the same district. Alternate Board Members of the Neighborhood Advisory Board shall serve terms of two (2) years. Each Alternate Board Member

of the Neighborhood Advisory Board, while attending any meeting of the Neighborhood Advisory Board and serving in the absence of a regular Board Member, shall have and may exercise all powers and duties of a regular Board Member of the Neighborhood Advisory Board.

#### IV. ORIENTATION OF NEWLY ELECTED MEMBERS

Prior to participation and/or vote concerning any item before the Board, each member shall first be encouraged to attend an orientation meeting with the Neighborhood Liaison / Community Ombudsman or his/her authorized representative.

Notwithstanding the foregoing, in the event a member's attendance is required to achieve a quorum for a meeting, the member may participate and/or vote concerning any item before the Board until such time as his attendance is not necessary for the maintenance of a quorum.

Each member shall be provided a copy of the following materials: Rules of Procedures and Citizens Handbook.

At the first Board meeting following a member's orientation, the Neighborhood Liaison or representative shall report for the minutes the qualification of new members under this section.

#### V. MEETINGS

A. Regular Meetings. Regular meetings of the Board shall be held on the third Thursday of each month at 6:00 p.m. City Hall Conference Room 337.

**NOTE:** regular meetings have established times, dates, and location. A meeting other than these is a "Special Meeting".

B. Special Meetings. Special meetings of the Board may be called at any time by the Chairperson. Notice of the time and place of a special meeting shall be given in accordance with the Open Meetings Law of North Carolina.

C. Meeting with Neighborhood Liaisons. The Board Members shall meet with the full Neighborhood Liaison Assembly a minimum of three times a year to offer feedback to the Board Members of the Neighborhood Advisory Board.

D. Quorum. A majority of the Board Members of the Neighborhood Advisory Board shall constitute a quorum for a meeting.

E. Voting. All members of the Board shall vote on all matters before the Board unless excused from voting as a result of a conflict of interest in accordance with subsection F. On all matters a majority vote of those members present and eligible to vote shall be necessary to pass any motion.

F. Conflict of Interest. Members shall be excused from voting by a vote of a majority of the Board Members present if there is a real conflict of interest whereby the Board Member may benefit financially. In all other cases, a failure to vote by a member who is physically present, or who was withdrawn without being excused by a majority vote of the remaining members present shall be recorded as negative vote.

G. Except as provided otherwise in these rules, the City Code or State Law, the Neighborhood Advisory Board shall establish rules and procedures to govern the Board.

H. Decisions. The decisions of the Neighborhood Advisory Board as documented in its minutes shall be a public record available for inspection in the office of the Neighborhood Liaison / Community Ombudsman.

I. Attendance. Regular attendance shall be required for continued membership on the Neighborhood Advisory Board. Whenever a member of the Neighborhood Advisory Board has missed two (2) consecutive regular meetings or fails to attend seventy-five (75) percent of all regularly scheduled meetings, the Chairperson will then immediately notify the Board and Liaisons Members of the respective district. The Board may elect to remove the Board Member for failing to meet the attendance requirement. In the event that a Board Member is removed for failure to attend the meeting, the Liaisons of the respective district shall vote on a new Board Member in accordance with the provisions of these Rules and Procedures relating to the election of Board Members. The Board Member shall notify the Alternate Board Member of the same district and request the Alternate Member to attend the NAB meeting in their absence.

## VI. STANDING COMMITTEES.

The Neighborhood Advisory Board shall have four standing committees. Each standing committee shall consist of two Board members and up to three Liaisons. Members of each standing committee shall elect a Chairperson. The Chairperson will be responsible for calling and conducting meetings of the committee for furthering the work of the Board within the designated field of the committee and for making sufficient reports to the Board.

A. Public Safety. The Public Safety committee shall study issues effecting neighborhood safety. The committee may make recommendations and develop initiatives to enhance neighborhood safety.

B. Land Use/ City Services - The Land Use/City Services committee shall develop and propose suggestions to increase participation of neighborhoods with regards to land use decisions and city services. The committee may study ways and methods to protect neighborhood from adverse development that threatens the health safety and general welfare of the public. The committee may make recommendations to City Council on ways to improve services and propose additional services to enhance the quality of life within neighbors and protect the environment.

C. Community Building. The Community Building committee shall work to establish new neighborhood associations in the city. The committee shall develop initiatives and propose to increase the effectiveness of existing neighborhood associations. The committee shall also work to promote more inclusion and participation of neighborhood associations.

D. Executive Committee - The Executive committee is a combination of the Board Chair, Vice Chair, and each committee chair. The committee will make general direction recommendations to the board.

## VII. AD HOC COMMITTEES.

The Neighborhood Advisory Board may establish ad hoc committees as necessary to carry out its mission.

## VIII. ANNUAL REPORT

The Neighborhood Liaison / Community Ombudsman shall prepare and submit at the end of each calendar year to the Board an annual report of the Board's activities for the year. The report shall contain a statement of the actions and progress of the Neighborhood Advisory Board with other information deemed appropriate for inclusion in the report. This report shall be presented to City Council for their review by the chairperson of the board. The Neighborhood Advisory Board's Annual Work Year is from July 1<sup>st</sup> to June 30<sup>th</sup> and will be recognized as the NAB's Fiscal Year.



## IX. Amendments

These rules may, within the limits allowed by law, be amended by a 2/3 vote of members present provided that such amendment shall have first been presented to the membership in writing at a regular or special meeting and receiving an initial 2/3 of Board Members present preceding the meeting at which the vote is taken. The time between the initial vote and the final vote shall not be greater than ninety days.

### **GROUND RULES GOVERNING THE BEHAVIOR OF PARTICIPANTS**

- 1) Only one person will speak at a time, and no one will interrupt when another person is speaking.
- 2) Each person will express his/her own views, rather than speaking for others at the table or attributing motives to them.
- 3) Each person will avoid grandstanding (i.e. making extended comments or asking repeated questions.)
- 4) No one will make personal attacks. Participants agree to challenge ideas, not people. If a personal attack is made, the chair will ask the participants to refrain from personal attacks. If personal attacks continue, the chairperson may ask the group to take a break to “cool off.”
- 5) Each person will make every effort to stay on track with the agenda and move the deliberations forward.
- 6) Each person will seek to focus on the merits of what is being said, making a good faith effort to understand the concerns of others. Clarifying questions are encouraged; rhetorical questions and disparaging comments are discouraged.
- 7) Each person will seek to follow a “no surprise” rule – voicing his/her concerns whenever they arise. In this way, no one will be taken off guard late in the deliberation when someone suddenly raises an objection.
- 8) Each person will seek to identify options or a proposals that represent common ground, without glossing over or minimizing legitimate disagreements.
- 9) Each participant agrees to do his best to take account of the interest of the Board as a whole.

- 10) Each person reserves the right to disagree with any proposal and accepts responsibility for offering alternatives that accommodate his or her interest as well as the interest of others.
- 11) Each person agrees to keep the constituencies he or she represent informed about the issue and options under discussion and to seek their input and advice on any recommendations that emerge.
- 12) Each person will speak to the media about only his or her views. No member shall speak on behalf of other participants or the group as a whole.

#### THE BASIC FORMAT FOR AN AGENDA ITEM DISCUSSION

The agenda constitutes the board's agreed-upon road map for the meeting. And each agenda item can be handled by the chair in the following basic format.

- 1) The chair should clearly announce the agenda item number and should clearly state what the subject is. The chair should then announce the format that will be followed.
- 2) The chair should invite the appropriate people to report and make recommendations on the item. The appropriate person may be the chair, a member of the board, a staff person, or a committee chair charged with providing information about the agenda item.
- 3) The chair should ask members of the board if they have any technical questions for the purpose of clarification and those questioned should respond.
- 4) The chair will invite public comments during the public comment period as indicated on the agenda. The chair may limit the time of each public speaker. The chair should then announce that the comment period is closed.
- 5) The chair should invite a motion from the board members. The chair should announce the name of the member who makes the motion.
- 6) The chair should determine if any member of the board wishes to second the motion. The chair should announce the name of the member who seconds the motion. A second to a motion is required prior to being voted on by the board.
- 7) If the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

- a) The chair can ask the maker of the motion to repeat it;
  - b) The chair can repeat the motion; or
  - c) The chair can ask the secretary or the clerk of the board to repeat the motion.
- 8) The chair should now invite discussion of the motion by the members of the board. If there is no desired discussion or the discussion has ended, the chair should announce that the board will vote on the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.
  - 9) The chair takes a vote. Simply asking for the “ayes” and then the “nays” is normally sufficient. A failure to vote by a member who is physically present, or who was withdrawn without being excused by a majority vote of the remaining members present shall be recorded as a negative vote. Unless the rules of the board provide otherwise or unless a super-majority is required (as delineated later in these rules), a simple majority determines whether the motion passes or is defeated.
  - 10) The chair should announce the result of the vote and should announce what action (if any) the board has taken. In announcing the result, the chair should indicate the names of the members, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days’ notice for all future meetings of this board.”

## MOTIONS IN GENERAL

Motions are made in a simple two-step process. First, the chair recognizes the member. Second, the member makes a motion by preceding the member’s desired approach with the words: “I move ...” A typical motion might be: “I move that we give 10 days’ notice in the future for all our meetings.”

The chair usually initiates the motion by:

- 1) Inviting the members to make a motion:

“A motion at this time would be in order.”

- 2) Suggesting a motion to the members:

“A motion would be in order that we give 10-days’ notice in the future for all our meetings.”

### 3) Making the motion.

As noted, the chair has every right as a member of the body to make a motion, but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

## THE THREE BASIC MOTIONS

Three motions are the most common:

- 1) The basic motion. The basic motion is the one that puts forward a decision for consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”
- 2) The motion to amend. If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10- member committee.” A motion to amend takes the basic motion that is before the board and seeks to change it in some way.
- 3) The substitute motion. If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing board, he or she would “move a substitute motion.” A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

*Tip: Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed. A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way. A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it.*

*The decision as to whether a motion is really a motion to amend or a substitute motion is left to the chair. So that if a member makes what that member calls a motion to amend, but the chair determines it is really a substitute motion, the chair’s designation governs.*

## WHEN MULTIPLE MOTIONS ARE BEFORE THE BOARD

Up to three motions may be on the floor simultaneously. The chair may reject a fourth motion until the three that are on the floor have been resolved. When two or three motions are on the floor (after motions and seconds) at the same time, the first vote should be on the last motion made.

*Example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee, to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows.*

*First, the chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passes, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed, the chair would proceed to consideration of the second (now the last) motion on the floor, the motion to amend.*

*If the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend passed, the chair would now move to consider the main motion (the first motion) as amended. If the motion to amend failed, the chair would now move to consider the main motion (the first motion) in its original format, not amended.*

*Third, the chair would now deal with the first motion that was placed on the floor. The original motion either would be in its original format (five-member committee) or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.*

## TO DEBATE OR NOT TO DEBATE

The basic rule of motions is that they are subject to discussion and debate. The debate can continue as long as members of the board wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the board to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the board without debate on the motion):

- 1) A motion to adjourn.
  - a) This motion, if passed, requires the board to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.
- 2) A motion to recess.
  - a) This motion, if passed, requires the board to immediately take a recess. Normally, the chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.
- 3) A motion to fix the time to adjourn.
  - a) This motion, if passed, requires the board to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.
- 4) A motion to table.
  - a) This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold." The motion may contain a specific time in which the item can come back to the board: "I move we table this item until our regular meeting in October." Or the motion may contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the board will have to be taken at a future meeting. A motion to table an item (or to bring it back to the board) requires a simple majority vote.

- 5) A motion to limit debate.
  - a) The most common form of this motion is to say: “I move we close debate” or “I move we now vote.” When such a motion is made, the chair should ask for a second to the motion, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the board. Note that a motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two thirds vote of the board. A similar motion is a motion to object to consideration of an item. This motion is not debatable, and if passed, precludes the board from even considering an item on the agenda. It also requires a two-thirds vote.

## MAJORITY AND SUPER-MAJORITY VOTES

All motions require a simple majority, but there are a few exceptions. The exceptions occur when the board is taking an action that effectively cuts off the ability of a minority of the board to take an action or discuss an item.

These extraordinary motions require a two-thirds majority (a super-majority) to pass:

- 1) Motion to limit debate.
  - a) Whether a member says, “I move we close debate,” “I move we now vote,” “I call for the question” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.
- 2) Motion to close nominations.
  - a) When choosing officers of the board, such as the chair, nominations are in order either from a nominating committee or from the floor of the board. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a two-thirds vote to pass.
- 3) Motion to object to the consideration of a question.
  - a) Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of a board do not even want an item on the agenda to be considered, then such a

motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

#### 4) Motion to suspend the rules.

- a) This motion is debatable, but requires a two thirds vote to pass. If the board has its own rules of order, conduct or procedure, this motion allows the board to suspend the rules for a particular purpose.

#### 5) The Motion to Reconsider

- (a) A motion to reconsider a motion previously passed by the board requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.
- (b) Timing a motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the board.
- (c) Second, a motion to reconsider may be made only by certain members of the board. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. Any member may second the motion.
- (d) If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the board again and again, which would defeat the purpose of finality.

### CLOSE VOTES & NARROW MAJORITIES

When there isn't overwhelming support for a measure or resolution, any member can motion to suspend the rules above except the subsection titled "Ground Rules Governing The Behavior Of Participants" and begin the consensus building approach. Only three votes shall be necessary for this measure to pass irrespective of any rule above.

The Chairperson shall serve as the facilitator of the process.

### PROBLEM SOLVING

The problem solving portion shall be a three step process.



- 1) The process shall start with venting where the members openly state their concerns about the process and fellow board members. There shall be a five minute limit per person for venting.
- 2) Next there shall be a round of statements where members' state what their priorities are.
- 3) The last step shall be inventing. Inventing is where the group based on what they have heard try to develop proposals to address earlier concerns that meet everybody needs.

#### GROUND RULES FOR DECISION MAKING

- 1) Each person agrees to fully and consistently participate in the process unless that person withdraws. If participants are thinking of withdrawing, they agree to explain their reasons for doing so and to give the others a chance to accommodate their concerns.
- 2) Consensus is reached when participants agree that they can "live with" the package being proposed. Some participants agree that they may not live with every feature of the package as proposed, but they do not disagree enough to warrant opposition to the package as a whole.
- 3) The following scale will be used periodically by the facilitator to test whether consensus has been reached. Using straw vote, participants should express their level of comfort and commitment by indicating:
  - a) Wholeheartedly agree
  - b) Good Idea
  - c) Supportive
  - d) Reservations (would like to talk)
  - e) Serious concerns (must talk)
  - f) Cannot be part of the decision – must block it

If all the participants fall between a) and c) consensus on the item under discussion will be assumed. When someone falls between d and f, that person must state their concerns clearly and offer a constructive alternative.

- 4) This process continues until the facilitator determines there is no consensus to be found.

#### WHEN NO CONSENSUS CAN BE FOUND

If the Board members cannot reach consensus, they agree to document the agreements they have reached, clarify the reason for disagreeing, and indicate how the remaining disagreement might be resolved.

The participants will consider their “fallback” option if no agreement can be reached, including mechanisms that provide incentives for the participants to continue trying to reach agreement. Fallback options include:

- 1) Identifying issues requiring further research and suspending deliberations until that research has been completed;
- 2) Agreeing to switch to a super-majority voting rule (e.g., 80-percent majority would be required);
- 3) Seeking a recommendation from the Ex-Officio Officer, regarding possible ways of resolving their remaining disagreement. This might provide a “reality check” that encourages more realistic expectations;
- 4) Including a minority report
- 5) Letting the Chairperson choose one of the four options above.

#### OPEN MEETINGS

State law requires that all Boards, boards, and committees whose responsibility it is to “conduct the people’s business” have open meetings. The law defines an official meeting as an assembly, meeting, or gathering together at any time or place, or the simultaneous communication through use of a telephone call, of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or otherwise transacting the public’s business.

The law states that all public meetings be advertised. As a general rule, the time and place of regular meetings are established by ordinance or resolution. However, if a public body holds an official meeting at any time or place other than shown on the regular schedule, notice of the meeting is to be given no less than 48 hours before the time of the meeting.

Since the Open Meetings law is very specific and mandated by North Carolina General Statute, it is a good idea to allow the City's staff to schedule and arrange for all of your official meetings. Your staff representative will be certain that your planned meeting complies with State requirements and will take care of advertising the meeting and preparing the appropriate agenda materials.

For addition information on the North Carolina Open Meeting Law, please refer to:

1. North Carolina General Statute 143-318, Article 33C, "Meetings of Public Bodies."
2. Lawrence, David M. "Open Meetings and Local Governments in North Carolina: Some Questions and Answers", Second Edition. Institute of Government, The University of North Carolina at Chapel Hill, 1979.

The books are available in the Office of the City Clerk.

#### GETTING IDEAS AND RECOMMENDATIONS TO THE CITY COUNCIL

The Board was established to develop ideas, review and evaluate ordinances and programs, and advise the City Council on matters related to securing healthy and vibrant neighborhoods. Comments and recommendations of the Neighborhood Advisory Board should be routed to the City Council in the following manner in accordance with the Board and Commission Policies for the City of Greenville.

#### NEIGHBORHOOD ADVISORY BOARD AWARDS PROGRAM

The Board established four to six awards to recognize the hard work and dedication of residents and community groups. In showcasing the efforts of the award nominees and recipients, the NAB hopes to demonstrate that residents and groups can create meaningful change in their community. The awards are:

- Good Neighborhood Award
- Neighborhood Excellence Award
- Neighborhood Safety Award
- Neighborhood Improvement / Beautification Award
- Property Management Award
- The Good Landlord Award

## GOOD NEIGHBOR AWARD

The Good Neighbor Award honors unsung heroes who quietly go about without fanfare or compensation touching the lives of people and making a positive difference in our community. This is a way of thanking those citizens who are committed to preserving, maintaining and improving the quality of life in their neighborhoods and our city.

### CRITERIA

- Contributes to the neighborhood beyond their own citizen responsibilities.
- Shows concern for their neighborhood's well-being and the overall quality of life for Greenville.
- Overcomes obstacles or takes risks in the pursuit of creating, developing, and furthering strong neighborhoods.
- Encourages neighbors to participate in activities for the benefit of all.
- Demonstrates results.
- Models the true spirit of citizenship.

## NEIGHBORHOOD EXCELLENCE AWARD

The Neighborhood Excellence Award recognizes the ongoing efforts of Neighborhood & Homeowner Associations whose activities or programs deal with unusual challenges and/or major obstacles. They demonstrate creativity in obtaining resources for the neighborhood that clearly show active participation by the neighborhood group and a partnering organization in building relationships.

### CRITERIA

- Activities or programs that clearly show active participation by the neighborhood group and a partnering organization in building relationships.
- Activities or programs that dealt with unusual challenges and /or major obstacles.
- Activities or programs that demonstrate creativity in obtaining resources for the neighborhood.

- Evidence of outreach to neighborhood residents, churches, schools, business and other groups in an effort to build a united neighborhood.

#### NEIGHBORHOOD SAFETY AWARD

The Neighborhood Excellence Award recognizes the ongoing efforts of Neighborhood & Homeowner Associations whose activities or programs deal with unusual challenges and/or major obstacles. They demonstrate creativity in obtaining resources for the neighborhood that clearly show active participation by the neighborhood group and a partnering organization in building relationships.

#### CRITERIA

- Strong relationship with Greenville Police Department and community officers to lower or maintain a lowered crime rate.
- Implement programs using community resources to establish or maintain a crime watch, citizen's patrol, and/or block captains.
- Produced meaningful results that can be used as models for others and substantiated through statistics.
- Residents received an increased awareness of public safety through education, activities, and neighborhood projects
- Utilizes a creative and unique approach to achieve their goals.
- Partners with various entities including but not limited to: businesses, schools, agencies, faith based groups, and other associations.

#### NEIGHBORHOOD IMPROVEMENT AWARD

The Neighborhood Improvement Award acknowledges outstanding efforts to beautify the city through activities such as cleaning up an area that is an eyesore, and/or implementing a project or program that has proven benefits for the neighborhood or community.

#### CRITERIA

- Cleaning up an area that was an eyesore.
- Implementing a program that beautifies the neighborhood.

- Restoration of historic infrastructure projects.
- Encouraging residents to keep their properties well maintained.
- Implementing a project or program that has proven benefits for the neighborhood and/or community.
- Complete neighborhood project(s) to physically revitalize or beautify the neighborhood's appearance
- Actively engaged in neighborhood problem-solving, project management, volunteer contributions, wide-scale participation, sustainable outcomes
- Utilizes a creative and unique approach to achieve their goals.
- Partners with various entities including but not limited to: businesses, schools, agencies, faith based groups, and other associations.

#### PROPERTY MANAGEMENT AWARD

The Property Management Award includes condominiums, town homes and apartments, recognizes properties that provide an exceptional level of service for their tenants and provides good quality housing. The award highlights those properties that go above and beyond to deliver an excellent experience for their tenants. The Award is a way of showing appreciation to property managers and owners who are committed to preserving, maintaining and improving the quality of life in their neighborhoods and our community.

#### THE GOOD LANDLORD AWARD

The Good Landlord Award recognizes landlords who provide an exceptional level of service for their tenants and provide good quality housing. The award highlights those landlords who go above and beyond to deliver an excellent experience for their tenants. The NAB Good Landlord Award is a way of thanking those landlords who are committed to preserving, maintaining and improving the quality of life in their neighborhoods and our community.

#### SELECTION COMMITTEE'S ROLE

Evaluate the nominations submitted based on how well candidates have:

- Meet the criteria established above

- Enriched and revitalized our community and neighborhoods; and
- Provided the community with a special service; and
- Exemplified a commitment to the community; and
- Demonstrated responsiveness, creativity, and civic values; and

#### SELECTION COMMITTEE MEMBERS

The Neighborhood Liaison / Community Ombudsman or the appropriate staff would convene the selection committee. The committee will consist of three of the representatives of the entities listed below.

- A representative from the Police Department
- A representative from the Housing Division
- A representative from the Chamber of Commerce
- A representative of the Human Relations Office
- A representative of the Code Enforcement Division
- A representative of the Community Appearance Commission

#### CONTACT PHONE NUMBERS – (CITY OF GREENVILLE AND GREENVILLE UTILITIES)

ADMINISTRATIVE DIVISION OF CDD\*\* (252) 329-4228

[click here for website](#)

Neighborhood Liaison/Ombudsman

Human Relations and landlord / tenant disputes

CODE ENFORCEMENT DIVISION OF CDD\*\* (252) 329-4110

Parking on Unimproved Surfaces (parking on the grass)

Dwelling Occupancy (3 unrelated rule)

Temporary Signs (Banners, etc. – excluding vehicle mounted signs)

Weeded Lots

Junk Vehicles

Minimum Housing Code

INSPECTIONS DIVISION OF CDD\*\* (252) 329-4466

[click here for website](#)

Building Permit Application Center

Building Construction Plans

NC State Building Code

PLANNING DIVISION OF CDD\*\* (252) 329-4498

[click here for website](#)

Zoning Compliance and Enforcement

Permitted and Special Uses

Rezoning Petitions

Comprehensive Plan (Horizons)

Land Use Plans (neighborhood, area and corridor)

Sign Permits and Enforcement (except illegal temporary signs – see Code Enforcement)

Subdivision Plat coordination (preliminary and final)

Site Development Plans

Historic Preservation (properties and districts)

Annexation (voluntary and City-initiated)

HOUSING DIVISION OF CDD\*\* (252) 329-4481

[click here for website](#)

CDBG and HOME Programs

Redevelopment Plan and Programs



Housing Assistance and Loan Programs

Flood Land Reuse (FEMA buy-out properties)

ECONOMIC DEVELOPMENT DIVISION OF CITY MANGER'S OFFICE (252) 329-4502

[click here for website](#)

West Greenville Redevelopment Plan

Center City Redevelopment Plan

Small Business Development

Business recruitment, expansion and retention

ENGINEERING DIVISION OF PW\* (252) 329-4467

[click here for website](#)

Land Development

- Driveway Permits
- Erosion Control and Sedimentation Program
- Flood Insurance Study and Firm Panels
- Flood Damage Prevention Ordinance

Stormwater Management

Greenville Urban Area Metropolitan Planning Organization

Traffic Services

Street Maintenance

GREENVILLE UTILITIES (252) 551-1598

[click here for website](#)

Water and Sanitary Sewer

Natural Gas

Electric Distribution (and street lights)

Energy Audit and Conservation Program

SANITATION DIVISION OF PW (252) 329-4527

[click here for website](#)

Household Garbage

Trash

Recycling

Bulky Trash (City does not pick up construction and demolition/building debris)

Yard Waste Collection (252) 329-4522

FIRE/RESCUE (252) 329-4390 (**NON-EMERGENCY**)

[click here for website](#)

Fire Suppression and Prevention Program

Paramedic Services

POLICE (252) 329-4300 (**NON-EMERGENCY**)

[click here for website](#)

Parking Within the Public Right-of-Way

Noise Control

Animal Control

Crime Statistics

RECREATION AND PARKS (252) 329-4567

[click here for website](#)

Swimming Pools

Tennis Courts

Soccer Complex  
Softball and Baseball Fields  
Playgrounds  
Greenway  
The Town Common  
Greenville Amphitheater  
River Park North  
Bradford Creek Public Golf Course  
The Aquatics and Fitness Center  
The Extreme Park  
Town Common  
Inclusive Park

Acronyms identify City Departments

**\*PW** – Public Works Department

**\*\*CDD** – Community Development Department