PARTICIPATORY BUDGETING
STEERING COMMITTEE
BYLAWS

ARTICLE I. NAME AND OFFICES

Section 1. Name. The name of this board shall be the "Participatory Budgeting Steering Committee," which may alternatively be referred to as the "PB Steering Committee."

Section 2. Offices. The principal office of this board shall be located at 101 City Hall Plaza, Durham, NC 27701.

ARTICLE II. PURPOSE & RESPONSIBILITIES

Section 1. Purpose. The purpose of the PB Steering Committee is to oversee the administration of participatory budgeting in the City of Durham.

The intended outcomes of PB Durham are the following:

A. Supporting people to participate in the PB process, who have never participated in civic processes before;
B. Engage Durham residents in deciding how to spend city resources in ways that meet the current needs of the most impacted communities and address and correct past harm.
C. Funding proposals that meet the needs of the most impacted communities.

ARTICLE III. MEMBERSHIP

Section 1. Leadership Team. The PB Steering Committee is led by a leadership team consisting of a Chair, Co-Chair, and Secretary elected every 2 years by its members.

Chair
The Chair conducts the committee meetings and guides the committee through the agenda items by facilitating dialogue and active participation. A committee is most effective when activities continue between meetings. The Chair will be responsible for ensuring subcommittees are meeting and achieving their intended goals and objectives. An effective Chair will also be available to assist with the following:

1. Planning committee meetings
2. Assisting with the creation of meeting agendas
3. Distributing material, as needed, to the committee to keep members informed
4. Discussing with individual committee members, as needed, participation and attendance
5. Coordinating with PB staff to support a continuous feedback model and stay informed of the PB process and key activities for the PB Steering Committee.

The Chair will also prepare a written annual report toward the beginning of a calendar year (late January), outlining the major activities and issues that were covered during the previous year. Annually, the Chair will be invited to a Durham City Council meeting to inform the Council of current committee issues and activities. This briefing serves as a good opportunity for two-way communication between the committee and the Durham City Council.

Co-Chair
The role of a Committee Co-Chair is to perform the following main functions:
1. Assisting with the planning & organizing of committee meetings
2. Assisting with the creation of meeting agendas
3. Distributing material, as needed, to the committee to keep members informed
4. Discussing with individual committee members, as needed, participation and attendance
5. In the absence of the Chair, conducting formal and informal meetings connected with the work of the committee and ensure that such meetings are conducted fairly, efficiently and in accordance with standing orders and other legislative requirements
6. Assisting in ensuring that members are kept informed regarding the committee's activities
7. Assisting in identifying and facilitating the development and training needs of the committee, collectively and its individual members.

Secretary
The role of the Secretary is to support the Chair and Co-Chair in ensuring the smooth functioning of the PB Steering Committee. The Secretary is responsible for:

1. Ensuring meetings are effectively organized and minuted
2. Preparing and distributing minutes of meetings
3. Maintaining effective records and administration
4. Communication and correspondence.

Given these responsibilities, the Secretary often acts as an information and reference point for the Chair and other committee members: clarifying past practice and decisions; and retrieving relevant documentation.

Section 2. Composition. The PB Steering Committee should reflect the diverse composition of Durham's community by race/ethnicity and gender. To facilitate the
achievement of this balance, the City shall proactively encourage applicants of diverse backgrounds to apply to serve on the PB Steering Committee.

The PB Steering Committee shall consist of a total of fifteen (15) voting members appointed by City Council including:

At least two-thirds of the 15 members should be individuals that represent communities in Durham directly impacted by long-term discrimination and oppression. Diversity includes, but is not limited to, the following categories: class, homeownership status, age (two youth members 13-18 years old), disability, race and ethnicity representation, LGBTQ, educational background, SES, religion, and non-native English speaking background.

**Section 3. Residency.** All members of the PB Steering Committee must be residents of the City of Durham.

**Section 4. City Council Participation.** The City Council shall designate one of its members as a non-voting liaison to the PB Steering Committee and one alternate.

**Section 5. Terms.** A member of the PB Steering Committee shall serve a 2-year term, expiring on June 30 of their second year of service. A member may serve a maximum of 2 consecutive terms.

**Section 6. Vacancies.**

A. In the event of a vacancy, the Secretary shall notify the Office of the Clerk as soon as possible.

B. Members appointed to fill a vacancy may assume the term of the position vacated and may reapply once that term has ended.

**ARTICLE IV. COMMITTEES**

Ad hoc committees, which may also be referenced as a ‘task force,’ may be created by the PB Steering Committee upon majority vote to perform a specific goal or serve a specific purpose. The chair of the ad hoc committee shall be a member of the Committee.

The following are current subcommittees of the PB Steering Committee:

A. Outreach Subcommittee: responsible for assisting with the design of the overall Communication & Outreach Plan strategy as well as recruiting participants and supporting City staff by increasing the capacity for engagement opportunities.

B. Communication Subcommittee: responsible for developing messaging and continued branding of PB Durham. Assist with online and digital engagement via social media and email platforms.
C. Evaluation Committee: Ensure evaluation metrics are tracked throughout the PB process and assist the third-party evaluators with information gathering, synthesizing and providing feedback on decision points based upon data.

ARTICLE V. MEETINGS.

Section 1. Regular Meetings. PB Steering Committee shall meet at least once every month excluding holiday recess. The PB Steering Committee may call special meetings of the PB Steering Committee as needed.

Section 2. Notice. PB Steering Committee members will receive the agenda via e-mail prior to each regularly-scheduled meeting. All meetings will be open to the public and will be pre-announced through the Office of the City Clerk as required by North Carolina Open Meetings Law.

Section 3. Quorum. The PB Steering Committee shall conduct no business unless a simple majority of the Committee is present at a meeting excluding vacant seats.

Section 4. Voting. Motions before the board will pass with a simple majority.

Section 5. Public Nature of Meetings. All meetings of the PB Steering Committee shall be open to the public. All public comments shall be received by the Steering Committee at the discretion of the Chairperson.

Section 6. Meeting Minutes. Meeting minutes will be taken at each meeting and available at the City of Durham website after they have been approved by the PB Steering Committee.

ARTICLE VI. ATTENDANCE & PARTICIPATION

Section 1. Requirement. Members must attend at least 60% of PB Steering Committee meetings in a year 1 and 50% of meetings in year 2. When a member has missed three (3) consecutive meetings, the Chair and the city council shall be notified.

Section 2. Absence. If a member of the PB Steering Committee will be unable to attend a regularly scheduled meeting, the member shall notify the Chair of the PB Steering Committee or the Office of the City Clerk of his or her impending absence at least 48 hours prior to the time of the meeting. The PB Steering Committee Leadership Team and PB staff liaison shall then be informed of all such notices and shall record the absences as excused. Any absences from a PB Steering Committee meeting without prior notice will be recorded as unexcused. The Chair, with a majority vote of the PB Steering Committee members in attendance at a meeting, may deem an absence without notification excused in the case of extraordinary circumstances. Excused absences do not negate the requirement of attending at least 50% of PB Steering Committee meetings.
Section 3. Attendance Reports. The Secretary shall submit 6-month and 12-month attendance reports to the Office of the City Clerk.

Section 4. Removal. It is the policy of the City Council to remove any member who does not meet the attendance requirements and make another appointment unless the member subject to removal has demonstrated good cause for failure to comply with attendance requirements. Members may also be removed for violating any applicable state statutory requirements and any city code provisions or city resolutions regarding ethics.

ARTICLE VII. RESIGNATIONS

Section 1. Written Notice. Any member of the PB Steering Committee may resign by a written notice of the Office of the City Clerk with a copy to the Chair.

Section 2. Change of Address. If a member of the PB Steering Committee moves or no longer resides in the City of Durham, the member must immediately report the change of address to the Office of the City Clerk and Chair of the PB Steering Committee. If the member no longer resides in the City of Durham, the member is obligated to resign.

ARTICLE VIII. CITY STAFF

PB Staff will support the PB Steering Committee in the following ways:

- Provide administrative support for the PB Steering Committee
- Provide staff for effective outreach
- Develop and implement process according to goals set by PB Steering Committee
- Raise awareness and facilitate involvement from other City departments
- Communicate updates to City Council and PB Steering Committee
- Maintain transparency of the PB process
- Deliver final budget priorities for implementation
- Provide data on neighborhoods & districts

ARTICLE IX. AMENDMENTS

These Bylaws may be amended at any regular or special meeting of the PB Steering Committee by a two-thirds vote of those members present, provided that a notice of the proposed amendment shall be distributed to all members at least ten days prior to the meeting. All amendments to these Bylaws are subject to the approval of Durham City Council.