The name of this organization shall be “Audit Services Oversight Committee” (hereafter referred to as ASOC or the committee).

This committee has been established as an advisory committee to the Department of Audit Services and to the City Manager.

The functions of the Audit Services Oversight Committee shall be:

(a) To provide oversight responsibilities of the audit function;
(b) To serve in an advisory capacity to the City Manager;
(c) To facilitate communications among the Council, City Manager, and Director of Audit Services;
(d) To ensure internal controls are in place and implemented;
(e) To ensure City management implements report recommendations;
(f) To review annual audit plan and make recommendation to City Council for approval;
(g) To review audit budget and make recommendation to Council for approval;
(h) To make recommendations for the selection of the external auditor; and
(i) To review the City’s CAFR, management letter and management’s response.
ARTICLE VI
RESIGNATIONS

SECTION 1: In the event that a member chooses to resign from the ASOC, such member should notify the Chairman, in writing. The Chairman will then immediately notify the members of the ASOC of any such resignations. The resignation shall be effective when the notification is received by the Chairman unless the notification specifies a later time.

ARTICLE VII
ATTENDANCE

SECTION 1. If a member of the Audit Services Oversight Committee will be unable to attend a regularly scheduled meeting of the Committee, the member shall notify the Secretary or the City Clerk prior to the time of the meeting. The ASOC Secretary shall then record such absences as excused. Any other absence is unexcused.

SECTION 2. If a member has two (2) consecutive unexcused absences from regularly scheduled meeting of the ASOC, the Secretary shall notify the ASOC Chairman of this. The ASOC Chairman shall then call the absences to the member’s attention and encourage said member to actively participate on the ASOC. If the member has two more consecutive unexcused absences after the above, the ASOC Chairman shall notify the City Clerk of the member’s lack of attendance at ASOC meetings, so that the City Council may take whatever action it deems appropriate.

SECTION 3. If a member is absent from more than one-third (1/3) of the regularly scheduled meetings during any July 1 – June 30 time period, it shall be the policy of the City Council, exercisable in its discretion, to remove that appointee, in the absence of showing good cause, and to make another appointment. The Council may remove any member at any time, in its discretion.

ARTICLE VIII
QUORUM

SECTION 1. Three (3) members, including the alternate but excluding the City Manager, shall constitute a quorum.

ARTICLE IX
MEETINGS

SECTION 1. At a minimum, the ASOC will meet on a quarterly basis. All meetings will be open to the public, to the extent required by N.C.G.S. 143-318.10.
SECTION 2: The ASOC Secretary will keep minutes of each meeting and offer them for Committee approval as the first item on the subsequent meeting agenda. Whenever possible, such minutes will be distributed to Committee members in draft form within a reasonable time after the meeting and in advance of the subsequent meeting. A copy of the approved minutes will be submitted to the Audit Services Department.

SECTION 3. Annual Meeting. There shall be an annual meeting of the ASOC during June at the time and place to be determined by the Committee.

SECTION 4. Regular Meeting. Regular meeting dates, times, and places shall be determined by the committee. All members will receive five days written notice of any cancellations or changes in the regular meeting time or date or if the location of the meeting is changed.

SECTION 5. Special Meeting. A special meeting of the ASOC may be called by the Chairman, or Vice-Chairman in the absence of the Chairman, or by a written request to the Secretary by two (2) voting members of the ASOC. Five (5) days written notice of all special meetings shall be given to the members. Such notice shall state the time, place, and purpose of the meeting.

SECTION 6. Notices of Regular and Special Meetings. Notices of meetings shall be given in accordance with N.C.G.S.143-318.12.

SECTION 7. Voting. Unless the Bylaws indicate otherwise, a majority of the voting members present and voting, with a quorum present, shall be sufficient for action.

ARTICLE X
RESERVED

ARTICLE XI
AMENDMENTS

SECTION 1. The Committee may recommend that the City Council approve changes to these By-Laws by a two-third (2/3) vote of the voting members present and voting at the annual meeting, or a special meeting called for the purpose, or a regular meeting, provided that in any of those cases the amendments shall have been submitted to the membership in writing at least two (2) weeks in advance of the meeting. The City Council may change these By-laws in its discretion without regard to whether the Committee has recommended the change.
Council Member Best read a Resolution Memorializing James Ballard Brame and Council Member Brown read a Resolution Memorializing William Thomas Coman.

Mayor Bell asked if any citizen(s) or council member(s) wanted to pull any items from the Consent Agenda. Consent Agenda Items 1, 21, 23, 28, 33, 50, 55, 56 and 57 were pulled.

MOTION by Council Member Stith seconded by Council Member Catotti to approve the Consent Agenda as amended was approved at 7:34 p.m. by the following vote: Ayes: Mayor Bell, Mayor Pro Tempore Cole-McFadden and Council Members Best, Brown, Catotti, Clement and Stith. Noes: None. Absent: None.

[CONSENT AGENDA]

SUBJECT: ASOC AMENDED BY-LAWS (SEPTEMBER 2004)

MOTION by Council Member Stith seconded by Council Member Catotti to receive and accept the Amended ASOC By-Laws (Amended September 2004) as approved by the ASOC on October 25, 2004 was approved at 7:34 p.m. by the following vote: Ayes: Mayor Bell, Mayor Pro Tempore Cole-McFadden and Council Members Best, Brown, Catotti, Clement and Stith. Noes: None. Absent: None.

SUBJECT: ORDINANCE AMENDING ORDINANCE 13035 REGARDING THE ANNEXATION OF QUAIL CREEK

MOTION by Council Member Stith seconded by Council Member Catotti to adopt an Ordinance Amending Ordinance 13035 regarding the annexation of Quail Creek to correct minor technical errors on the annexation map and legal metes and bound description was approved at 7:34 p.m. by the following vote: Ayes: Mayor Bell, Mayor Pro Tempore Cole-McFadden and Council Members Best, Brown, Catotti, Clement and Stith. Noes: None. Absent: None.

Ordinance #13051

SUBJECT: APPROVAL OF CITY COUNCIL MINUTES

MOTION by Council Member Stith seconded by Council Member Catotti to approve minutes for the November 15, 2004 regular City Council Meeting was approved at 7:34 p.m. by the following vote: Ayes: Mayor Bell, Mayor Pro Tempore Cole-McFadden and Council Members Best, Brown, Catotti, Clement and Stith. Noes: None. Absent: None.

SUBJECT: RESOLUTION MEMORIALIZING JAMES BALLARD BRAME