



**VILLAGE COUNCIL
AGENDA FOR WORK SESSION OF JULY 11, 2017
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA**

4:30 P.M.

1. Call to Order.
2. Receive direction from Council on Tufts' Park parking lot surfacing.
3. Consider a resolution adopting the Triangle J Council of Governments (TJCOG) Charter and appointing delegates to the Board.
4. Discuss procedures for Council member absenteeism.
5. Discuss the Village's 300 ft. sewer tie in requirement (no private utilities allowed in the right-of-way).
6. Other Business.
7. Review the preliminary list of items for the 7/25 Regular Meeting agenda.
8. Adjournment.

Vision: The Village of Pinehurst is a charming, vibrant community which reflects our rich history and traditions.

Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.

Values: Service, Initiative, Teamwork, and Improvement.



**RECEIVE DIRECTION FROM COUNCIL ON TUFTS' PARK PARKING
LOT SURFACING.**

ADDITIONAL AGENDA DETAILS:

FROM:

Jeff Batton

DATE OF MEMO:

7/5/2017

MEMO DETAILS:

Staff seeks direction from Council on its preference for the type of surface preferred for the Tufts' Park parking lot downtown (commonly referred to as the sand lot).

Staff has budgeted funds for either resurfacing the lot using BST with blue stone gravel or to resurface with asphalt.

The original BST aggregate that was used is round in shape and doesn't work well with a BST application. That stone was picked by a previous Council due to its sandy color. Blue stone is a darker blue/grey color but is angular in shape and is more appropriate for a BST application. The other alternative is for Council to consider traditional asphalt surfacing.

BST with blue stone is estimated at around \$40,000 and will need resurfacing about every 5 to 7 years. The asphalt surface would last 20 to 25 years and cost about \$50,000. Other options such as pavers and concrete were also looked at but were cost prohibitive.

Staff will be at the work session to receive direction from Council about the resurfacing preference.



**CONSIDER A RESOLUTION ADOPTING THE TRIANGLE J COUNCIL OF
GOVERNMENTS (TJCOG) CHARTER AND APPOINTING DELEGATES TO
THE BOARD.**

ADDITIONAL AGENDA DETAILS:

FROM:

Lauren Craig

CC:

Jeff Sanborn

DATE OF MEMO:

7/6/2017

MEMO DETAILS:

The Village of Pinehurst is requesting to join the Triangle J Council of Governments (TJCOG) in FY 2018. The Village looks forward to joining its municipal and county colleagues in addressing the regional issues of concern to local governments throughout the seven-county region.

According to the TJCOG's Charter, the Village must adopt the TJCOG Charter and request membership by resolution. Attached is a resolution for consideration.

Once the resolution has been adopted, the Council should appoint a delegate and alternate delegate to the TJCOG Board of Delegates. The full Board meets seven times during the calendar year - see the attached meeting schedule for 2017. Also attached are documents highlighting delegate appointment tips and delegate/alternate responsibilities.

ATTACHMENTS:

Description

- ☐ Resol 17-20 Adopting the TJCOG Charter for Membership
- ☐ TJCOG Charter
- ☐ TJCOG Bylaws
- ☐ BOD and EC Meeting Dates 2017
- ☐ TJCOG Delegate Appointment Tips
- ☐ TJCOG Delegate Responsibilities

RESOLUTION #17-20:

**A RESOLUTION RATIFYING, ACCEPTING, AND APPROVING THE BYLAWS
AND CHARTER RESOLUTION OF THE TRIANGLE J COUNCIL OF
GOVERNMENTS**

THAT WHEREAS, the Village of Pinehurst has determined to make application for membership in the Triangle J Council of Governments; and

WHEREAS, as a prerequisite to membership in the Triangle J the Village is required to ratify, accept, and approve the Bylaws and Charter Resolution of the Triangle J Council of Governments; and

WHEREAS, it is the desire of the Village of Pinehurst to become a member of the Council of Governments and be an integral part of Region J; and

WHEREAS, the Village has reviewed the referenced documents and finds them in order sufficient to ratify same as a condition of membership; and

WHEREAS, the Village of Pinehurst looks forward to joining its municipal and county colleagues in addressing the regional issues of concern to local governments throughout the seven-county region.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF PINEHURST that the Village does hereby ratify, accepting, and approve the Triangle J Council of Governments' Bylaws and Charter Resolution as a condition of the Village's membership within the Triangle J Council of Governments.

THIS RESOLUTION is passed and adopted this 11th day of July, 2017.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Lauren M. Craig, Village Clerk

Michael J. Newman, Village Attorney

Triangle J Council of Governments

Charter Resolution

WHEREAS, together with the other county and municipal governmental units adopting concurrent Resolutions identical hereto, recognize that there is a need for such governmental units to consult among themselves and to act in concert with reference to regional matters affecting health, safety, welfare, education, recreation, economic conditions, regional planning or planning development; now, therefore, be it

RESOLVED, that pursuant to the General Statutes of North Carolina, Chapter 160A, Article 20, Part 2, the following Resolution is adopted for the establishment of a regional council of governments.

ARTICLE I

Short Title - Binding Effect. This Resolution is the “Charter” of this Regional Council; and said Charter, together with all amendments thereto, is binding upon and shall ensure the benefit of all governmental units adopting it.

ARTICLE II

Name. The name of the regional council of governments hereby established is the Triangle J Council of Governments.

ARTICLE III

Purpose. The purposes of the Council are:

1. To serve as a forum for discussion of governmental problems of mutual interest and concern;
2. To develop and formalize policy recommendations concerning specific matters having an areawide significance which may include but are not limited to the following:

- (1) human resource development and human relations
- (2) housing, public and private
- (3) health care and hospital services
- (4) recreation
- (5) sanitation and refuse disposal
- (6) communications
- (7) transportation
- (8) water, sanitary sewer, electric power and other utility services
- (9) air, water and other environmental development

- (10) commercial and industrial development
- (11) law enforcement
- (12) welfare
- (13) fire protection and prevention
- (14) regional land use planning
- (15) manpower development and training
- (16) conservation and development of natural resources

3. To promote inter-governmental cooperation;

4. To provide organizational machinery to insure effective communication and coordination among the participating governmental units and other governmental units.

5. To serve as a vehicle for the collection and distribution of information concerning matters of areawide interests;

6. To review upon request of any governmental unit within the Triangle J Region applications of that unit for any grant in aide, federal, state or private; and

7. To provide services to local governments and residents in the area known as the Triangle J Region where appropriate and authorized.

The Council shall strive to promote harmony and cooperation among its members. It shall seek to deal with regional problems in a manner which is mutually satisfactory and shall respect the autonomy of all local governments within the Triangle J Region.

ARTICLE IV

Membership

1. The initial membership of the Council of Governments shall consist of the general purpose governmental units of an in the counties of Chatham, Durham, Johnston, Lee, Orange, and Wake, known as the Triangle J Region which adopted a resolution pursuant to N.C.G.S. 160A-470 on or before June 30, 1972.

2. Any municipality or county in the Triangle J Region which is not an initial member of the Council may join this Council by ratifying or adopting this Charter and upon a majority vote of approval by the existing members. Notice of such application for admission shall be given a member by the Council at least ten (10) days prior to the date of the meeting at which the vote is to be taken.

3. All rights and privileges of membership in the Council shall be exercised on behalf of the member governments by their delegates to the Council.

4. Any special purpose governmental agency in the Triangle J region involved in matters affecting the health, safety, natural resources, welfare or education of the citizens of North Carolina, such as

school boards, sanitary districts, and soil and water conservation districts, is eligible to apply for an affiliate membership in the Council. The application may be approved and an affiliate membership granted to such special purpose governmental unit upon the affirmative vote of a majority of the membership attending at any meeting shall pay no assessment, but the Council may charge each affiliate members a reasonable sum to cover its proportionate share of the direct costs of providing services to the affiliate members, provided such payments are authorized by law. The affiliate member shall have no vote in the Council, but its designated representative may serve on any technical or advisory committee and may otherwise participate in the deliberations of the Council.

ARTICLE V

Withdrawal. Any member may withdraw from the Council at the end of any fiscal year, provided written notice of intent to withdraw is given to each of the other members at least sixty (60) days prior to the end of the fiscal year.

ARTICLE VI

Governing Board.

1. The governing board of the Council of Governments shall be known as the Board of Delegates, which shall be constituted as described below.

2. The Board of Delegates shall consist of one delegate from each member governmental unit. Each governmental unit may designate any number of alternative delegates. All delegates and alternates shall be elected members of the governing bodies of member governmental units they represent. The delegates and alternates, as well as their successors, shall be selected by the member governing bodies in any manner consistent with law and the regulations governing such body, and their names shall be certified to the Council in the manner described by the Bylaws of the Council.

3. The term of office of each delegate shall commence upon the date of his appointment and certification to the Council by the governing body of the member governmental unit he or she represents; and such terms shall expire when the appointing body has appointed his or her successor and certified such successor to the Council, unless he or she shall sooner resign, or cease to be an elected member of said governing body, in which case his or her term shall expire on the effective date of such event. Each member shall certify to the Council the names of its delegates and any alternate(s) prior to the first Board of Delegates meeting of the calendar year. Only an individual who has been duly appointed and certified to the Council as a delegate or alternate may be.

4. The delegates shall be compensated, upon submittal of proper receipts, for direct expenses incurred in connection with discharging their duties as delegates to the Triangle J Council of Governments.

5. It is the intent of this Charter that all delegates to the Council shall have demonstrated an interest in the sound development of Region J.

ARTICLE VII

Meeting. Regular meetings of the Board of Delegates shall be held monthly to receive reports from its standing committees and to conduct necessary business. The Chairman may cancel the regular meeting if he determines that there is no need for the meeting. Special meetings of the Board of Delegates may be called by the Chairman, or by any three members thereof. All meetings shall be open to the public.

At least 48 hours written notice of any meeting shall be given to all delegates of the Board of Delegates. It shall state the time, place, and purpose of the meeting, and may be sent by telegram. At least twenty-four (24) hours oral notice shall be given of any committee meeting to all committee members. Any member may waive notice as to himself.

ARTICLE VIII

Quorum and Voting Requirements.

1. Except as provided in Paragraph 4 of this Article, each member governmental unit shall be entitled to one vote on all matters coming before the Board of Delegates or before any committee to which such member unit is duly appointed. All votes shall be cast by the delegates, or in his or her absence, by an alternate delegate of the member government.

2. The quorum shall be established in the Bylaws. The affirmative vote of a simple majority of representatives present at any meeting at which a quorum is present shall be required for any action or recommendation of the Board of any Committee, unless this Charter or the Bylaws of the Council require a larger affirmative vote on particular matters.

3. Voting shall be by voice, by show of hands, or, upon the request of any three delegates, by a poll of the delegates.

4. At the request of any delegate present, any questions shall be determined by weighted voting. Weighted voting shall mean that each participating member local government shall have one vote for each 5,000 units of population, as determined by the most recent decennial census, and for any remaining fraction of 5,000 units within the geographical boundaries of the participating government, except that any participating government whose jurisdiction has a population of less than 5,000 shall have one vote. In the case of any weighted voting question delegates representing local governments with at least two thirds of the aggregate votes of member local governments shall be present and participating. An affirmative vote of at least two thirds of the votes cast shall be required to decide any weighted voting question.

5. Proxy voting is not allowed.

ARTICLE IX

Officers of the Board of Delegates

1. At the first regular meeting of the Board of Delegates, and annually thereafter, the Board of Delegates shall elect a chairman, a vice chairman, a secretary, and a treasurer to serve for one year or until their successors have been duly elected. The Board of Delegates may also elect such additional officers as the Board of Delegates finds to be necessary in the proper performance of its duties.

2. The chairman shall preside at all meetings of the Board of Delegates and shall conduct said meeting in an orderly and impartial manner so as to permit a free and full discussion by the membership of such matters as may be brought to the Board of Delegates. The chairman shall have the same voting rights as other members.

3. The chairman may appoint such advisory committees as he finds to be necessary or desirable.

4. The vice chairman shall perform all of the duties of the chairman in the absence of the chairman, or in the event of the inability of the chairman to act, and shall perform such other duties as the Board of Delegates may delegate to him.

5. All other officers elected by the Board of Delegates shall perform such duties as may be prescribed by the Board of Delegates.

ARTICLE X

Finance Matters:

1. On or before the 15th day of April each year, the Council shall prepare and submit to each participating governmental unit its proposed general budget for the next fiscal year.

2. The general budget shall set out the proportionate share of the budget to be borne by each member governmental unit by a method as established in the By-laws and reviewed periodically by the Board of Delegates.

3. A special budget providing for cooperative arrangements or coordinated action for two or more members may be adopted at the request of members participating in special functions. The share of the special budget to be borne by each participating member shall be determined by the participating members.

4. Upon approval of its share of each budget by a member local government, such member shall appropriate its share of the budget, and after adoption of its own budget, shall forward to the budget officer his share of the budget.

5. All local appropriations to the Council shall be made in accordance with the Local Government Budget and Fiscal Control Act, as may be appropriate.

6. The finance officer shall have authority to collect, deposit, and disburse funds made available to the Council from any source whatsoever, and also perform other duties as prescribed by G. S. 159-25. Finance officers shall be bonded as required by G. S. 159.29. All monies received for the Council shall be deposited into an official depository of the Council for the exclusive use of the Council, and shall be paid out only by check signed by the finance officer and countersigned by the Executive Director or another official designated for this purpose by the Council. The countersigning officer shall countersign checks only when they are within the amount of appropriations made according to the budget of the Council.

7. The Board of Delegates may designate a Council employee or, with the agreement of the governing body involved, designate one of the city or county accountants as the finance officer to perform the duties as described in the Local Government Budget and Fiscal Control Act insofar as post-budget approval of expenditures is concerned.

8. It shall be the duty of the Board of Delegates to require that all financial records and accounts of the Council be audited annually by a certified public accountant or by an accountant certified by the Local Government Commission as qualified to audit local governmental accounts. A copy of the annual audit shall be forwarded to each member county and municipality and to the secretary of the Local Government Commission.

ARTICLE XI

Committee Structure.

1. The Board of Delegates may establish an Executive Committee, other committees of the Board itself, and technical and advisory committees.

2. Executive Committee. The Executive Committee shall consist of twelve delegates, two from each county in the Region. The officers of the Council shall automatically be members, and will thereby occupy that number of the two seats allotted to their county. Each county government will occupy one seat on the committee. The other seat from each county, will be occupied by a municipal delegate from that county. The municipal delegate will be chosen by a vote of all the municipal delegates from that county.

3. Technical and Advisory Committees. The Chairman may appoint technical or advisory committees with broadly representative membership for any of the planning studies and work elements in the Program of Work. These Committees should work directly with the Council staff and its consultants and make periodic reports to the Council. In addition to reviewing periodic progress reports, these advisory committees should directly participate in the planning process.

ARTICLE XII

Annual Report. The Council shall prepare and submit an annual written report of its activities, including financial statement, to the participating governmental units.

ARTICLE XIII

Powers, Duties and Functions of the Council. Within the limits of funds and personnel available, the Council:

1. Shall have and may exercise, in accordance with its Charter and Bylaws, all of the powers which the General Assembly of North Carolina has authorized, and may hereafter from time to time authorize, this Charter to confer upon the Council, including, but not limited to, all of the specific powers enumerated in Section 160A-475 (any amendments thereto) of the General Statutes of North Carolina, which powers are incorporated herein by reference.

2. Shall have, and may exercise, in addition to and not in limitation of the foregoing, the following powers:

(a) To create such committees as it deems necessary to exercise the powers granted to the Council herein in dealing with problems or problem areas that do not involve all the members of the Council. At least one delegate from each member governmental unit affected by the problem or problem area to be dealt with by the committee is entitled to be a member of that committee. Any two or more member governmental units shall have the right to have a Council committee formed to exercise the powers of the Council with reference to any problem which affects the petitioning governmental units, unless the Council shall reasonably determine that the problem or problem area in question should be assigned to an existing committee, in which case the petitioning member shall be entitled to be represented on said committee. The subject matter over which any committee has jurisdiction to exercise the powers of the Council shall be specifically defined, but may be enlarged or restricted by the Council from time to time. Unless the right of a member of representation on any particular committee granted herein above is asserted, the Chairman of the Council shall designate the membership of all committees.

(b) To accept, receive and disburse in furtherance of the duties, purposes, powers, and functions specified in the Charter all member assessments, funds, grants, and services made available by the State of North Carolina, any other municipality or county or other governmental or quasi-governmental unit or agency, (whether or not a member of such Council) and private and civic sources. The Council may provide matching funds, grants or services, received from any source, to or from any governmental or quasi-governmental agencies established by the Council or any two or more member governmental units in furtherance of the duties, purposes, powers, and functions herein contained. None of the powers contained in this subparagraph may be exercised by any committee except with respect to funds budgeted or appropriated for their use by the Council.

(c) To meet with, consult with and act in concert with any county or municipality or any agency of the State, Federal government, civic organization, private organization any other in the furtherance of the purposes and objects within its jurisdiction.

(d) To participate, as a unit of local government, in any undertaking with any other unit of local government, whether or not a member of the Council, for the joint exercise of governmental powers in accordance with the provisions of Chapter 160A, Article 20, Part 1 of the General Statutes of North Carolina (and any amendments thereto).

(e) To contract with any person, firm or corporation for goods and/or services when same

have been authorized by budget appropriations or by special resolution of the Council appropriating available funds.

(f) To adopt Bylaws containing such rules and regulations for the conduct of its business as it may deem necessary for the proper discharge of its duties and the performance of its functions, not inconsistent with the Charter of the laws of North Carolina.

(g) To create agencies of the Council to act for and on behalf of the Council in the planning and development of particular programs which affect the health, safety, welfare, housing, education, economic conditions or regional development of two or more member governmental units. Such agencies shall have such membership, staff, powers, duties and responsibilities as may be specified in the Council Resolutions pursuant to this such agency is established, consistent with powers herein granted to the Council. Provided, however, such agency shall at all times be acting for and on behalf of, and shall be responsible to the Council. The Council may appropriate funds for the use of agency programs which it has received from any source, including member assessments, provided such appropriation is made in accordance with the Charter.

(h) To contract with and provide services to local governmental units within Region J.

(i) To serve as an informational clearinghouse and, as a reviewing agency with respect to Federal, State and local services or resources available to assist in the solution of problems.

(j) To request and receive contributions of research assistance from its own agencies, private research organization, civil foundations, institutions of higher learning, and other organizations.

(k) To purchase, lease, rent or otherwise acquire real and personal property to the extent necessary to discharge the other powers, duties and functions set forth herein and to the extent such purchases are authorized by general or special budgets and are within the limits of funds appropriated for or provided to the Council by the participating governmental units and others for such purposes.

(l) To act as the official reviewing agency of the participating governmental units for all programs, Federal, State, or private, requiring regional review.

It is the desire of the membership of this Council to avoid duplication of governmental functions, particularly in the planning and development of future programs in areas of governmental responsibility, and to that end this Council is created, should function, and these powers are given.

ARTICLE XIV

Amendments. Amendments to this Charter shall become effective when adopted by resolution of two-thirds (2/3rds) of the participating governmental units in the Council of Governments.

ARTICLE XV

Dissolution. The Council may be dissolved at the end of any fiscal year only (1) upon the adoption of a dissolution resolution by the governing bodies of all member governmental units, or (2) the withdrawal from the Council of all but one (1) of the member governmental units. If such dissolution is affected by resolution of all member governments, such resolutions shall specify the method of liquidating the Council's assets and liabilities. If such dissolution is occasioned by withdrawal of all but one member, the remaining governmental unit shall have the power to liquidate all assets and liabilities and it shall then distribute the net proceeds, if any, to those members who paid the latest annual assessment and in the same proportion. Any deficit shall be the responsibility of those member governments who would have received the net proceeds, and in the same proportions.

Amended: July 1, 1975
 February 18, 1976
 April 28, 1982
 February 14, 1985
 March 27, 1996

Triangle J Council of Governments

Bylaws

I. GENERAL RULES

The Triangle J Council of Governments shall be governed by the provisions of Part 2, Article 20, Chapter 160A of the General Statutes of North Carolina and by the provisions of the Charter Resolution establishing the Council.

II. OFFICERS

Officers as described in the Charter shall be elected no later than the regular May meeting of the Board of Delegates. Those elected shall take office on the following July 1 and serve for one year or until their successors are elected. Officers shall be eligible for re-election one time.

III. MEETINGS

The Board of Delegates and/or Executive Committee will meet in regular session on the fourth Wednesday of each month at the time and place set by the Chair. The Board of Delegates will meet in January, March, April, May, August, October and November. The Executive Committee will meet in February, June, September, and December.

IV. QUORUM

A quorum (number of Delegates required to act upon official business) shall be defined as 40% of the total number of Delegates. A quorum of the Executive Committee shall be defined as 40% of the total number of Executive Committee members.

V. ADMINISTRATION

Section 1. Staff

The Council shall employ a staff of qualified professionals, and other support staff, and pay them such compensation as it shall deem necessary and advisable to carry out their duties and implement Council projects, programs and functions.

Section 2. Executive Director

The chief executive officer of the staff shall be the Executive Director, who shall have direct supervision of all other employees of the Council and direct control, subject to the direction of the Board of Delegates, of the management of the Council's affairs. With the approval of the Board of Delegates, the term President may be used interchangeably with Executive Director.

Section 3. Duties of the Executive Director

In addition to being the Council's chief source of professional guidance and initiator of worthy considerations, the duties of the Executive Director shall be, but not limited to:

- (a) maintain and manage the business office of the Council;
- (b) serve as custodian of all Council property and records;

- (c) conduct the correspondence of the Council;
- (d) assist the Council officers and committee chair(s) in carrying out their duties as may be appropriate;
- (e) attend all Board of Delegates and Executive Committee meetings and be prepared to report on any and all business, activities, meetings, proposals, cooperative endeavors, etc., in which the Council is currently engaged or may be in the process of developing;
- (f) maintain close personal contact with representatives of Federal, State, and local agencies that currently are, or subsequently will be, cooperatively involved in accomplishing the objectives of the Council;
- (g) acquire and maintain a working knowledge of the current laws, regulations, and procedures which govern the above-mentioned Federal, State and local agencies in order that the joint endeavors of the Council and these agencies proceed smoothly and efficiently;
- (h) prepare, in cooperation with the Treasurer and Executive Committee, an annual budget for consideration and adoption by the Board of Delegates and for presentation to member governments;
- (i) prepare an annual report showing activities and accomplishments leading toward attaining Council objectives, together with audited reports and receipts and expenditures for presentation to the respective member governments;
- (j) be responsible for carrying out all orders and directives issued by the Board of Delegates or Executive Committee;
- (k) be responsible for the employment, supervision and direction of the employees authorized by the Board of Delegates;
- (l) act as secretary to the Board of Delegates.

Section 4. Execution of Instruments

The Executive Director, unless otherwise directed, shall have the power to sign on behalf of the Board of Delegates any agreement or other instrument to be executed by the Council. Unless otherwise provided, the Executive Director shall sign or countersign checks and vouchers in payment of obligations of the Council.

Section 5. Finance Officer

These duties are set forth in paragraph 6 and 7 of Article X of the Charter.

VI. COMMITTEES

Section 1. Executive Committee

The Executive Committee shall be as set forth in the Charter, Article XI.

The Executive Committee shall identify and bring before the Board of Delegates for consideration matters of regional concern and interest and suggested work plan priorities. The Executive Committee may act on behalf of the Council on all matters affecting the Council, except for:

- a) the initial adoption of the annual TJCOG Budget Resolution;
- b) the fixing of the membership assessment;
- c) the amending of the TJCOG Charter and Bylaws; and
- d) the employment and discharge of the Executive Director.

Section 2. Technical and Advisory Committees

Technical and Advisory committees may be established as prescribed in the Charter, Article XI.

Technical committees are appointed for their ability to provide the Board of Delegates with special information of a professional or technical nature. Appointments are therefore based primarily upon knowledge of the particular subject matter being addressed.

Advisory committees are more general in nature and are appointed for their ability to provide the Board of Delegates with viewpoints and opinions with respect to the subject being addressed. Appointments are therefore made primarily with the objective of achieving a broad mix of people with interest in the subject.

Section 3. Special Committees

Special committees are committees with fixed membership categories as specified by previous action of the Board of Delegates.

VII. MEMBERSHIP ASSESSMENTS

Membership assessments for the support of the organization shall be paid by each member government. Effective July 1, 2014 membership assessments shall be calculated as follows:

\$.39 per capita for the first 150,000 population; then for additional population over 150,000 the rate will be \$.20 per capita. Counties pay for citizens in unincorporated areas only.

Population figures for each member jurisdiction will be based on the most recent annual state estimate. Effective July 1, 1996 any payments required to support federal or state funded programs will be paid by the responsible local government, separate from its membership assessment.

VIII. AMENDMENTS

These Bylaws may be amended at any time by vote of the Board of Delegates provided that such amendment shall have first been presented to the Board of Delegates in writing at least six days preceding the meeting at which the vote is taken.

Amended: June 25, 1975
 March 23, 1977
 March 1, 1978
 March 1, 1982
 March 27, 1996
 September 22, 2004
 May 23, 2012
 May 28, 2014
 November 16, 2016



TRIANGLE J COUNCIL OF GOVERNMENTS

World Class Region

2017 Calendar of Meetings TJCOG Board of Delegates and Executive Committee

Date	Meeting
January 25, 2017	Board of Delegates
February 22, 2017	Executive Committee
March 22, 2017	Board of Delegates
April 26, 2017	Board of Delegates
May 24, 2017	Board of Delegates
June 28, 2017	Executive Committee
July 2017	No Meeting
August 23, 2017	Board of Delegates
September 27, 2017	Executive Committee
October 25, 2017	Board of Delegates
November 15, 2017	Board of Delegates
December 20, 2017	Executive Committee

Board of Delegates: Informal discussion and dinner available at 5:30 p.m.; business meeting begins at 6:15 p.m.

Executive Committee: Dinner available at 6:00 p.m.; business meeting begins at 6:15 p.m.

Meetings are generally held on the fourth Wednesday of each month in either the TJCOG Large Conference Room (BOD), or Executive Conference Room (EC). The November and December meeting schedule has been adjusted due to the holidays.

Presented August 24, 2016



TRIANGLE J COUNCIL OF GOVERNMENTS

APPOINTING YOUR TRIANGLE J DELEGATE AND ALTERNATE

With the many appointments that local governments must make each year, it's easy to lose sight of the particulars of each. As you consider the coming year's appointments for your Triangle J Delegates and Alternates, here are a few points to keep in mind:

The Delegate you appoint is your voting member on the Board of Delegates – your voice is only heard on Board decisions when your Delegate (or Alternate Delegate) is present for the vote.

The Delegate you appoint should be willing to regularly attend and participate in all scheduled meetings of the Board of Delegates. Seven Board meetings are scheduled each year, typically on the fourth Wednesday of January, March, May, June, August, October, and November. Delegates should plan on two and one-half hours for each meeting, 5:30 p.m. until 8:00 p.m.

Certain Delegates have additional responsibilities as members of the Executive Committee. The Delegate appointed from each county also serves on the Executive Committee, along with one municipal delegate from each county. The Executive Committee meets in February, April, September, and December, on the same fourth Wednesday schedule, from 6:00 p.m. until 8:00 p.m. Delegates who also serve on the Executive Committee should be willing to commit to 11 meetings each year. (Neither group meets in July.)

The Delegate you appoint should prepare to participate by reviewing the agenda and background materials in advance. The agenda packet is posted on our Website and emailed to delegates and alternate delegates prior to the meeting.

Appoint an Alternate Delegate to stand in for your Delegate when they are unavailable, to preserve your vote on Board of Delegates business. Alternate Delegates are invited to attend all Board of Delegates meetings, but may only vote when the Delegate is not present.

If the Delegate cannot attend, they should notify the Alternate Delegate (provided that one is appointed) to attend in their place.

The Delegate you appoint should report back to their board or council colleagues about the business conducted at the meetings. Our "After Action Report," sent to Delegates and Alternates by e-mail following each meeting, is an easy and convenient way for them to share this information.

A good prospect to become a Delegate is someone who is interested in regional collaboration, or who has a particular interest in long-range planning and/or environmental issues, including water quality and supply, since these issues are frequently discussed at the meetings.

If you or your potential appointees have any questions as you consider your appointments, please feel free to contact Renée Boyette, Assistant to Executive Director, at rboyette@tjcog.org or 919.558.9403.



TRIANGLE J COUNCIL OF GOVERNMENTS

Delegate and Alternate Responsibilities

Representing your local government on the Board of Delegates can be a rewarding, satisfying experience that benefits your city, town, village, or county. To be sure you make the most of it, keep in mind the following responsibilities that you assume when accepting the appointment as a Delegate or Alternate:

- 1. Regularly attend and participate in scheduled meetings of the Board of Delegates.**
Seven Board meetings are scheduled each year, typically on the fourth Wednesday of the month. (The November meetings may be set a week earlier, to avoid the Thanksgiving holiday.) Dinner is served at 5:30 p.m.; the meeting begins at 6:15 p.m. and is generally scheduled to end by 8:00 p.m.
- 2. Prepare for the meeting by reviewing the agenda and background materials in advance.**
The agenda packet is generally posted on our Website a week prior to the meeting. You will receive an e-mail message informing you when the agenda has been posted, along with a link to access the materials.
- 3. Plan to arrive early**, in time to enjoy dinner and camaraderie with your colleagues before the meeting begins. The relationships formed by delegates are one of the most beneficial aspects of serving as a Delegate.
- 4. RSVP to let our staff know you will (or will not) be coming.** This helps us plan catering and room arrangements, among other details.
- 5. Notify your community's Alternate Delegate** (provided that one is appointed), if you will be unable to attend. Please give them time to become acquainted with the agenda – they will be entitled to vote, in your absence.
- 6. If you are an Alternate Delegate, check with the Delegate in advance of each meeting**, to assure that your community will be represented. Alternates are welcome to attend all Board of Delegates meetings, but they are only entitled to vote when the Delegate is absent.
- 7. Report back to your board or council colleagues about the business conducted at the meetings.** Our “After Action Report,” sent to you by e-mail following each meeting, is an easy and convenient way to share this information, either orally or by forwarding via e-mail.

Anytime that you have questions about your role or responsibilities as a Delegate or Alternate, feel free to contact Renée Boyette at rboyette@tjog.org or 919.558.9403.