

Ordinance #24-0606
2025 Ordinance Book, Page 15

ORDINANCE AMENDING ARTICLES I AND III OF CHAPTER 2 ENTITLED
“ADMINISTRATION”

BE IT ORDAINED, by the Mayor and Winston-Salem City Council as follows:

Section 1. Article I of Chapter 2. Administration., is hereby amended to read as follows:

(c) The city manager may declare as surplus personal property of the city valued at less than \$30,000.00 for any one item or group of items. The city manager shall seek to secure for the city the fair market value for all property disposed of and to accomplish the disposal efficiently and economically. The city manager may convey title to the property disposed of in accordance with this grant of authority. The city manager shall keep a record of all property sold under this section and that record shall generally describe the property sold or exchanged, to whom it was sold or with whom exchanged, and the amount of money or other consideration received for such sale or exchange in accordance with G.S. 160A-266.

(g) For real estate transactions approved by city council, the city manager shall have the authority to execute deeds and such other conveyance instruments disposing of city property pursuant to G.S. 160A-265 et. seq.”

Section 2. Article III Sec. 2-67. – “Attendance policy for city boards, committees, and commissions.” is hereby amended to read as follows:

(a) In order for a board, committee, or commission (hereinafter collectively referred to as “board or body”) to be effective and efficient, and to accomplish its purpose, its membership must be actively involved and attendant to the business of the body. Therefore, all city appointed members are required to attend at least 65 percent of the regular and special meetings of the body held in any one calendar year. ~~Excused absences shall not count toward the 65 percent attendance requirement.~~ Members shall be permitted up to three excused absences per calendar year in the following circumstances:

- (1) Illness or medical-related absences;
- (2) Funerals and/or bereavement;

(3) The birth or adoption of the board member's child, for 90 days after the birth or adoption; or

(4) Military service, ~~or~~

(5) Professional, work-related, or family activities.

(b) Excused absence requests should be formally made in writing via email to ~~the mayor's office, city clerk, and the board's staff advisor~~ and the board's chair within one week of the date of the missed meeting. Unless the rules or bylaws of the board provide otherwise, the board chair or staff advisor may approve the member's request for an excused absence based upon the criteria set forth above. Any absence that does not meet the above criteria shall be considered unexcused. Any absence that does not meet the criteria, including any absence that would ordinarily be excused but for the fact that it exceeds the three excused absences permitted by this attendance policy, will count against the member's fulfillment of the percentages set forth in the attendance policy. Excused absences will count towards a member meeting the 65% or 75% attendance requirements. For boards that only meet quarterly, compliance with the attendance policy will be determined based solely upon the percentages set forth herein due to the limited number of meetings. The provision that allows for three excused absences will not apply.

(c) On January 1 of each year, a member of any board, ~~commission, or committee~~ appointed by the mayor, council or city manager shall be automatically removed from said body for failure to attend at least 65 percent of all regular and special meetings of the body held during the immediately preceding calendar year. For persons not serving for an entire calendar year, the 65 percent attendance requirement shall apply to meetings held during the portion of the year during which the person served. In order to be eligible for reappointment to a board, ~~committee, or commission~~, a city appointed member must have attended at least 75 percent of the regular and special meetings of the body during the concluding term, or portion of the term during which the member served.

(d) In addition, any city appointed member of a board ~~committee, or commission~~, shall be automatically removed from said body for failure to attend any three consecutive regular meetings of the body, unless an absence is deemed excused under the above criteria. A city appointed member must attend 50 percent of a meeting in order to be considered in attendance for the purposes of this policy. Members appointed in the fourth quarter of the year shall be exempt from the 65 percent attendance rule for that calendar year only but are still subject to the three consecutive meeting policy. For

purposes of the attendance policy, a member's remote participation shall count toward the attendance requirements.

(e) The city clerk or mayor's office shall send a letter to anyone who is removed from a board ~~committee, or commission~~, for failure to meet the attendance policy. Vacancies resulting from the removal of a member shall be filled by the same method as provided for

initial appointments. The city clerk, ~~or mayor's office, or the board's staff advisor~~, shall send a letter to any city appointed member who is in danger of violation of the attendance requirement, asking them to be mindful of said requirement. Staff advisors shall file attendance reports with the city clerk and mayor's office pursuant to the schedule established by the city clerk and mayor's office. This attendance policy shall apply to every city appointed member of a board, committee, or commission that is part of the city, regardless of who appoints the member. In addition, this attendance policy shall apply to all appointees by the city council to a board, ~~committee, or commission~~ that is not part of the city. This ordinance sets forth the minimum standard for attendance; however, city boards, ~~committees, and commissions~~ are allowed to have more stringent attendance policies for city appointed members.

Section 3. This ordinance shall become effective upon adoption.