

**Newly Elected Officials Orientation  
City Attorney and City Clerk Presentation  
November 20, 2017**

- I. Introduction
  - A. City Attorney/Office - Relationship
  - B. City Clerk/Office
- II. The City
  - A. NC Constitution and the General Assembly – Art. VII, Sec. 1 (Tab A)
  - B. Home Rule v. Legislative Authority (Dillon’s Rule) – Coates’ Canons Blog: Is North Carolina a Dillon’s Rule State? (Tab B)
  - C. General Statutes
  - D. Charter (Tab C)
  - E. City Code (Tab D)
- III. City Council and Council Meetings
  - A. Mayor’s Role and Authority – Charter Sec. 3.23
  - B. Mayor Pro Temp – Charter Sec. 3.23, 3.24(b)
  - C. Rule of Six – Charter Sec. 2.23
  - D. Open Meetings
  - E. Rules of Procedure (Administrative Binder)
  - F. Agenda – Rule 4
  - G. Closed Sessions – litigation/claims, economic development, personnel
  - H. Speakers List
  - I. Public Forum – Rule 5(f)
  - J. Invocations Guidelines (Tab E)
  - K. Awards and Recognitions

- L. Consent Agenda
  - M. Public Hearings – Rule 5
  - N. Policy and Business
  - O. Mayor and Council Topics
  - P. Motions and Debate – Rules 8–17
  - Q. Council Committees and Referrals
  - R. Minutes
- IV. Ethics
- A. Code of Ethics (Administrative Binder)
  - B. Gifts (Administrative Binder)
  - C. Complaints and Investigations (Administrative Binder)
  - D. Statement of Economic Interest (Administrative Binder)
  - E. Recusal – G.S. 160A-75; -381(d); and G.S. 14-234 (Tab F)
  - F. Harassment Policy (Tab G)
- V. Public Records
- A. Paper records, email, texts, voice-mail
  - B. Content is determinative, not from where sent/received or stored
  - C. Exceptions
  - D. Custodian
- VI. Boards
- A. 1/3 - 2/3 “Rule”
  - B. Resolution

- C. Vacancy Notice/Applications
- D. Nominations and Appointments
- E. Attendance Requirement

VII. Miscellaneous

- A. Civil Service Board – Charter Chapter 4, Art. III
- B. Citizens Review Board – City Code Chapter 16, Art. II, Div. 2
- C. Charlotte Regional Visitors Authority – Charter Chapter 5, Art. II
- D. CATS Metropolitan Transit Commission (MTC) (Tab H)
- E. Liability of Officials and Employees
- F. Contract Award and Settlement Authority
- G. Four Hour Rule – Rule 24
- H. Inclusionary Zoning (Tab I)

VIII. Topics for Future Briefings

- A. Structure/term of Charlotte Hornets agreement
- B. Structure/term of Carolina Panthers agreement
- C. Control of Charlotte-Douglas International Airport
- D. Non-Discrimination Ordinance and HB2
- E. Jonathan Ferrell settlement
- F. Crystal Eschert trial/settlement
- G. Significant pending litigation
- H. Protests at abortion clinics
- I. Frequent flyers