

**BYLAWS OF THE
NORTH CAROLINA HUMAN TRAFFICKING COMMISSION**

The following Bylaws are adopted by the North Carolina Human Trafficking Commission (the “Commission”):

**ARTICLE I.
ORGANIZATION**

Section 1. Membership, Purposes and Activities: The membership, powers, and activities of the Commission shall be as provided by N.C. Gen. Stat. § 114-70.

Section 2. Powers: Pursuant to N.C. Gen. Stat. § 114-70(c), the powers of the Commission shall be as follows:

- (1) To apply for and receive, on behalf of the State, funding from federal, public or private initiatives, grant programs, or donors that will assist in examining and countering the problem of human trafficking in North Carolina.
- (2) To commission, fund, and facilitate quantitative and qualitative research to explore the specific ways human trafficking is occurring in North Carolina and the links to international and domestic human trafficking, and to assist in creating measurement, assessment, and accountability mechanisms.
- (3) To contribute to efforts to inform and educate law enforcement personnel, social services providers, and the general public about human trafficking so that human traffickers can be prosecuted and victim-survivors can receive appropriate services.
- (4) To suggest new policies, procedures, or legislation to further the work of eradicating human trafficking, and to provide assistance and review with new policies, procedures, and legislation.
- (5) To assist in developing regional response teams or other coordinated efforts to counter human trafficking at the level of law enforcement, legal services, social services, and nonprofits.
- (6) To identify gaps in law enforcement or service provision and recommend solutions to those gaps.
- (7) To consider whether human trafficking should be added to the list of criminal convictions that require registration under the sex offender and public protection registration program.

Section 3. Removal: Members of the Commission may only be removed upon a two-thirds vote of the Commission upon a finding of misfeasance, malfeasance, nonfeasance, or neglect of duty. A motion to remove a member may be considered at any regular or special meeting of the Commission, but no vote for the removal of an officer shall be effective unless notice of the proposed removal shall have been given to all members of the Commission at least 10 calendar days in advance of the meeting. Such notice shall be sent by the Chair at the request of the members proposing the removal.

ARTICLE II. OFFICERS

Section 1. Officers: The officers of the Commission shall be a Chair and such other officers as may be appointed from time to time by the Commission.

Section 2. Chair: The Chair shall be the principal executive officer of the Commission. The Chair shall preside at all meetings of the Commission. He or she shall serve ex officio as a member of all committees created by the Commission, the Chair, or these Bylaws; he or she shall represent the Commission before the North Carolina General Assembly; he or she shall have the power to create and appoint committees; and, in general, he or she shall perform all duties incident to the office of Chair and such other duties as may be prescribed by the Commission from time to time.

Section 3. Vacancies: A vacancy occurring among committee chairs or other officers appointed by the Commission may be filled by the Commission acting at any regular or special meeting.

ARTICLE III. MEETINGS OF THE COMMISSION

Section 1. Regular Meetings: Regular meetings shall be convened by the Chair as often as necessary, but no less than four times per year. All meetings shall be held within the State of North Carolina and the Chair shall take into account geographic diversity of the Commission's membership when setting the time and place of a regular meeting.

Section 2. Special Meetings: Special meetings of the Commission may be called at any time by the Chair. In addition to the foregoing, the Chair shall call a special meeting at the written request of five members of the Commission.

Section 3. Notice of Meetings: Notice stating the time and place of a regular meeting shall be electronically mailed no less than 10 calendar days before the date of such meeting at the direction of the Chair to each member of the Commission.

Notice stating the time and place of a special meeting shall be electronically mailed no less than 48 hours before the date of such meeting at the direction of the Chair to each member of the Commission.

Notice of a regular meeting must be provided in the manner prescribed above if the time or place of such meeting has been changed.

Notice of all meetings shall be given in the manner prescribed by N.C. Gen. Stat. § 143-318.12.

Section 4. Clerk: The Executive Director of the Commission or other individual appointed by the Chair, shall serve as the Clerk during all Commission meetings. The Recorder shall be responsible for taking all meeting minutes and recording all roll call votes.

Section 5. Conduct of Meetings: All meetings shall be open to the public. Any questions concerning parliamentary procedure at meetings shall be determined by reference to Robert's Rules of Order Revised except where such rules conflict with the laws of the State of North Carolina or these Bylaws. Robert's Rules of Order may be suspended by a two-thirds vote of the Commission members present at any meeting.

Section 6. Quorum: As provided by law, a majority of the Commission shall constitute a quorum for the transaction of business at any meeting of the Commission. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Commission.

Section 6. Voting: Any member of the Commission may move for a vote on a question. The vote will then be conducted by voice with those in favor saying "aye" and those opposed saying "no." The Chair shall then announce the result of the vote.

Any member of the Commission may request a roll call vote prior to or immediately following a voice vote. The request is undebatable and the Clerk shall immediately call the vote. When a roll call vote is ordered, the names of Commission members shall be called alphabetically; and each member shall, without debate, declare his or her assent or dissent to the question, unless excused by the Commission; and no member shall be permitted to vote or change their vote after the decision is announced by the Chair.

Section 7. Excusal from Voting: Any member may be excused at any time from voting on any matter. The member shall make a brief statement of the reasons for the excusal.

Section 8. Conflicts of Interest: Members of the Commission shall be prohibited from taking any action, including voting or participating in discussion, on any issue in which the member has a conflict of interest. All members shall make a due and diligent effort to determine whether the member has a conflict of interest. If the member is unable to determine whether or not a conflict of interest may exist, the member has a duty to inquire of the State Board of Elections and Ethics Enforcement as to that conflict.

**ARTICLE IV.
COMMITTEES**

Section 1. Committees: The Chair may establish other special or standing committees. Such committees shall report to and be responsible to the Chair and the Commission may direct, limit, or control such committees by resolution at any special or regular meeting or by general rules adopted for guidance.

Section 2. Public Committee Members: The Chair may appoint individuals who are not members of the Commission to special or standing committees. Appointments are for one-year terms. Public members may only be removed upon a two-thirds vote of the Commission upon a finding of misfeasance, malfeasance, nonfeasance, or neglect of duty.

Section 3. Notice of Committee Meetings: Various committees of the Commission shall meet as needed. The time and place of committee meetings shall be determined by the Chair of each individual committee. The usual manner of informing committees of their meeting dates and times is by electronic mail. If it becomes necessary to make any change in the time of any committee meeting, committee members shall be promptly notified.

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**ARTICLE VII.
MISCELLANEOUS PROVISIONS**

Section 1. Conflict of Laws: In the event that anything contained herein shall conflict with any law of the State of North Carolina, such law shall control.

Section 2. Amendment: These Bylaws may be amended by the affirmative vote of two-thirds of the members of the Commission, provided that such amendment shall have first been presented to the membership in writing at a regular or special meeting preceding the meeting at which the vote is taken.

THESE BYLAWS WERE APPROVED AND ADOPTED AT THE NORTH CAROLINA HUMAN TRAFFICKING COMMISSION REGULAR MEETING ON XXXX, 2018.

Elizabeth M. Coles, Chair