



## CITY of BREVARD

The mission of the City of Brevard is to promote a high quality of life, support economic prosperity, and cultivate community while honoring its heritage and culture.

May 16, 2019

Dr. Jeff McDaris  
Superintendent, Transylvania County Schools  
225 Rosenwald Lane  
Brevard, NC 28712

Re: Community Relations Board

Dear Jeff:

As you know, I am the Chairman of the City of Brevard's Committee to Study the Potential for a Human Relations Council.

Our committee has had a number of meetings with a larger group which includes representatives from the Chamber of Commerce, law enforcement, the NAACP, Sharing House, SAFE, our school system, the Boys' and Girls' Club, Rise and Shine and others. Mark Burrows, Shelly Webb, Phil Harris, Judith West, Tommy Kilgore and yourself, among others, took this opportunity to present and discuss ideas, and had significant input.

As a result, we drafted the enclosed Community Relations Board Statement of Organization and Purpose.

The Community Relations Board, organized and operated in accord with the enclosed Statement, will be a very positive force in our community. It is expected to have a positive impact on human relations of all kinds, on business and economic growth, on the continued reduction of crime, on reducing poverty and its main focus, which is to assist as needed when there are conflicts between

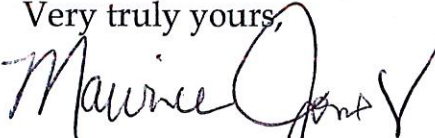
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persons on issues stemming from race, national origin, economic differences and other matters mentioned in the Statement.

Now, it is time for organizations which support this concept to make appointments to the Board, as outlined in Section 3 of the Statement. The Board of Education is invited to participate by designating three persons to be members of the CRB. Two are to be students from Brevard, Davidson River and/or Rosman High Schools. The third is to be anyone of the Board of Education's choosing.

We will call the Organizational Meeting in mid-August. We hope that the Board of Education will make these appointments to the CRB in time for the persons so designated to attend our Organizational Meeting. We greatly appreciate the Board of Education supporting this very important organization.

In the hope of an ever-improving, growing and accepting community, I look forward to the participation with and support of the Community Relations Board, by the Board of Education.

Very truly yours,  
  
Maurice Jones, Chairman

MJ/mp  
cc: Mr. Kevin Smith  
Enclosure

## COMMUNITY RELATIONS BOARD

### STATEMENT OF ORGANIZATION AND PURPOSE

1. **General Purpose:** To foster an all-inclusive, caring, positive, and empathic community that seeks to reduce real and perceived discrimination and/or bullying of any citizen. As a matter of policy and in accordance with NC General Statute §160A-492 the purposes and goals of the Community Relations Board (Board) shall include the following:
  - A. Encourage and promote unity, respect and goodwill to all people living, working or visiting Transylvania County;
  - B. Support community efforts to provide meaningful and equitable education and work opportunities for all citizens;
  - C. Work to create mutual understanding and appreciation between persons of different religions, cultures and languages;
  - D. Provide and encourage free interchange of ideas and mutual understanding between citizens, community organizations, law enforcement and elected officials;
  - E. Celebrate the Transylvania County's unique mountain and cultural heritage and diversity while promoting the many different communities and individuals that make this an all-inclusive and vibrant place to live; and
  - F. Help ensure that Transylvania County, City of Brevard, and Town of Rosman are in compliance with various federal rules, regulations and laws regarding discrimination, as the same may request.
2. **Board Functions:** While fostering, promoting and encouraging positive community relations, the functions of the Board shall include the following:
  - G. Serve as an advisory body to the elected bodies of Transylvania County, City of Brevard and Town of Rosman, as well as the Transylvania County School Board and local law enforcement agencies, as the same may request.
  - H. Identify practices and seek solutions to help alleviate animosity, unrest, prejudice and discrimination.
  - I. Study problems relating to relationships among individuals and groups of all kinds, and to make recommendations for the betterment of such relationships within the community.
  - J. Act as the coordinating agent for efforts that promote cooperation, equality, equity, understanding and positive community relations.
  - K. Liaison between citizens, local, state and federal agencies whenever further cooperation between all parties is needed.

- L. As appropriate, issue publications, studies or reports of conciliations and research in the field of community and human relations, and to make public reports of case histories or conciliation efforts that, in the judgment of the board, will support goodwill in the community as a whole.
- M. Solicit and accept grants and donations from foundations and others for the purpose of carrying out the Board's activities.
- N. Receive complaints arising between individuals or groups that could result in tensions, discrimination or conflicts and offer assistance by recommending resources including, as appropriate and not limited to, individual and group discussions, facilitations and mediations.
- O. Prepare and submit an annual report to all elected boards and the public outlining the Board's accomplishments.
- P. Promote and help County celebrate mountain culture, diversity and unity.
- Q. Preserve the privacy of individuals involved in certain matters coming before the Board. In connection with the functions described in Sections 2H, 2K and 2M, in particular, the Board and its creating and sponsoring public entities have determined that the protection of privacy of persons involved in such matters is of great importance in that the public trust in the Board would be compromised if disclosure of the names of private individuals involved and the specific facts and circumstances were made public. Therefore, any public report shall not include the name(s) of the parties or other facts which might clearly identify them without their written consent.
- R. All involvement with government and governmental agencies shall be dependent upon such entities' request and consent for involvement. All involvement with individuals shall be dependent upon the individuals' request and consent, except that the Board may make appropriate referrals to other resources within the community upon the request of any individual.

**3. Board Composition, Vacancies and Compensation: The Board shall consist of eleven (11) residents from Transylvania County, the City of Brevard, and the Town of Rosman to be appointed as follows:**

Brevard, Davidson River and/or Rosman High School students appointed by the Transylvania County Schools (2)

Brevard Police Department (1)

Transylvania County Sherriff's Office (1)

NAACP (1)

Brevard/Transylvania Chamber of Commerce (1)

El Centro (1)

Transylvania County (1)

City of Brevard (1)

Town of Rosman (1)

Transylvania County School Board (1)

Appointing entities are urged to consider the diverse geographical, economic and social makeup of their communities. The intention is that the Board's composition will be consistent with an all-inclusive approach to its mission of fostering, promoting and encouraging positive community relations.

The initial board, excluding the two student representatives, shall be randomly appointed so that three (3) members shall serve for a one-year term, three (3) members shall serve for a two-year term, and three (3) members shall serve for a three-year term. After their initial term, all members, other than the high school representatives, may hold office for an additional three (3) year term from the date of their appointment or until their successors shall be appointed by the appropriate elected board. The appointed student representatives shall hold office for one (1) year from the date of appointment and shall be eligible for reappointment for an additional one-year term.

Vacancies in the office of any member of the Board shall be filled for the unexpired term by the entity that originally appointed the vacating member's position.

All members shall hold office subject to existing ordinances, policies and regulations applicable to the Transylvania County boards and commission.

Members of the Board shall serve without compensation.

#### 4. **Officers and Procedures:**

- A. **Organization and Officers.** Within sixty (60) days from the initial appointment of the Board and within sixty (60) days after the subsequent annual appointments, the Board shall hold an organizational meeting at which time the Board shall select from its membership a chairman, a secretary and other officers deemed necessary to serve for a period of one (1) year or until successors are elected and take other action necessary to organize itself as an active Board.
- B. **Meetings.** The time and place of the regularly scheduled meetings of the Board shall be established and filed with each of the elected board's clerks. Notice of meetings shall be in conformance to current NC General Statute. A quorum is a simple majority of Board members. A special meeting may be called by the chairman or at the written request of three Board members.

- C. **Minutes and Meeting Records.** The Board shall keep a full record of its proceedings and meeting minutes showing the business conducted. Approved minutes shall be subject the NC Public Record requirements.
  - D. **Open Meetings/Closed Sessions Authorized.** The Board is a “public body” as defined in G.S. Section 143-318.10(b) and shall follow state statute with regard to Open Meetings Laws. The Board is authorized to hold closed sessions as described in G.S. Section 143-318.11 as the same may be appropriate, including but not limited to consulting with an attorney in order to retain the attorney-client privilege and protect the identities of persons involved in complaints received by the Board, and in order to refer the same to an appropriate agency or other resource, including mediation, under subsection (a)(3); and to plan, conduct or hear reports concerning investigations of alleged criminal conduct, in order to refer the same to an appropriate agency or other resource, including mediation, under subsection (a)(6). Subsections (a)(3) and (a)(6), in particular, may be utilized by the Board to protect the identities of persons with whom the Board is concerned under Section 2H, 2K, 2M or 2P of this document.
5. **Rules and Commission Regulations.** The Board may adopt bylaws and shall prescribe rules and regulations for the conduct of its meetings and the transaction of its business.

6. **Adoption, Approval and Sponsorship:**

The following organizations have adopted, approved and agreed to sponsor the Community Relations Board as noted below:

Brevard Police Department on \_\_\_\_\_.

Transylvania County Sherriff’s Office on \_\_\_\_\_.

NAACP on \_\_\_\_\_.

Brevard/Transylvania Chamber of Commerce on \_\_\_\_\_.

El Centro on \_\_\_\_\_.

Transylvania County Board of Commissioners on  (Not yet) \_\_\_\_\_.

City of Brevard on \_\_\_\_\_.

Town of Rosman on  (Not yet) \_\_\_\_\_.

Transylvania County School Board on \_\_\_\_\_.

**The listed organizations are welcome to designate appointees to the Board even without a formal adoption, approval and sponsorship, if they so choose.**