

KALAMAZOO HISTORIC PRESERVATION COMMISSION

Adopted Bylaws

Kalamazoo City Historical Commission

Article I - Mission

Sec. 1-0. Mission. It is the mission of the Kalamazoo Historic Preservation Commission to work towards the preservation of Kalamazoo's historic resources through advocacy of effective preservation practices; public education; and research, compilation, publication, and maintenance of historic resources inventories.

Article II - Officers, City Liaison

Sec. 2-0. Officers. The officers of the Kalamazoo Historic Preservation Commission (hereinafter referred to as the Commission) shall consist of a Chair and Vice-Chair, elected by the Commission at its annual meeting. Officers shall serve for a period of one year and may be re-elected. The City Liaison shall serve as the Secretary/Treasurer as described in Sec. 2-2 below, but shall not vote on Commission matters.

Sec. 2-1. Duties of Officers. The duties and powers of the officers of the Commission shall be as follows:

- A) CHAIR
 - 1) to preside at all meetings of the Commission
 - 2) to call meetings of the Commission in accordance with these bylaws
 - 3) to assure that all actions of the Commission are properly taken
 - 4) to appoint subcommittees of the Commission which are required to assist the Commission in carrying out its responsibilities
 - 5) to sign all letters and documents of the Commission
 - 6) to handle funds allocated to the Commission in accordance with its directives, the law, and city regulations.
 - 7) to appoint an acting Secretary/Treasurer during the absence of the City Liaison
- B) VICE-CHAIR
 - 1) During the absence, disability or disqualification of the Chair, the Vice-Chair shall exercise or perform all duties and be subject to all the responsibilities of the Chair.

Sec. 2-2. City Liaison. The City Liaison shall act as the Secretary/Treasurer of the Commission and shall have the following duties:

- A) to take and keep the minutes of all meetings of the Commission
- B) to give or serve all notices required by law or these bylaws
- C) to prepare, at the direction of the Chair, the agenda for all meetings of the Commission
- D) to be custodian of the Commission's records
- E) to inform the Commission of correspondence relating to the business of the Commission, and to attend to and discuss such correspondence at business meetings
- F) to maintain and report on the finances of the Commission
- G) to conduct the election of officers at the Commission's annual meeting
- H) to conduct a special election for the appointment of an Acting Chair to serve in the absence of both the Chair and the Vice-Chair

KALAMAZOO HISTORIC PRESERVATION COMMISSION

The Chair, in accordance with city ordinances and with the approval of a majority of the Commission, may direct that Commission activity be coordinated with the city liaison, and may further approve the performance by the city liaison of any tasks, including duties and powers above described as duties of the officers, which the city liaison agrees to perform.

Sec. 2-3. Vacancies. Should any vacancy occur among the members of the Commission by reason of death, resignation, disability or other reasons, immediate notice thereof shall be given to the City Clerk by the City Liaison.

Should any vacancy occur among the officers of the Commission, the vacant office shall be filled in accordance with the provisions of these bylaws, such officer to serve the unexpired term of the office.

Article III - Meetings

Sec. 3-0. Annual Meeting. The annual meeting of the Commission shall be the first regular meeting in the month of February each year. Such meetings shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled by the Commission.

Sec. 3-1. Regular Meetings. Meetings of the Commission shall be held at a time and place designated by the Chair and shall be called by the Chair or, in the Chair's absence, the Vice-Chair. Notice thereof shall be given to all members not less than twenty-four hours in advance thereof.

Sec. 3-2. Quorum. At any meeting of the Commission, a quorum shall consist of five members. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

Sec. 3-3. Attendance. A membership shall be deemed vacated if the member has more than 50% unexcused absences in any half-calendar year, ie., January through June or July through December. Absences may be excused by the affirmative vote of the Commission if the City Liaison is notified by the member of the absence prior to the start of any given meeting.

Sec. 3-4. Voting. At all meetings of the Commission, each member shall be entitled to cast one vote. Voting shall be by voice except when a majority of members present prefer a ballot vote.

Sec. 3-5. Disclosure. In the event that any member of the Commission shall have a personal interest of any kind in a matter then before the Commission, they shall disclose their interest and be disqualified from discussing and voting upon the matter and the City Liaison shall so record in the minutes that no vote was cast by such member.

Sec. 3-6. Commission Action. The affirmative vote of at least three members of the Commission shall be necessary for the adoption of any resolution or other voting matter, or the affirmative vote of the majority present at the meeting at which such action is taken, whichever is greater.

Sec. 3-7. Adjourned Meetings. The Commission shall adjourn a meeting if all business cannot be disposed of on the day set, and no further public notice shall be necessary for such meeting if time and place of its resumption is stated at the time of adjournment and does not change after adjournment.

Sec. 3-8. Rules of Procedure. All meetings of the Commission shall be conducted in accordance with the most current edition of Robert's Rules of Order.

KALAMAZOO HISTORIC PRESERVATION COMMISSION

Sec. 3-9. Member Removal. A member may be removed for inefficiency, neglect of duties, misconduct or malfeasance by a majority vote of the City Commission.

Article IV - Subcommittees

Sec. 4-0. Appointment of Subcommittees. The Chair may appoint subcommittees from time to time and may appoint the members from members of the Commission or any interested parties. The Chair shall also appoint the Chair of each subcommittee, fill any vacancies, and determine the power, duties and tenure of such subcommittees to any extent now prescribed in these Bylaws. Activities and membership of subcommittees shall be reviewed annually.

Sec. 4-1. Voting and Subcommittee Resolutions. Each subcommittee member shall be entitled to cast one vote for any subcommittee resolution. Subcommittee resolutions will be adopted by affirmative vote of a majority of the subcommittee members present and will thereafter be presented to the Commission for final action.

Article V - Amendments

Sec. 5-0. Amending Bylaws. These Bylaws may be amended at any meeting of the Commission by the affirmative vote of 2/3 of the members then seated. Proposed amendment shall be given to each member in writing at least five days prior to said meeting. Amended Bylaws shall be forwarded to the City Commission for approval.