

# **HISTORICAL PRESERVATION COMMITTEE BYLAWS**

## **ARTICLE I – Identification and Purpose**

The Historical Preservation Committee was established by the City Council of Colleyville, Texas, by Resolution R-95-1126 on June 20, 1995. The purpose of the Historical Preservation Committee is to identify, collect, and preserve information, artifacts, and sites relevant to Colleyville's history.

## **ARTICLE II – Membership**

- 2.1 The Historical Preservation Committee shall consist of ten (10) members who shall be appointed by the City Council for a two-year term.
- 2.2 Members shall serve without compensation and until their successors are appointed.
- 2.3 Members must be residents of Colleyville, Texas unless City Council waives the residency requirement.
- 2.4 Vacancies on the Historical Preservation Committee shall be reported to the City Secretary, and filled by appointment of the City Council for the length of the unexpired term.
- 2.5 If a member of the Historical Preservation Committee fails to maintain a seventy-five percent (75%) attendance record for all regularly scheduled meetings, the Chair or staff liaison will notify the City Secretary. City Council may, at its discretion, declare a vacancy, advertise the open position or appoint a replacement without advertising.

## **ARTICLE III – Officers**

- 3.1 The officers of the Historical Preservation Committee shall be the Chair and the Vice Chair.
- 3.2 The Historical Preservation Committee shall elect the Chair and Vice Chair from among the members annually. The officers shall serve two-year terms or until a successor is elected.

- 3.3 In the event of resignation or incapacity of the Chair, the Vice Chair shall serve as the Chair for the unexpired portion of the term.
- 3.4 In the event of resignation or incapacity of the Vice Chair the members of the Historical Committee would elect an interim Chair and Vice-Chair for the unexpired portion of the term.
- 3.5 Staff liaison shall take minutes of the meeting and provide those meetings to the city secretary for appropriate archiving.

#### **ARTICLE IV – Meetings**

- 4.1 Regular meetings shall be held on a quarterly basis on the second Thursday, at 6:30 p.m. in the City Manager's Conference Room. Meeting dates, times and location may be changed as necessary.
- 4.2 Members unable to attend a regular meeting shall notify the staff liaison by noon of the meeting day.
- 4.3 A majority of the Historical Preservation Committee shall constitute a quorum to conduct business of the Historical Preservation Committee. The act of the Historical Preservation Committee members, present at a meeting, at which a quorum is in attendance, shall constitute the act of the Historical Preservation Committee.
- 4.4 Meeting agendas will be posted on the City Hall bulletin boards and the City's website 72 hours prior to a meeting. Meeting agenda packets will be available to the public on the City's website, and distributed to each member 72 hours prior to a meeting.
- 4.5 Approved meeting minutes will be included in City Council agenda packets under Reports.
- 4.6 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair shall preside.
- 4.7 The Chair may recognize individuals wishing to speak regarding an item on the agenda.
- 4.8 Special meetings may be called at the request of the Chair or three members of the Historical Preservation Committee for the transaction of business. Posting and notification of meeting requirements shall apply to special meetings.

- 4.9 The Historical Preservation Committee may establish sub committees as deemed appropriate. Such committees will be dissolved upon completion of the charge or task.

#### **ARTICLE V – Duties and Responsibilities**

- 5.1 The Historical Preservation Committee acts in an advisory capacity to the City Council in all matters pertaining to the preservation of Colleyville's history, up to and including: developing and recommending a plan to identify, collect and preserve information, artifacts, and sites; recommending a permanent and publicly accessible location for the display of such historical materials; and recommending ways in which the City can make the public aware of the people, places, and events that represent the history of Colleyville.
- 5.2 Cooperate with City boards, commissions and committees, other governmental agencies, civic groups, and all citizens of the City in the preservation of Colleyville's history.
- 5.3 The Historical Preservation Committee members shall acknowledge familiarity with the Colleyville City Charter and Chapter 171 of the Local Government Code pertaining to conflict of interest.
- 5.4 The Historical Preservation Committee member will take the Attorney General Texas Open Meetings Act on-line training course or obtain a DVD of the training course from the City Secretary, and provide a copy of the Certificate of Course Completion to the City Secretary. The training must be completed not later than the 90<sup>th</sup> day after the date the member takes the oath of office, or otherwise assumes responsibilities as a member of the governmental body.

#### **ARTICLE VI – Amendments**

- 6.1 These bylaws may be amended by a majority vote at any regular meeting, if all members have been notified of the proposed amendment 72 hours prior to such meeting. Amendments must be in compliance with applicable City ordinances.