

Title: Administrative Policy Historical Commission	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 14
	Effective Date August 9, 2016
Policy Custodian Planning and Zoning Division and Board of County Commissioners	Adoption/Revision Date August 9, 2016

Adopting Resolution(s): CC16-319

References (Statutes /Resos/Policies): CC74-110, CC12-173

Purpose: To establish the Jefferson County Historical Commission, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: Historical Commission

A. Establishment

The Jefferson County Historical Commission (Commission) was established by the Board of County Commissioners (BCC) in 1974 to coordinate historical activities, including the development of local history and the preservation of historical sites within the county.

B. Responsibilities

1. The responsibility of the Commission shall be to encourage and engender stewardship of the history of Jefferson County. Specifically, the Commission shall:

- a. Coordinate the historical activities of Jefferson County and act as a liaison with national, state and local historical organizations.
- b. Prepare and disseminate historical materials about Jefferson County's past.
- c. Promote and support various historical and educational programs.
- d. Identify, research and actively participate in the preservation of historical sites within Jefferson County.
 - o Assist the appropriate governmental entities in developing procedures or guidelines for identifying and/or designating and preserving official historical sites in Jefferson County.
 - o Assist property owners with the identification, designation and preservation of historical sites in Jefferson County.

2. The Commission may participate in various organizational grant programs, with no financial obligation on Jefferson County's part, which provide financial assistance for the preservation of historical sites, or other historical programs.

3. Meetings

- a. Regular meetings of the Commission shall be held monthly. Notice shall be in writing and shall be sent to members at least ten (10) days prior to the day of the meeting.

- b. Special meetings may be called by the Chair at the request of five (5) members of the Commission. Notice shall be in writing or by telephone at least seven (7) days prior to the day of the meeting.
- c. All notices shall contain the date, time, place, and agenda of the meeting.
- d. More than fifty percent (50%) of the members shall constitute a quorum.
- e. The Commission may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or other county policy or regulation.

4. Staff

The BCC may authorize staff and funding.

5. Remuneration

Members shall not be compensated.

C. Membership

1. Composition

The Commission shall be composed of members to be appointed by the BCC and shall be Jefferson County residents, unless otherwise approved by the BCC. Membership composition is at the discretion of the BCC, however, in general, the membership shall be composed as follows:

- a. Two (2) members from each of the three (3) County Commissioner Districts (a total of six (6)).
- b. Five (5) county-wide (at large) members.
- c. All currently appointed members (as of the effective date of this policy) shall remain as members and shall be eligible for reappointment regardless of the above membership limits.

2. Terms

- a. Each member shall be appointed for a three (3)-year term.
- b. Members shall be subject to reappointment by the BCC upon application for renewal.
- c. Each member shall serve until his or her term expires, membership is terminated by written resignation, is terminated by the Commission because of three consecutive unexcused absences, or is revoked by the BCC.
- d. Members may be removed by the BCC with or without cause prior to the expiration of their term.

3. Vacancies

- a. Vacancies shall be filled by appointment by the BCC.
- b. The Commission may review the applications for appointment and make recommendations to the BCC for vacancies that occur.

4. Conflict of Interest

Members will ensure that their actions present neither a conflict of interest nor the appearance of impropriety or conflict with the public trust. In the event of such conflict, the member shall disclose the interest to the Chair and immediately disqualify himself or herself from making any decisions involving the interest.