

## **JEFFERSON COUNTY HISTORICAL COMMISSION BYLAWS**

*December, 2012*

### **ARTICLE ONE - PURPOSE**

The business and purpose of the Jefferson County Historical Commission (JCHC) shall be to bring together those people interested in history, and especially in the history of Jefferson County.

The purpose of these Bylaws shall be to establish the organizational rules and responsibilities of the Board in accordance with the Historical Commission Administrative Policy, (Administrative Policy) adopted by the Board of County Commissioners on May 1, 2012, CC12-173.

### **ARTICLE TWO - AUTHORITY**

#### **Section 1: Formation**

This Commission was formed by Resolution #CC74-110 which was adopted by unanimous vote of the Board of County Commissioners of Jefferson County, Colorado, on July 22, 1974.

#### **Section 2: Scope of Authority**

This Commission shall exercise the powers authorized by the Board of County Commissioners in accordance with the Administrative Policy.

### **ARTICLE THREE - MEMBERSHIP**

#### **Section 1: Membership Requirements**

Membership shall be in compliance with the Administrative Policy.

#### **Section 2: Appointment to the Commission**

Appointments to the Historical Commission shall be made by the Board of County Commissioners.

A quorum of the Commission may review the applications for appointment received and make recommendations to the Board of County Commissioners for vacancies that occur.

#### **Section 3: Attendance**

An absence from a regular meeting can be excused by the Commission Chair or Vice Chair or by leaving a message in the office of the designated county representative. All members shall participate at every regular monthly meeting as well as actively serve on committees.

Any regular member who has three (3) consecutive unexcused absences shall be removed from the Commission; and any member of the Executive Committee who has two (2) consecutive unexcused absences shall be removed from the Commission. Notice of such

removal shall be sent after the third absence by the Secretary to such member and to the Board of County Commissioners.

## **ARTICLE FOUR - OFFICERS - ELECTION**

### **Section 1: Chair**

The Chair shall preside at all meetings of the Commission and shall perform such other leadership duties as ordinarily pertain to the office. The Chair shall appoint committee chairpersons and committee members with approval of the Executive Committee and may appoint a Parliamentarian. The Chair shall have authority to appoint special committee chairmen and/or liaisons. The Chair shall be an ex-officio member of all committees except the Nominating Committee. The Chair or the Executive Committee must authorize signatures on correspondence not previously approved at a regular Commission meeting. The Chair must sign all important documents, including letters of endorsement and policy.

### **Section 2: Vice Chair**

In the Chair's absence or inability to act, the Vice Chair shall act in his/her place.

The Vice Chair shall be responsible for administrative responsibilities as may be designated by the Chair. The Vice Chair shall be an ex-officio member of all committees except the Nominating Committee.

### **Section 3: Secretary**

A. The Secretary shall keep minutes of all meetings of the Commission; shall be the custodian of all secretarial records; the Secretary shall have charge of the general correspondence of the Commission that will be maintained by the designated county liaison, and shall perform such duties as ordinarily pertain to this office.

B. The Secretary shall provide the Administrative Committee with copies of motions affecting policy.

C. The Secretary shall submit to the designated county liaison the minutes of all regular meetings to be mailed or electronically sent, with the agenda, to all members and outside organizations within a 10-day period prior to the next meeting.

D. The Secretary shall keep an annual log of members' monthly attendance and of all volunteer hours and miles driven on behalf of the Commission.

E. The Secretary or Chair shall send notices of vacancies to the Board of County Commissioners.

### **Section 4: Administrative Officer**

The Administrative Officer shall be Chair of the Administrative Committee and shall work with the designated county Administrative Coordinator and the Executive Committee to determine the allocation of the budget. The Administrative Officer shall present a quarterly report in writing to the Commission in partnership with the designated county Administrative Coordinator.

### **Section 5: Election of Officers**

In January of each year, the Chair shall appoint a Nominating Committee of three (3) members to submit a slate of officers at the October meeting. Additional nominations may be made from the floor, with prior acceptance by the nominee. The election shall take place at the November meeting. Officers shall be installed at the close of the December meeting and shall serve until their successors have been duly elected and installed the following year.

## **Section 6: Term of Office**

Officers shall hold office for a one (1) year term. Officers may serve additional one-year terms if they run unopposed and are affirmed by a majority vote of the Historical Commission.

## **Section 7: Officer Vacancies**

Should a vacancy occur in any office, the Nominating Committee shall submit a recommendation to be voted on at the next regular meeting. Notice of such election shall be given at least ten (10) days in advance of the meeting by the Chair or Vice Chair.

## **Section 8: Indebtedness and Expenditures**

No officer or member of the Commission shall incur or contract any indebtedness outside the annual budget on behalf of the Commission without prior approval by the JCHC.

## **ARTICLE FIVE - EXECUTIVE COMMITTEE**

- A. This committee shall be comprised of the elected officers.
- B. This committee has the authority to transact any required business in the interim between meetings and shall make a full report of such activity at the next regular meeting.
- C. This committee shall meet as needed to suggest goals, policy and direction and to evaluate progress of the appointed committees. The Executive Committee may invite other committee chairs to advise them when needed.
- D. This committee shall be responsible for acquainting new members with the activities of the Commission
- E. This committee shall appoint members to the Emeritus Council.
- F. This committee (or the Chair) must authorize signatures on correspondence not previously approved at a regular Commission meeting.

## **ARTICLE SIX - APPOINTED COMMITTEES**

### **Section 1: General Requirements**

- A. Committees shall be created or changed, and their membership appointed, by the Chair with the approval of the Executive Committee.
- B. Committee appointments shall be made by January of each year.
- C. The Chair shall determine the number of members assigned to each committee.
- D. Each member shall serve on at least one (1) committee. An average of 10 hours per month is expected of committee members as a contribution to the stated purpose of the Historical Commission.
- E. Temporary appointments can be made throughout the year to any committee by the Chair, with the approval of the Executive Committee, when circumstances require.
- F. Minutes of all committee meetings should be kept, and copies should be forwarded to the Secretary each month.
- G. Each committee may also be responsible for such other duties as may be assigned to it by the Chair.
- H. Non-appointed volunteers may assist the Historical Commission on an as-needed basis subject to the Administrative Policy and these Bylaws

I. Special committees or liaisons may be created as the need arises to carry out specific responsibilities. These special committees or liaisons shall function until the need for which each was created has ceased to exist, then the committee shall be dissolved or the liaison will no longer serve.

## **Section 2: Administrative Committee**

A. This committee shall obtain projected expenses from all other committees no later than June 1 to determine if there is a need for funds beyond the budget amount. This committee shall work with the designated county representative to prepare the request for any needed additional funds.

B. This committee shall be responsible for Bylaws' amendments, revisions, standing rules and updating of the Policy Manual. This committee shall receive copies of approved motions affecting policy from the Secretary.

C. This committee shall assist other committees of the Historical Commission in preparing or reviewing grant applications on behalf of the Historical Commission.

D. No Commission member shall charge any grant applicant for assistance.

## **Section 3: Education and History Committee**

A. This committee and the Historic Preservation Committee shall be responsible for all education programs sponsored by the Commission, including displays and scheduling of volunteers at historical events.

B. This committee shall be responsible for arranging historical tours or field trips for the Commission.

C. This committee shall be responsible for development of all public education programs.

D. This committee shall be responsible for maintaining a list of Historical Commission members who would be available as potential speakers for public events.

E. This committee and the Historic Preservation Committee shall be responsible for collecting and inventorying all the activities, records and historical artifacts of the Commission in conjunction with the designated county representative.

F. This committee, in conjunction with the Historic Preservation Committee, shall promote or coordinate annual historic preservation activities with other organizations in Jefferson County and perform such other duties as may be assigned by the Chair.

G. This committee shall maintain contact with all Jefferson County historical organizations.

## **Section 4: Hall of Fame and Writers' Award Committee**

A. This committee shall be responsible for coordinating, publicizing, planning and hosting the annual Hall of Fame event, including the acquisition and presentation of awards.

These awards honor one living and one deceased person who have contributed notably to the history of Jefferson County.

B. This committee shall coordinate activities with the Publication Committee.

C. This committee shall be responsible for the historical and photographic display of Hall of Fame recipients.

D. This committee shall be responsible for recognizing national and state historic sites in Jefferson County that have been officially designated.

E. Current regular Historical Commission members shall not be eligible for

nomination to the Hall of Fame.

F. This committee shall be responsible for the annual Writers' Award Contest including:

1. Writing the contest rules
2. The appointment of judges to select the most significant submissions as defined by the contest rules.
3. Preparing the judges evaluation sheet for use by the judges.
4. Notifying applicants of the results and providing copies to the Publications Committee.

G. Current regular Historical Commission members may not enter the Writers' Award Contest.

### **Section 5: Historic Preservation Committee**

A. This committee shall be responsible for overseeing historic resources in unincorporated Jefferson County and for promoting community awareness on the importance of recording and preserving these resources.

1. This responsibility shall be carried out in conjunction with appropriate staff from Planning and Zoning and in coordination with other relevant County entities.
2. Promotion of community awareness and historic preservation activities shall be done in coordination with the Education and History Committee and other Commission committees as appropriate.

B. This committee shall be responsible for maintaining the inventory of historic resources and shall continue to locate historically significant sites in unincorporated Jefferson County.

This inventory shall be made available to the public through appropriate entities in the County and to the State Historical Society, with a copy to the JCHC Secretary.

C. This committee shall assist in the development and enactment of a Historic Preservation Regulation.

D. This committee shall assist the Education and History Committee with historic preservation activities.

### **Section 6: Landmark Designation Committee (LDC)**

This committee (LDC) was established by the JCHC for the purpose of carrying out the provisions of the Landmark Program to benefit historic preservation in Jefferson County as stated in the Jefferson County Landmark Program provisions found on the county JCHC website.

### **Section 7: Publication Committee**

A. This committee shall be responsible for publishing Historically Jeffco magazine at least once each year, maintaining the website, and for collecting manuscripts and other historical source material for possible inclusion in said publication, subject to the Commission's established policies regarding copyright.

1. The Editor shall be appointed by the Executive Committee and shall serve as a member of the Publication Committee.
2. Winning Writers' Award entries may be published in Historically Jeffco and/or on the JCHC website.
3. Commission members may submit material for Historically Jeffco.

- B. This committee shall coordinate activities with the Hall of Fame and Writers' Award Committee.
- C. This committee shall be responsible for the publication and distribution of Commission materials that are meant for the general public.
- D. This committee shall be responsible for forwarding any money received from the sale of such publications to the designated county representative for deposit into the County's General Fund.
- E. This committee shall be responsible for overseeing development and production of any other JCHC publications, including brochures and educational materials, in coordination with the Education Committee and the designated county representative.

**Section 8: Nominating Committee**

- A. This committee shall be responsible for developing a slate of officer candidates each year as stipulated in Article FOUR Section 6 and for submitting a recommendation for an officer vacancy.
- B. The committee shall be responsible for reviewing members who wish to be reappointed at the end of their three-year term and present such recommendations to the Executive Committee and the Board of County Commissioners in accordance with the Historical Commission Policy.

**Section 9: Emeritus Council of the Historical Commission**

The Executive Committee of the JCHC shall accept a letter of interest and have the authority to appoint past JCHC members to the Emeritus Council of the Historical Commission. This will be a non-voting and non-office-holding category. Emeritus Council members shall have been previously appointed to the JCHC by the Board of County Commissioners and meet the requirements thereof. Emeritus Council members may wish to continue to participate without the requirements or obligations of regular JCHC membership; as Emeritus members, they may also serve on JCHC committees. Emeritus Status is a lifetime appointment and Emeritus members can be nominated for the Jeffco Hall of Fame and will not be eligible to be reappointed to the JCHC.

**ARTICLE SEVEN - MEETINGS**

Meetings shall be held in accordance with the Administrative Policy. B.3. and in accordance with the Colorado Sunshine Law, which states in part:

"All meetings of a quorum or three or more members of any local public body, whichever is fewer, at which any public business is discussed or at which any formal action may be taken are declared to be public meetings open to the public at all times." (Colo. Rev. Stat. 24-6-402(2)(b), (2012))

Any meetings at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or at which a majority or quorum of the body is in attendance, or is expected to be in attendance, shall be held only after full and timely notice to the public." (Colo. Rev. Stat. 24-6-402(2)(c), (2012))

'Meeting' means any kind of gathering, convened to discuss public business, in person, by telephone, electronically, or by other means of communication." (Colo. Rev. Stat. 24-6-402(1)(b), (2012))

The rules contained in Robert’s Rules of Order, shall govern the meetings of the JCHC except in such cases as they are in conflict with these Bylaws or with County Administrative Policies.

**ARTICLE EIGHT - AMENDMENT TO THE BYLAWS**

A. These Bylaws may be amended at any regular meeting by a two-thirds vote of regular members present, provided written notice shall have been mailed or emailed to each member with the minutes of the previous meeting or by personal distribution at least ten (10) days before the meeting.

B. The Bylaws may be amended at a special meeting called for that purpose, if written notice and a copy of the proposed amendments are given to all members seven (7) days or more prior to the special meeting.

Adopted at the January 7, 2013 regular meeting of the JCHC.

Rose Lewis, Chair

DATE

Margaret Chapman, Secretary

DATE