

BYLAWS OF GILLETTE HISTORIC PRESERVATION

COMMISSION

CITY OF GILLETTE, WYOMING

ADOPTED: September 15, 2015

ARTICLE I

APPOINTMENT OF MEMBERS, DUTIES, AND SELECTION OF OFFICES

Section 1. Creation of Commission. The Gillette Historic Preservation Commission (hereinafter referred to as the “Commission”) is created by the Gillette Historic Preservation Ordinance (Gillette City Ordinance No. _____), adopted on September 15, 2015.

Section 2. Commission Membership. The Commission shall consist of at least three (3) members with demonstrated interest, knowledge or experience in historic preservation. At least two (2) of the members must be professionals in historic preservation or related fields. To demonstrate credentials, members will be asked to submit resumes or statements of qualification to the City of Gillette (hereinafter referred to as the “City”).

Section 3. Advisory Membership. The Commission may, by unanimous vote, invite other persons to serve as advisory members of the Commission. Advisory members shall be invited to serve because of special expertise or interest in Commission activities. Advisory members may attend meetings, but may not vote or be considered official Commission members for the conduct of business.

Section 4. Terms and Appointment. Members of the Commission shall have staggered three-year terms. Members shall be appointed by the Mayor, subject to approval by a majority of the City Council.

Section 5. Removal. Any member may be removed by the City Council for inefficiency, frequent absence from Commission meetings, malfeasance, or failure to refrain from voting when conflict of interest exists. The Commission may make recommendations to the City Council concerning removal of members.

Section 6. Commission Education. Each Commission member is required to attend at least one informational or educational meeting per year, as sponsored by the State Historic Preservation Office (SHPO) that pertain to the work and functions of the Commission. A regular or special meeting of the Commission at which this information is to be provided may be designated to be the required informational or educational session.

Section 7. Officers.

(a) Nomination and election of officers for the upcoming year will be held at the January meeting or at the first meeting of the calendar year.

(b) The officers of the Commission shall consist of a chair, vice-chair, and secretary.

(c) The chair shall be responsible for: presiding over and calling to order all regular and special meetings, announcing business to be conducted, providing for swift, orderly and pertinent discussion of questions arising during proceedings and putting them to a vote. The chair shall also announce the result of the votes and authenticate, by his or her signature when necessary, all acts, orders, and proceedings of the Commission.

(d) Upon the absence of the chair, the vice-chair shall automatically become the presiding officer of the Commission. The vice-chair shall also be able to sign any documents for the Commission in the absence of the chair or secretary.

(e) The secretary shall be responsible for: preparing an agenda; keeping, with staff assistance, the records and minutes of each meeting or hearing; signing the records and minutes of each meeting or hearing after they have been approved by the Commission; signing documents appropriate to the office of secretary; and such other duties as may be assigned by the Commission.

(f) A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected.

(g) Each elected officer shall serve for one year, or until his or her successor takes office.

(h) Vacancies in unexpired terms of office shall be filled at the Commission's next meeting by regular election procedures.

ARTICLE II

MEETINGS

Section 1. Open Meetings. All meetings and hearings shall be open to the general public.

Section 2. Regular Meetings. Regular meetings shall be held on the last Wednesday of each month at time(s) and location(s) designated by the chair. The dates and times of the meetings may be changed, or regular meetings may be cancelled, upon direction of the chair, as long as all members of the Commission have been notified of the change prior to the meeting.

Section 3. Special Meetings. Special meetings may be called on the initiative of the chair or presiding officer or after such a meeting has been requested by a majority of the Commission. The chair shall notify all members of the Commission in advance of a special meeting.

Section 4. Minimum Number of Meetings. The Commission must hold meetings at least six (6) times per year.

ARTICLE III

TRANSACTION OF BUSINESS

Section 1. Quorum. A quorum is a simple majority of the total current membership of the Commission.

Section 2. Transaction of Business. To transact any official business, a quorum must be present. A concurring vote of a majority of the membership of the Commission is required to approve any official business. The chair shall vote as a member of the Commission. Any action that does not receive a majority of affirmative votes shall be considered and treated as a denial.

ARTICLE IV

CONFLICTS OF INTEREST

Section 1. Financial Interest. Any member of the Commission who has any financial interest in any question called to vote shall notify the Commission of such interest and disqualify him/herself from voting on the matter.

Section 2. Qualification to Vote.

(a) Any member of the Commission who may have a financial interest in a question called to vote shall, when a question is raised by him/herself or another member of the Commission, or any interested person regarding his/her financial interest, may have his/her voting qualifications judged by the Commission as to his/her amount of interest in the business in question and his/her right to vote on it after discussion and the vote of the Commission.

(b) Any member of the Commission found to have any financial interest in a question called to vote shall not be qualified to vote on the question and shall not be considered in the quorum count prior to voting

ARTICLE V

EMPLOYEES AND CONSULTANTS

Section 1. Staff. The City Council or its designee may assign a clerk to the Commission to assist the secretary of the Commission in the performance of

his/her duties and to perform such other duties as may be assigned by the chair. The City may also assign additional staff to the Commission as needed for the Commission to perform its assigned duties and responsibilities.

Section 2. Consultants. The Commission may obtain the service of a consultant to assist the Commission in carrying out the purposes of the Historic Preservation Ordinance or to advise the Commission on matters in which members lack sufficient expertise.

ARTICLE VI

ADDITIONAL POWERS AND DUTIES

Section 1. Amendments. The Commission may amend these rules of practice and bylaws. Prior to amendment, members of the Commission must be notified, in writing, of the proposed amendment. The vote on the proposed amendment shall be taken at a regular Commission meeting.

Section 2. Resolutions. From time to time the Commission may pass resolutions endorsing issues and organizations or indicating support or opposition to particular courses of action taken or to be taken by others. Such resolutions shall be adopted by a majority of the total membership of the Commission.

Section 3. Committees. Committees may be established by the chair to examine specific questions and submit findings to the Commission as a whole.

Section 4. Reconsideration. The Commission may vote to reconsider any designation decision previously made. A matter may be reconsidered by the Commission only once. When the Commission votes to reconsider a designation, hearing and notice procedure shall be the same as those required for the original designation decision.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2015.

Louise Carter-King, Mayor

(S E A L)
ATTEST:

Karlene Abelseth, City Clerk