CITY OF ALAMOSA
Historical Preservation Advisory Committee
By-Laws
Revised and Adopted 1-08-08

ARTICLE I
THE COMMITTEE

Section 1. Name of Committee.
The name of the Committee will be the Historic Preservation Advisory Committee.

Section 2. Office of the Committee.
The office of the Committee will be at such a place that the Committee may designate by resolution from time to time.

Section 3. Constitution.
To satisfy the requirement of a constitution, see Ordinance No. 17-2002.

Section 4. Purpose.
The purpose of the Committee is to act in an advisory capacity to the Historic Preservation Officer and the Alamosa City Council in regards to matters of historic preservation in the community.

Section 5. Severability of parts of these By-Laws.
It is hereby declared to be the intention of the Committee that the Articles, Sections and Paragraphs of these by-laws are severable. If any portion of these by-laws are found to be in conflict with *Ordinance No. 17-2002*, the ordinance shall control but only to the extent of the conflict, without affecting all other portions of the by-laws.

ARTICLE II
OFFICERS, COMMITTEE MEMBERS, AND PERSONNEL

Section 1. Membership.
The Historic Preservation Advisory Committee consists of seven (7) persons appointed by the City Council. Each member is appointed to term of three (3) years. Committee members are not compensated for their time.

Section 2. Officers.
Officers of the Committee shall consist of a Chairperson, a Vice-Chairperson, and a Corresponding Secretary.

Section 3. Duties of Officers.
Chairperson: Will preside at all meetings; convene work session meetings in accordance with the by-laws; sign documents of the Committee; appoint subcommittees as required; and see that all actions of the Committee are properly taken.
Vice-Chairperson: During the absence, disability or disqualification of the Chairperson, will exercise and perform all the duties and be subject to all the responsibilities of the Chairperson.
Corresponding Secretary: Will inform the Committee of correspondence relating to business of the Committee and attend to such correspondence. Will dispense information to the public and to all necessary and interested organizations as allowed by law. Prepares an

annual report to the City Council as stated in Article III, Section 9 of these by-laws.

Section 4. Personnel:
A member of the City of Alamosa staff will serve as Staff Recording Secretary and Archivist. This position is not subject to term of office or election procedures as outlined in these by-laws.

Section 5: Duties of Staff Recording Secretary & Archivist:
Will record and keep the minutes of all meetings of the Committee in an appropriate minute book; prepare and distribute copies of the agendas and minutes for all meetings' duplicate and deliver all notices of meetings prescribed by the Committee as required by law or these by-laws; serve as custodian of the Committee records; hold all the histories of buildings and people, research that has been done for the Committee, surveys, photographs and drawings, applications for local, state, and/or national designation, and any other documentation of history and preservation for the City of Alamosa that comes to the Committee.

Section 6. Term of Officers.
The term of the Chairperson, Vice-Chairperson, and Corresponding Secretary shall be one year. Persons elected to one of these offices may be re-elected in subsequent years if they continue to have a desire to serve.

Section 7. Election of Officers.
Officers of the Committee will be elected at the Annual Meeting by a majority vote of the Committee members present.

Section 8. Vacancies of Officers.
Should any office of the Committee become vacant, the Committee will select a successor from its membership at the next regular meeting to serve for the unexpired term of said office.

Section 9. Vacancies concerning elective office.
A vacancy will exist when a Committee member accepts a nomination, designation, appointment, or otherwise announces that s/he is seeking any governmental elective office.

Section 10. Absences.
Any Committee member with three consecutive absences or six or more absences in any twelve-month period from regularly scheduled meetings of the Committee may be recommended for dismissal to the City Council upon majority vote of the Committee. The City Council will receive such recommendation and advise the Committee and the member in writing of its determination and action. Upon written request within 20 days of such notification, the member who is dismissed may request an appeal hearing before the City Council. The Staff Recording Secretary shall retain records of attendance and notify the Committee if such a vote is needed.

Section 11. Conflict of interest.
Any member of the Committee who has a personal, financial, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Committee, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to voluntarily excuse him/herself, and upon approval of the

Committee, will vacate his/her seat and refrain from discussing and voting on said item.

ARTICLE III
MEETINGS

Section 1. Regular Business Meetings.
Regular business meetings of the Committee shall be held monthly at a time and place designated by the Committee. Public Hearings shall be held in conjunction with regular business meetings unless otherwise scheduled by Committee action. The agenda for all meetings shall be prepared by the Chairperson and the Staff Recording Secretary and distributed to all Committee members not less than 5 days prior to the date of the meeting. All meetings shall be open to the public.

Section 2. Annual Meeting.
The first meeting of each calendar year shall be designated as the annual meeting. The first item under regular business shall be the election of officers for the coming year.

Section 3. Special Meetings/Work Sessions.
Special meetings, work sessions, and subcommittee meetings may be scheduled as needed. No official actions can be made at such meetings. They are intended for resolving procedural matters or for planning or information gathering to determine Committee policies.

Section 4. Quorum.
A quorum consists of a majority of the current board membership, but never less than three (3) persons. In the absence of a quorum, the only action that may be taken is to adjourn the meeting to a subsequent date.

Section 5. Manner of Vote.
The yeas, nays, and abstentions shall be entered upon the minutes of every meeting except in the case of elections, when a vote may be by ballot, and except where there is a unanimous vote.

Section 6. Parliamentary Procedure.
The business of the Committee will be conducted according to *Robert's Rules of Order*.

Section 7. Proceedings.
Each formal action of the Committee required by law, City Charter, rule or regulation will be embodied in a formal motion or resolution entered in full in the minute book after an affirmative vote as provided in Section 5. The following will be the regular order of business.

1. Call to order
2. Roll call
3. Approval of minutes of the preceding meeting
4. Regular business
    a. public hearings
    b. presentations
    c. other business
    d. next agenda
5. Adjournment

Section 8. Public Hearings.
Public hearings regarding any business before the Committee shall be conducted in the following manner.

1. Staff presentation
2. Questions of staff
3. Open public hearing
4. Applicant presentation
5. Questions of applicant
6. Public comment in support
7. Public comment in opposition
8. Rebuttal by applicant, if desired
9. Close public hearing
10. Committee deliberation and motion

Section 9. Annual Report. The Committee will submit a written report to City Council on the activities of the Committee for the previous year. This report will be drafted by the Corresponding Secretary and presented for Committee approval at the Annual Meeting, prior to submitting it to the City Council.

ARTICLE IV
AMENDMENTS AND SUSPENSIONS OF THE BYLAWS

Section 1. Amendments.
These by-laws may be amended at a meeting of the Committee, provided notice of the proposed amendment(s) is given to each member in writing ten days prior to the meeting during which the proposed amendment(s) will be discussed and voted on. The affirmative vote of a majority of the members shall be required to adopt any amendment.

Section 2. Suspension.
Procedures of these by-laws may only be suspended with the written consent of all Committee members.