BYLAWS OF THE HISTORIC LANDMARK COMMISSION

ARTICLE 1. NAME.

The name of the board is the Historic Landmark Commission.

ARTICLE 2. PURPOSE AND DUTIES.

The purpose of the board is to:

1. Prepare and periodically revise an inventory of the structures and areas that may be eligible for designation as historic landmarks;

2. Prepare, review and propose amendments to the Historic Landmark Preservation Plan;

3. Review requests to establish or remove a historic designation and make recommendations on the requests to the land use commission.

4. Provide information and counseling to owners of structures that are designated as historic structures;

5. Initiate zoning or rezoning of property to establish or remove a historic designation;

6. Recommend amendments to this Code relating to historic preservation;

7. Recommend that the City acquire property if the Commission finds that acquisition by the City is the only means by which to preserve the property;

8. Advise the Council on matters relating to historic preservation;

9. Recommend that the Council confer special historic recognition for an object that is not permanently affixed to land

10. Perform other duties as prescribed by the City Code or other ordinances.

ARTICLE 3. MEMBERSHIP.

(A) The board is composed of eleven members appointed by the city council.

(B) A member serves at the pleasure of the city council.

(C) Board members serve for a term of four years beginning March 1st on the year of appointment.

(D) An individual board member may not act in an official capacity except through the action of the board.

(E) A board member who is absent for three consecutive regular meetings or one-third of all regular meetings in a "rolling" twelve month timeframe automatically vacates the member's position subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an absence due to illness or injury of the board member, an illness or injury of a board member's immediate family member, active military service or the birth or adoption of the board member's child for 90 days after the event. The board member must notify the staff liaison of the reason for the absence not later than the date of the next regular meeting of the board. Failure to notify the liaison before the next regular meeting of the board will result in an unexcused absence.

(F) At each meeting, each board member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest.

(G) A member who seeks to resign from the board shall submit a written resignation to the chair of the board, the staff liaison, or the city clerk's office. If possible, the resignation should allow for a thirty day notice so the city council can appoint a replacement.

ARTICLE 4. OFFICERS.

(A) The officers of the board shall consist of a chair and a vice-chair.

(B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after April 1st. In the event a current officer becomes ineligible to serve as an officer, the board may hold an emergency election as needed.

(C) The term of office shall be one year, beginning May 1st and ending April 30th. An officer may continue to serve until a successor is elected. A person may not serve as an officer in a designated position of a board for more than four consecutive one-year terms. A person who has served as an officer in a designated position of a board for four consecutive terms is not eligible for re-election to that designated office until the expiration of two years after the last date of the person's service in that office. The board may override the term limit provision for an officer by an affirmative vote of two-thirds of the authorized board members.

(D) A member may not hold more than one office at a time.

ARTICLE 5. DUTIES OF OFFICERS.

(A) The chair shall preside at board meetings, appoint all committees, and represent the board at ceremonial functions and approve each final meeting agenda.

(B) In the absence of the chair, the vice-chair shall perform all duties of the chair.

ARTICLE 6. AGENDAS.

(A) Two or more board members may place an item on the agenda by oral or written request to the staff liaison at least five days before the meeting. After first consulting with and receiving input from the staff liaison, the chair shall approve the each final meeting agenda.

(B) The staff liaison shall submit the meeting agenda through the online agenda posting system for each meeting not less than 72 hours before the meeting.

(C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

ARTICLE 7. MEETINGS.

(A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

(B) Board meetings shall be governed by Robert's Rules of Order.

(C) The board may not conduct a closed meeting without the approval of the city attorney.

(D) The board shall meet monthly. In November of each year, the board shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled meetings.

(E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. A board may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule more often than once a quarter, unless the meeting is required to comply with a statutory deadline or a deadline established by Council.

(F) Six members constitute a quorum.

(G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may not be held.

(H) To be effective, a board action must be adopted by affirmative vote of the number of members necessary to provide a quorum.

(I) The chair has the same voting privilege as any other member.

(J) The board shall allow citizens to address the board on agenda items and during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.

(K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include the vote of each member on each item before the board and indicate whether a member is absent or failed to vote on an item.

(L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The Planning and Zoning Department shall retain all other board documents. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).

(M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the meeting.

(N) Each person and board member attending a board meeting should observe decorum pursuant to Section 2-1-48 of the City Code.

(O) A member of the public may not address a board at a meeting on an item posted as a briefing.

ARTICLE 8. COMMITTEES/WORKING GROUPS

(A) The Historic Landmark Commission has the following standing committees:

1. Operations Committee

2. Grants Committee

3. Preservation Plan Committee

4. Certificates of Appropriateness Review Committee

(a). The Operations Committee shall:

1. Prepare proposed rules and regulations and any modifications thereto, and recommend them to the Commission for adoption;

2. Prepare proposed forms and modifications thereto as may be needed by the Commission and recommend them to the Commission for adoption;

3. Prepare proposed brochures, pamphlets and other publications as may be necessary and recommend them to the Commission for adoption; and

4. Do, perform, and discharge such other duties and responsibilities as the Chair of the Commission may from time to time delegate to the Committee.

(b). The Grants Committee shall:

1. Review and make recommendations regarding annual grant applications made to the Commission and the Austin Convention and Visitors Bureau;

2. Prepare such proposed forms and modifications thereto as may be needed by the Commission for review of such grant applications and make recommendations to the Commission for adoption; and

3. Do, perform and discharge such other duties and responsibilities as the Chair of the Commission may from time to time delegate to the Committee.

(c). . The Preservation Plan Committee shall:

1. Prepare a proposed Preservation Plan and when completed, recommend it to the Commission for adoption;

2. Annually review the Preservation Plan of the City of Austin and make recommendations for modifications and amendments thereto to the Commission for adoption;

3. Investigate and suggest sources of funds for preservation and restoration activities and acquisitions; and

4. Do, perform and discharge such other duties and responsibilities as the Chair of the Commission may from time to time delegate to the Committee.

(d). The Certificate of Appropriateness Review Committee shall:

1. Perform a preliminary review of applications for Certificates of Appropriateness with applicants and make recommendations to applicants and to the Commission regarding the approval or disapproval of applications of Certificates of Appropriateness.2. Provide technical advice and guidance to applicants for Certificates of Appropriateness, as appropriate.

3. Ensure applications for Certificates of Appropriateness are complete, and request further information from applicants when necessary to determine whether to recommend approval of an application to the Commission.

(B) Each committee must be established by an affirmative vote of the board. A committee cannot meet until its creative is approved by the Council Audit and Finance Committee. Each committee shall consist of at least three board members appointed by the chair. A staff member shall be assigned to each committee by the director of the Planning and Zoning Department.

(C) The board chair shall appoint a committee member as the committee chair, with the member's consent.

(D) A majority of the total number of appointed committee members constitutes a quorum.

(E) Each standing committee shall meet on a regularly scheduled basis at least quarterly.

(F) Each standing committee shall make an annual report to the board at the January board meeting.

(G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551 (Texas Open Meetings Act).

(H) At each committee meeting, a committee member shall sign in on a sheet provided and shall indicate that the member has no conflict of interest with any item on the committee meeting agenda, or identify each agenda item on which the member has a conflict of interest.

WORKING GROUPS

(A) The board can determine the size of a working group but the number of board members serving on the working group must be less than a quorum of the board.

(B) A working group may designate a chair with the member's consent, but is not required to do so.

(C) Quorum requirements do not apply to working groups.

(D) Staff support will not be provided for working groups.

(E) Working groups are not required to post their meetings in accordance with the Texas Government Code Chapter 551 (Texas Open Meetings Act).

ARTICLE 9. PARLIAMENTARY AUTHORITY.

The rules contained in the current edition of Robert's Rules of Order shall govern the board in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of order which the board or city council may adopt.

ARTICLE 10. AMENDMENT OF BYLAWS.

A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.

The bylaws were approved by the Austin City Council at their meeting held on February 11, 2016.

_____ STAFF LIASON

(Signature of Executive or Staff Liason) *(Title)*