

## **Florence Township Heritage Preservation Commission Bylaws**

**Section I.** The officers of the Commission shall be a Chairman, Vice-Chairman, Secretary, and Treasurer.

**Section II.** The duties of the officers shall be as follows:

**Chairman.**

1. The Chairman shall be charged with the administrative affairs of the Commission.
2. The Chairman shall preside over all meetings of the Commission.
3. The Chairman shall appoint committees of the Commission with the advice and consent of the Commission.
4. The Chairman shall attend all Township Board meetings to present the minutes of Commission meetings and to be available to the Township Board on Commission matters. If the Chairman cannot attend a Township Board meeting, another Commission member will be designated by the Chairman to attend in his/her place.

**Vice-Chairman**

1. The Vice-Chairman shall assume the duties of the Chairman during any absence of the Chairman.

**Secretary**

1. The Secretary shall record and keep on file the minutes of all Commission meetings.
2. The Secretary shall make the minutes of all Commission meetings available to the Chairman for use at the next town board meeting following any Commission meeting.
3. The Secretary shall prepare and receive correspondence for the Commission and maintain proper files and records.
4. The Secretary shall prepare an annual report to be sent to the Board of Supervisors of Florence Township as of the October meeting summarizing the activities of the Commission. A copy of such report shall be forwarded to the State Historic Preservation Commission.
5. The Secretary shall publish the date, time, and place of all Commission meetings in compliance with the Public Open Meeting laws.

**Treasurer**

1. The Treasurer shall pay all Commission approved bills and maintain an accurate accounting of all funds as may have been provided to the Commission.
2. The Treasurer shall maintain an accurate accounting of all donations of funds, goods, and or labor as may be provided to the Commission.
3. The Treasurer shall report regularly to the Commission.

**Section III.** Election of Officers

1. The officers of the Commission shall be elected at the annual meeting and serve until the next annual meeting.
2. The annual meeting shall be the scheduled May meeting of the Commission.
3. The officers shall be elected by a majority vote of the members of the Commission that are present.

**Section IV.** Quorum

1. At any meeting of the Florence Township Heritage Preservation Commission, a quorum shall consist of five (5) members of the Commission, based on a Commission size of nine (9) members including the Ex-Officio members.
2. No action shall be taken in the absence of a quorum except to adjourn the meeting.

## **Florence Township Heritage Preservation Commission Bylaws**

### **Section V. Voting.**

1. Each member of the Commission is entitled to cast one (1) vote. Voting shall be by voice.
2. In the event that any member of the Commission feels that he has a conflict of interest, he shall voluntarily excuse himself, vacate his seat, and refrain from discussing and voting on said item. The secretary shall then record in the minutes that no vote was cast by the member.
3. The affirmative vote of a majority of the members present and voting shall be necessary for the adoption of any resolution or other voting matter. Ex-Officio members are accorded the same privileges of debate including the right to vote as all other members of the Commission.

### **Section VI. Rules of Procedure**

1. All meetings of the Florence Township Heritage Preservation Commission shall be conducted in accordance with Robert's Rules of Order (Newly Revised).

### **Section VII. Committees**

1. The Commission may establish standing committees for a term of one year. After a term of one (1) year such committees may be re-established. The Commission may appoint ad hoc committees as needed to address various issues.

### **Section VIII. Attendance**

1. Any member of the Commission who will not be able to attend a scheduled meeting of the Commission shall notify the Secretary at the earliest possible opportunity. The Secretary will notify the Chairman if the projected absence will produce a lack of quorum.

### **Section IX. Vacancies**

1. Should vacancies occur among members of the Commission, immediate notice shall be given the Board of Supervisors of Florence Township. Should vacancy occur among the officers of the Commission, the office shall be filled at the next meeting of the Commission.

### **Section X. Ordinance Recognized**

1. The ordinance establishing the Florence Township Heritage Preservation Commission is hereby recognized and all provisions of said ordinance will be complied with.

### **Section XI. Meetings**

1. Regular meetings shall be on the third Tuesday of each month.
2. All meetings will be at the Florence Town Hall except when the Commission may adjourn to some area for the purpose of viewing said area.
3. All meetings shall be public meetings except in those instances where the Commission decides that a public hearing is indicated.
4. The Chairman may, at his/her discretion and by giving at least three (3) days notice call a special meeting of the Commission by notifying the members of the Commission and posting a notice at the Town Hall indicating the time of the meeting and the subject to be discussed.

### **Section XII. Bylaw Amendments**

## **Florence Township Heritage Preservation Commission Bylaws**

1. These bylaws may be amended at any regular meeting of the Florence Township Heritage Preservation Commission by a two-thirds (2/3) majority of the members provided that notice of such amendment is given to each member in writing at least three (3) days prior to said meeting.

### **Section XIII. Public Hearings**

1. Public Hearings may be held at the discretion of the Commission. If a subject brought before the Commission is deemed to be controversial, the Commission may decide to examine the subject at a Public Hearing rather than at its regular public meeting in which case the procedures outlined for public meetings must apply.