

**AUGUSTA - RICHMOND COUNTY HISTORIC PRESERVATION
COMMISSION**

BYLAWS

ARTICLE I: PURPOSE

SECTION 1: To establish a proper and uniform procedure for use in providing for the designation, and protection, and revitalization of historic properties and historic districts in Augusta-Richmond County, Georgia.

ARTICLE II: AUTHORITY

SECTION 1: The Augusta-Richmond County Historic Preservation Commission (hereafter the "Commission") shall be governed by the terms of the Augusta-Richmond County Historic Preservation Ordinance as contained in Section 7, Chapter 4 of the code for Augusta-Richmond County, Georgia, effective March 18, 1997.

ARTICLE III: JURISDICTION

SECTION 1: The Commission's jurisdiction shall include all areas found within the incorporated area of "The City of Augusta-Richmond County," Georgia, as delineated on a map on file with the Augusta-Richmond County Planning Commission.

ARTICLE IV: MEMBERS, OFFICERS, AND DUTIES

SECTION 1: General. The Commission shall consist of ten (10) members, each of whom shall represent one of the ten voting districts in the city. Each member shall be nominated by the City Commissioner representing the applicable voting district, and confirmed by the Augusta Commission. An additional two (2) at-large members shall be appointed by the Richmond County Legislative Delegation. All members shall be residents of the city.

To the extent available, at least five (5) members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archaeology, historic preservation or related disciplines. The remaining members may be nonprofessionals, but must have demonstrated special interest, experience or education

in regional history, historic architecture or the preservation of historic resources. The Commission may also include ex officio, nonvoting representatives of local historical and cultural organizations and the Augusta License and Inspection Department.

In the event that vacancies upon the Commission for any period of time remain unfilled, a Commission consisting of six (6) or more members may exercise all powers delegated to the Historic Preservation Commission until the vacancies are filled.

SECTION 2: Chair. A Chair shall be elected by the Commission from among its members for a one-year term. The Chair shall serve no more than two (2) consecutive terms.

- A) The Chair shall preside over the Commission and shall have the right to vote.
- B) The Chair shall decide all points of procedure, subject to these bylaws and the latest edition of Roberts Rules of Order, unless otherwise directed by the majority of the Commission in session at the time.
- C) The Chair shall appoint any committees found necessary to investigate any matters before the Commission.

SECTION 3: Vice Chair. A Vice Chair shall be elected by the Commission from among its members in the same manner as the Chair and shall be eligible for reelection.

- A) The Vice Chair shall serve as Acting Chair in the absence of the Chair or when that officer has to refrain from participation because of a conflict of interest and shall have the same powers and duties as the Chair.
- B) The Vice Chair shall have the right to vote.
- C) Upon the resignation or disqualification of the Chair, the Vice Chair shall assume the chairmanship for the remainder of the unexpired term. The Commission shall elect a new Vice Chair at its next regular meeting.

SECTION 4: Secretary. A staff member of the Augusta-Richmond County Planning Commission shall serve as secretary to the Commission, unless the Commission selects one of its own members to serve as secretary.

- A) The Secretary shall maintain the records and minutes of the Commission.

- B) The Secretary shall develop and maintain a docket outlining information concerning Certificate of Appropriateness.

SECTION 5: Elections. Election of the Commission officers shall be held during the regular meeting in December, with newly elected officers taking office in the following January.

- A) To be considered for office an applicant must have held a chair on the Commission for one calendar year after the first meeting attended.

SECTION 6: Terms of Appointment. Terms of Commission members shall be four (4) years from the date of appointment, except in the initial organization of the Commission. Members shall not receive a salary, although they may be reimbursed for expenses.

SECTION 7: Attendance at Meetings. Faithful and prompt attendance at all meetings of the Commission, and conscientious performance of the duties required of members, shall be a prerequisite to continuing membership on the Commission. Should a member fail to attend three (3) consecutive regular meetings of the Commission, and should there be no adequate excuse for such absences, the Chair, with the concurrence of a majority of the Commission, shall recommend to the Augusta Commission that a vacancy be declared and that the vacant position be filled in an expeditious manner.

SECTION 8: Applications Involving Members. At any time the Commission is to undertake any official action which will affect a monetary or other vested interest of a member of the Commission, that member shall reveal the existence of that interest to the Commission at the next meeting after the member becomes aware of the conflict of interest and shall abstain from voting on that matter. The ownership of property by a Commission member within a proposed historic district containing twenty-five or more separately owned parcels of property shall not be such an interest as to invoke the prohibitions of this section.

At any time the Commission reviews a project in which a member of the Commission has an ownership or other vested interest, that member shall be forbidden, as a Commission member, from voting or discussing the project, other than answering a direct question.

ARTICLE V: MEETINGS

- SECTION 1: Regular Meetings Regular meetings of the Commission shall be held on the fourth Thursday of each month at 5:30 P.M. in Room 802 of the Municipal Building, 530 Greene Street, Augusta, Georgia, or in any other designated meeting place, provided the location is specified in all notices required by law. If a regularly scheduled meeting occurs on a legal holiday, the Chair, with the concurrence of a majority of the Commission, may set an alternate date for the meeting. The Secretary shall have the responsibility of notifying the press of the date, time and location of meetings of the commission as required by the Georgia Open and Public Meetings Act. If a quorum is not present at a regular meeting of the Commission, a special meeting shall be held within 14 calendar days from such scheduled meeting.
- SECTION 2: Special Meetings Special meetings of the Commission may be called at any time by the Chair. At least forty-eight (48) hours notice of the time and place of special meetings shall be given to each member of the Commission and the Secretary. The Secretary shall have the responsibility of notifying the press and others as required by the Georgia Open and Public Meetings Act.
- SECTION 3: Cancellation of Meetings. Whenever there is no business for the Commission, the Chair may dispense with a regular meeting by giving notice to all members not less than twenty-four (24) hours prior to the time set for the meeting.
- SECTION 4: Adjourned Meetings. Should the business before the Commission not be completed, the Chair may adjourn the same from day-to-day until the matters before the Commission are completed.
- SECTION 5: Open Meetings. All meetings of the Commission shall be open to the public. However, members of the public shall not address the Commission unless invited to do so by the Chair.
- SECTION 6: Agenda. The agenda for each meeting shall be prepared by the Secretary at the direction of the Chair. the normal order of business at each meeting shall be: (1) Determination of Quorum, (2) Approval of Minutes of the Previous Meeting, (3) Certificates of Appropriateness, (4) Reports, (5) Old Business, (6) New Business, (7) Announcements, (8) Adjournment.
- SECTION 7: Quorum. A quorum shall consist of a majority of the members of the Commission.

SECTION 8: Decisions of the Commission. Decisions of the Commission shall be by majority vote of the members present and voting, a quorum being present. Decisions may be made by voice vote unless any member requests a roll call vote.

ARTICLE VI: STAFF

SECTION 1: The Commission shall be administered by the staff of the Augusta-Richmond County Planning Commission.

ARTICLE VII: AMENDMENTS

SECTION 1: These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of a majority of the Commission, provided that such amendment shall have first been presented to the membership in writing at a regular meeting preceding the meeting at which the vote is taken.