

**HISTORIC PRESERVATION COMMITTEE
BY-LAWS
(as amended July 7, 2014)**

Mission Statement

The Historic Preservation Committee works to preserve the rich and significant historical, cultural and architectural heritage of our Town for future generations.

Authority and Responsibility

- 1.1 The Historic Preservation Committee shall have the duties and responsibilities as prescribed below, or as modified or expanded at the discretion of the Town Board:
- To continue to preserve the historic heritage of the community;
 - To educate the community on the history of Cornelius and historic preservation;
 - To form new partnerships with other agencies/companies to enhance historic preservation and raise awareness of the program in the community;
 - To encourage the use of historic preservation as an economic tool.
 - To encourage the acquisition by purchase, gift, loan or discovery: photographs, maps, charts, documents, certificates, artifacts and other historical literature, data or objects for study and/or preservation.
 - To encourage exhaustive historic research to the end that an accurate and detailed permanent record shall be made of the various phases of the history of the Cornelius Township.
 - To safeguard and preserve all historical documents, relics, artifacts and records pertaining to Cornelius as presently or formerly constituted.
 - To encourage the preservation of historic buildings, objects and antiques throughout Cornelius.
 - To encourage in every way feasible to promote interests and pride in the history of the Town of Cornelius.
 - To work with and assist the Charlotte-Mecklenburg Historic Landmarks Commission in the performance of its duties in Cornelius pursuant to the Interlocal Agreement entered into July 7, 2014.

Membership

- 2.1 Each of the nine (9) members of the Historic Preservation Committee shall be appointed by the Town Board and shall serve for a staggered term of two years or until a successor is appointed and takes office. Members shall live, work or own a business within the Town of Cornelius Corporate Limits or ETJ or be an

interested party in the preservation of Cornelius' history. The initial new membership under these amended By-Laws will be made on this date, July 7, 2014.

- 2.2 Faithful and prompt attendance at all Committee meetings and conscientious performance of the duties required of members shall be a prerequisite to continuing membership on the Committee. If a member is absent without excuse for three consecutive regular meetings or fails to attend at least seventy-five percent (75%) of the regular meetings within a twelve-month period, the Chair with the concurrence of a majority of the Committee, shall recommend to the Town Board that a vacancy be declared and that the vacated position be filled.

Election of Officers

- 3.1 The Chair will be appointed by the Board of Commissioners and a Vice-Chair shall be elected by the Historic Preservation Committee members. The Chair shall be appointed for a one (1) year term, and may be re-appointed for successive terms.
- 3.2 The Chair shall preside over all meetings of the Historic Preservation Committee, appoint all standing and temporary Committees, and have all the duties normally conferred on such an office. The Vice-Chair shall serve as temporary Chair in the absence of the Chair.
- 3.3 The Planning Director or designee shall serve as Secretary to the Historic Preservation Committee. The Secretary shall, with the concurrence of the Chair, prepare the agenda for all meetings, provide appropriate public notice of meetings, attend to correspondence and perform such other duties as necessary.

Meetings

- 4.1 Regular meetings of the Historic Preservation Committee shall be held each month, as necessary, at a time agreed upon by the membership. Each member shall be notified by electronic mail of each regular meeting by the Secretary.
- 4.2 Special meetings may be called by the Chair provided that a notice of the time and location of each such meeting shall be given to all members by the Secretary.
- 4.3 All meetings of the Historic Preservation Committee shall be open to the public.
- 4.4 A majority of the sitting members shall constitute a quorum. A quorum shall be present before any business is transacted.

- 4.5 The business of the Committee shall be coordinated and facilitated by the Planning Director or designee. The Historic Preservation Committee shall operate according to Robert's Rules of Order to the extent not contrary to these Bylaws.

Records

- 5.1 The Historic Preservation Committee shall keep written summary of its discussions and recommendations. Said summaries shall be public and maintained in the files of the Planning Department of the Town of Cornelius. The Committee shall provide periodic reports and updates to the Town Board.

Action by Committee

- 6.1 All authorized actions of the Historic Preservation Committee shall have been put before the Historic Preservation Committee members in the form of a motion, duly seconded, and voted upon by all members present before a quorum.
- 6.2 Voting shall be done by a show of hands.

Adoption and Amendment

- 7.1 Historic Preservation Committee Bylaws shall be adopted by a majority vote of the Town Board of Commissioners.
- 7.2 Historic Preservation Committee Bylaws may be amended from time to time by majority vote of the Town Board of Commissioners at a duly constituted regular meeting, provided that such proposed amendment shall have been first submitted to all Town Board members in writing prior to the meeting at which the vote is taken.

Adopted this 7th day of July, 2014.

SEAL


Charles L. Travis, III
Mayor

ATTEST:



Lori A. Harrell, Town Clerk

APPROVED AS TO FORM:



William L. Brown, Town Attorney