

# JEFFERSON COUNTY HISTORICAL COMMISSION

## BYLAWS

Revised August 2002

### ARTICLE ONE - NAME

The name of this Commission shall be the Jefferson County Historical Commission.

### ARTICLE TWO - AUTHORITY

#### Section 1: Formation

This Commission was formed by Resolution #CC74-110 which was adopted by unanimous vote of the Board of County Commissioners of Jefferson County, Colorado, on July 22, 1974.

#### Section 2: Scope of Authority

This Commission shall exercise the powers authorized by the Board of County Commissioners, Colorado Revised Statutes and these Bylaws.

### ARTICLE THREE - PURPOSE

The business and purpose of this Commission shall be to bring together those people interested in history, and especially in the history of Jefferson County. Understanding the history of this community is basic to the County, State and Union, and promotes a better appreciation of American heritage. Additional purposes of the Commission shall include:

- A. Coordinating the historical activities of the County of Jefferson and acting as a liaison with national, state and local historical organizations.
- B. Disseminating historical information and arousing interest in Jefferson County's past by publishing historical material.
- C. Promoting and supporting various historical and educational programs.
- D. Identifying, researching and actively participating in the preservation of historical sites within Jefferson County.
  1. Preparing and disseminating information on matters of historical

significance within Jefferson County.

2. Assisting the appropriate governmental entities in developing procedures or guidelines for identifying and/or designating and preserving official historical sites in Jefferson County.
  3. Assisting the public with the identification, designation and preservation of historical sites in Jefferson County.
- E. Participating in various organizational grant programs which provide financial assistance for the preservation of historical sites, or other historical programs.

#### ARTICLE FOUR - MEMBERSHIP

##### Section 1: Regular members

The voting membership of this Commission shall be composed of six (6) regular members from each of the three County Commissioner Districts (a total of eighteen) and five (5) county-wide (at large) members.

##### Section 2: Advisory Board Members

Former members may wish to continue to participate without the requirements or obligations of regular membership and receive this designation from the Jefferson County Historical Commission. The Executive Committee shall have the authority to appoint members to the Advisory Board. This will be a non-voting and non-office-holding category. Advisory members may serve on committees.

##### Section 3: Appointment to the Commission

Appointments to the Historical Commission shall be made by the Board of County Commissioners per Jefferson County Policies and Procedures.

##### Section 4: Term of Appointment

Each member shall serve until his or her membership is revoked by the Board of County Commissioners; or by written resignation; or by the Historical Commission because of three consecutive unexcused absences by a Commission member.

- A. After a one year absence, a former member may reapply for membership.

##### Section 5: Attendance

An absence from a regular meeting can be excused by the Commission Chair or Vice Chair or by leaving a message in the office of the Archives and Record Management Director. All members shall participate at every regular monthly meeting as well as actively serve on

committees. Any regular member who has three (3) consecutive unexcused absences shall be removed from the Commission; and any member of the Executive Committee who has two (2) consecutive unexcused absences shall be removed from the Commission. Notice of such removal shall be sent by the Recording Secretary to such member and to the Board of County Commissioners.

Section 6: Vacancy

Vacancies shall be filled by appointment by the Board of County Commissioners.

The Jefferson County Historical Commission Executive Committee shall review the applications for appointment received and make recommendations to the Board of County Commissioners for vacancies that occur.

## ARTICLE FIVE - MEETINGS

Section 1: Regular

Regular meetings of the Commission shall be held monthly at the County Administration Building. All meetings shall be in compliance with Jefferson County Policies and Procedures Manual.

Section 2: Quorum

More than fifty percent of the currently appointed regular membership shall constitute a quorum. A majority of those present and voting shall rule.

Section 3: Special Meetings

Special meetings may be called by the Chair or, at the request of five (5) members of the Commission to the Recording Secretary. Seven (7) days' notice shall be given in writing or by telephone of such meeting and its purpose.

## ARTICLE SIX - OFFICERS - ELECTION

The officers of this Commission shall be a Chair, a Vice Chair, a Recording Secretary, a Treasurer, and a Corresponding Secretary.

Section 1: Chair

The Chair shall preside at all meetings of the Commission and shall perform such other duties as ordinarily pertain to the office. The Chair shall appoint committee chairpersons and committee members with approval of the Executive Committee and may appoint a Parliamentarian. The Chair shall have authority to appoint special committee chairmen and/or liaisons. The Chair shall be an ex-officio member of all committees except the

Nominating Committee. The Chair shall submit the agenda for distribution to the Archives and Records Management secretary at least ten (10) days before the regularly scheduled meeting. The Chair or the Executive Committee must authorize signatures on correspondence not previously approved at a regular Commission meeting. The Chair must sign all important documents, including letters of endorsement and policy.

#### Section 2: Vice Chair

In the Chair's absence or inability to act, the Vice Chair shall act in his/her place.

The Vice Chair shall be responsible for administrative responsibilities as may be designated by the Chair. The Vice Chair shall be an ex-officio member of all committees except the Nominating Committee.

#### Section 3: Recording Secretary

- A. The Recording Secretary shall keep minutes of all meetings of the Commission; shall be the custodian of all secretarial records; and shall perform such duties as ordinarily pertain to this office.
- B. The Recording Secretary shall provide the Procedures and Bylaws Committee with copies of motions affecting policy.
- C. The Recording Secretary shall submit to the Archives and Records Management secretary minutes of all regular meetings to be mailed, with the agenda, to all members at least ten (10) days prior to the meeting.
- D. The Recording Secretary shall keep an annual log of members' monthly attendance and of all volunteer hours and miles driven on behalf of the Commission.
  - 1. The Recording Secretary shall send notices of vacancies to the Board of County Commissioners.

#### Section 4: Treasurer

The Treasurer shall be Chair of the Budget and Finance Committee and shall work with the Archives and Records Management Director in preparation of the budget. The Treasurer shall make a monthly report in writing to the Commission.

#### Section 5: Corresponding Secretary

The Corresponding Secretary shall have charge of the general correspondence of the Commission and shall make a monthly report to the Commission. Copies of all correspondence shall be given to the Recording Secretary.

#### Section 6: Election of Officers

In September of each year, the Chair shall appoint a Nominating Committee of three (3) members to submit a slate of officers at the October meeting. Additional nominations may be made from the floor, with prior acceptance by the nominee. The election shall take place at the November meeting. Officers shall be installed at the close of the December meeting and shall serve until their successors have been duly elected and installed the following year.

Section 7: Term of Office

Officers shall hold office for a one (1) year term, and no officer shall serve more than two (2) successive years in the same office.

Section 8: Officer Vacancies

Should a vacancy occur in any office, the Nominating Committee shall submit a recommendation to be voted on at the next regular meeting. Notice of such election shall be given at least five (5) days in advance of the meeting by the Chair or Vice Chair.

Section 9: Indebtedness and Expenditures

No officer or member of the Commission shall incur or contract any indebtedness without prior approval by the Jefferson County Historical Commission.

ARTICLE SEVEN - EXECUTIVE COMMITTEE

- A. This committee shall be comprised of the elected officers.
- B. This committee has the authority to transact any required business in the interim between meetings and shall make a full report of such activity at the next regular meeting.
- C. This committee shall meet as needed to suggest goals, policy and direction and to evaluate progress of the appointed committees.
- D. This committee shall be responsible for acquainting new members with the activities of the Commission.
- E. The Chair's committee appointments require approval by the Executive Committee.
- F. This committee shall review and make recommendations to the County Commissioners on applications for membership to the Historical Commission.
- G. This committee shall appoint members to the Advisory Board.
- H. This committee (or the Chair) must authorize signatures on correspondence not previously approved at a regular Commission meeting.

## ARTICLE EIGHT - APPOINTED COMMITTEES

- A. Committees shall be created or changed, and their membership appointed, by the Chair with the approval of the Executive Committee.
- B. Committee appointments shall be made by January of each year for a one-year term.
- C. The Chair shall determine the number of members assigned to each committee.
- D. Each member shall serve on at least one (1) committee.
- E. Temporary appointments can be made throughout the year to any committee by the Chair, with the approval of the Executive Committee, when circumstances require.
- F. Minutes of all committee meetings should be kept, and copies should be forwarded to the Recording Secretary each month.
- G. Each committee may also be responsible for such other duties as may be assigned to it by the Chair.
- H. Each Committee Chair shall provide a written report of the year's activities at year end to the Recording Secretary.
- I. Special committees or liaisons may be created as the need arises to carry out specific responsibilities. These special committees or liaisons shall function until the need for which each was created has ceased to exist, then the committee shall be dissolved or the liaison will no longer serve.

### Section 1: Budget and Finance Committee

- A. This committee shall obtain projected expenses from all other committees no later than June and shall assist the Treasurer in preparing the Commission's annual budget request to the County Commissioners.
- B. This committee shall work with the Archives and Records Management Director in the preparation of the requested budget.

### Section 2: Education Committee

- A. This committee shall be responsible for all education programs sponsored by the Commission, including displays and scheduling of volunteers at historical events.
- B. This committee shall be responsible for arranging historical tours or field trips for the Commission.

- C. This committee shall be responsible for development of all public education programs.
- D. This committee shall be responsible for a Speaker's Bureau.
- E. The chairman of this committee shall serve on the Historic Preservation Committee.
- F. The chairman of the Historic Preservation Committee shall serve on this committee.

Section 3: Grants Committee

- A. This committee shall be responsible for publicizing deadline dates and clarifying grant applications.
- B. This committee shall review the Colorado State Historical Fund grant requests and submit them to the Board of County Commissioners.
- C. This committee shall assist other committees of the Historical Commission in preparing or reviewing grant applications on behalf of the Historical Commission.
- D. No Commission member shall charge any grant applicant for assistance.
- E. The Grants Committee chairman shall serve on the Historic Preservation Committee.

Section 4: Hall of Fame Committee

- A. This committee shall be responsible for coordinating, publicizing, planning and hosting the annual Hall of Fame event in November, including the acquisition and presentation of awards. These awards honor one living and one deceased person who have contributed notably to the history of Jefferson County.
- B. This committee shall coordinate activities with the Publication and Writers' Award Committees.
- C. This committee shall be responsible for the historical and photographic display of Hall of Fame recipients.
- D. This committee shall be responsible for recognizing national and state historic sites in Jefferson County that have been officially designated.
- E. Current regular Historical Commission members shall not be eligible for nomination to the Hall of Fame.

Section 5: Historic Preservation Committee

- A. This committee shall be responsible for overseeing historic resources in

unincorporated Jefferson County and for promoting community awareness on the importance of recording and preserving these resources.

1. This responsibility shall be carried out in conjunction with appropriate staff of the Department of Planning and Zoning and in coordination with other relevant County entities.
  2. Promotion of community awareness and historic preservation activities shall be done in coordination with the Education, Grants, and History Committees and other Commission committees as appropriate.
- B. This committee shall be responsible for maintaining the inventory and shall continue to locate historically significant sites in unincorporated Jefferson County.
1. This inventory shall be made available to the public through appropriate entities in the County and to the State Historical Society, with a copy to the JCHC Recording Secretary.
- C. This committee shall assist in the development and enactment of a Historic Preservation Regulation.
- D. Chairmen of the following Commission committees shall be members of this committee: Education, Grants, and History.
- E. This committee shall assist the History Committee with historic preservation activities.

#### Section 6: History Committee

- A. This committee shall be responsible for collecting and inventorying all the activities, records and historical artifacts of the Commission in conjunction with the Archives and Records Management Department, including keeping the web site current.
- B. This committee, in conjunction with the Historic Preservation Committee, shall promote or coordinate annual historic preservation activities with other organizations in Jefferson County and perform such other duties as may be assigned by the Chair.
- C. This committee shall maintain contact with all Jefferson County historical organizations.
- D. The chairman of this committee shall serve as a member of the Historic Preservation Committee.

#### Section 7: Nominating Committee

The Nominating Committee appointed each September shall serve for one year and shall be responsible for nominating replacements for any officer vacancy occurring during that year.

Section 8: Procedures and Bylaws Committee

This committee shall be responsible for Bylaws' amendments, revisions, standing rules and updating of the policy manual. This committee shall receive copies of approved motions affecting policy from the Recording Secretary.

Section 9: Publication Committee

- A. This committee shall be responsible for publishing *Historically Jeffco* at least once each year, and for collecting manuscripts and other historical source material for possible inclusion in said publication.
  - 1. The Editor shall be appointed by the Executive Committee and shall serve as a member of the Publication Committee.
  - 2. Winning Writers' Award entries may be published in *Historically Jeffco*.
  - 3. Commission members may submit material for *Historically Jeffco*.
- B. This committee shall coordinate activities with the Hall of Fame Committee and the Writers' Award Committee.

Section 10: Publication Distribution Committee

- A. This committee shall be responsible for distribution of publications that are distributed to the general public by the Commission.
- B. This committee shall be responsible for forwarding any money received from such publications to the County.

Section 11: Writers' Award Committee

- A. This committee shall be responsible for the annual Writers' Award Contest including:
  - 1. Writing the contest rules.
  - 2. The appointment of judges to select the most significant submissions as defined by the contest rules.
  - 3. Preparing the judges evaluation sheet for use by the judges.
- B. This committee shall coordinate activities with the Hall of Fame Committee and the Publication Committee.

- C. Selected writers shall be recognized at the annual Hall of Fame event. The judges' decisions shall be final.
- D. Historical Commission members may not enter the Writers' Award Contest.

ARTICLE NINE - ORDER OF BUSINESS

The rules contained in Robert's Rules of Order, newly revised, shall govern the proceedings of the Jefferson County Historical Commission except in such cases as they are in conflict with these Bylaws or with County Policies and Procedures.

ARTICLE TEN - AMENDMENT TO THE BYLAWS

- A. These Bylaws may be amended at any regular meeting by a two-thirds vote of regular members present, provided written notice shall have been mailed to each member with the minutes of the previous meeting or by personal distribution at least five (5) days before the meeting.
- B. The Bylaws may be amended at a special meeting called for that purpose, if written notice and a copy of the proposed amendments are given to all members five (5) days or more prior to the special meeting.

Adopted at the, August 5, 2002 regular meeting of the Jefferson County Historical Commission.

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CHAIR

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RECORDING SECRETARY