

THE BURNET HISTORICAL BOARD BY-LAWS

ARTICLE I: NAME

The name of this body shall be "The City of Burnet Historical Board" as dictated by the passing of Ordinance 2003-07 by the City Council of the City of Burnet on the 22nd day of April, 2003.

ARTICLE II: PURPOSE and POLICY

Section 1. The purpose of the City of Burnet Historical Board shall be to uphold Ordinance 2003-07 in the most effective and lawful manner, which will:

- (a) Protect and enhance the landmarks and districts which represent distinctive elements of Burnet's historic, architectural and cultural heritage;
- (b) Foster civic pride in the accomplishments of the past;
- (c) Protect and enhance the City of Burnet's attractiveness to visitors and the support and stimulus to the economy there-by provided;
- (d) Insure the harmonious, orderly and efficient growth and development of the city;
- (e) Promote economic prosperity and welfare of the community by encouraging the most appropriate use of such property within the city;
- (f) Encourage stabilization, restoration, and improvements of such properties and their values.

ARTICLE III: DUTIES

Section 1: MEETINGS

- (a) Meetings shall be held in conformance with the Texas Open Meetings Act, Texas Civil Statutes, Article #6252-7;
- (b) The Historical Board shall meet at least monthly. Parliamentary procedure shall be according to Roberts Rules of Order;
- (c) If business is at hand, special meetings may be called at any time by the Chairman or Vice-Chairman, or on the request of any two board members;
- (d) A quorum shall be required for transaction of business at any meeting. Decisions will be made by majority vote of the members present.

Section 2: RESPONSIBILITY

- (a) The Board shall be empowered to carry out sections 6 through 17 of the City of Burnet Historical Ordinance #2003-07;
- (b) Should a conflict of interest arise with a member of the Board, the member shall abstain from voting on the issue and a record of the vote will be reflected in the minutes.

Section 3: REPORTS

- (a) The Board shall submit an annual report of it's activities and expenses to the City Council;

(b) The Board shall submit an annual proposed budget to the City Council.

ARTICLE IV: FUNDING

Section 1: Budget; The City of Burnet may provide funding to the Board as approved by the City Council.

Section 2: Gifts/Donations; The Board may accept, on behalf of the City Council of Burnet, the donation of preservation easements and development rights as well as any other gift of value for the purpose of historic preservation, subject to the approval of the City Council.

Section 3: Grants; The Board may seek the utilization of state or private funds to promote the preservation of, historic landmarks and historic districts within the city, subject to the approval of the City Council.

ARTICLE V: MEMBERS

Section 1: The City of Burnet City Council shall appoint five members to serve on the Historical Board. The Board shall consist of three members at large and two members of the Burnet Historical Commission. Board members shall be citizens of the City of Burnet. All Board members, regardless of background, shall have a known and demonstrated interest, competence, or knowledge in historic preservation within the City of Burnet.

- (a) Term of office shall be two years duration;
- (b) At large members shall serve no more than two, two-year terms. Terms shall be staggered as to provide for two at large members to be replaced in even numbered years and one at large member to be replaced in odd numbered years.
- (c) In the event a Board member leaves prior to the expiration of his/her term, the City Council shall appoint a board member to fill the remainder of the term.
- (d) Resignation from the Board may be accepted after a letter of resignation has been read into the official minutes by either the Chairman or the Secretary and forwarded to the City Council.

Section 2: OFFICERS of the HISTORICAL BOARD

- (a) The Chairman, Vice-Chairman and Secretary shall be elected annually by the members of the Board. Nominations may be made by any member of the Board, with the consent of the nominee. A majority vote of those present shall constitute election;
- (b) Committee Chairmen and members shall be appointed by the Board Chairman or in his absence, the Vice-Chairman;
- (c) An officer may resign his/her office while not necessarily resigning membership on the Board by submitting a letter of resignation to the Board, which shall be read into the minutes and forwarded to the City Council. The vacancy may be filled for the remainder of the term by moving up the order of officers and/or electing a substitute at any regular meeting following the resignation.

Section 3: OFFICERS DUTIES

- (a) The Chairman shall be the Executive Officer for the Board. He/she shall call all meetings and preside at those meetings; appoint committees, task forces, and chairmen; report to the Code Enforcement Office, Planning and Zoning Commission and/or the City Council as needed to do the business of the Board; serve on all Board committees as requested and deemed appropriate; perform other such duties as may pertain to the office. The Chairman shall submit an annual activity and progress report to the City Council. He/she shall present an annual proposed budget to the City Council.
- (b) The Vice-Chairman shall preside at all meetings in the case of the absence of the Chairman; He/she shall possess all of the duties and responsibilities of the Chairman in the event of prolonged illness, absence, resignation or death of the Chairman.
- (c) The Secretary shall record the minutes of all the meetings; assist the Chairman in arrangement and notification of meetings; attend to all necessary correspondence and reports; co-sign with the Chairman, any contracts or instruments designated by the Board as pertaining to the business of the Board; perform any other duties normally pertaining to the office as requested by the Board.
- (d) Committee Chairmen shall lead their committee members in the execution of those tasks assigned to them by the Chairman, as they pertain to the business of the Board.

ARTICLE VI: AMENDMENTS

These by-laws may be amended by a majority vote of the Historical Board and the ratification of the City Council, The amendments shall be submitted in writing at two consecutive meetings of the Board, with a vote taken at the second meeting.

These by-laws are hereby adopted by the Burnet Historical Board members.

Date: October 16, 2003

Chairman: Carole Goble

Secretary: Ann Riddell

Approved by the City Council. Date: November 10, 2003

Signed//Mayor Dennis L. Kincheloe

Signed//City Secretary Crista Goble