

Bylaw Changes

MONTAGUE COUNTY HISTORICAL COMMISSION

BY-LAWS

AMENDED 5-17-2017

ARTICLE I

NAME

The name of the organization is the Montague County Historical Commission, hereafter referred to as "Commission" and hereby confirmed to assume its duties and responsibilities in accordance with the Texas Local Government Code, Chapter 318.

ARTICLE II

DURATION

The commission shall be perpetual until dissolved as provided by law.

ARTICLE III

Purpose

To initiate and conduct programs suggested by Montague County Commissioners Court and the Texas Historical Commission for the preservation of the historical heritage of Montague County people, places and significant events.

To preserve, protect and promote country history; conduct continuing programs of historical marker recommendations and placements in accordance with requirements of the Texas Historical Commission.

To encourage public awareness of historic preservation and to plan for the preservation of Montague County's historic and cultural resources and to foster history appreciation.

To cooperate with other related and civic organizations in achieving goals of mutual interest.

ARTICLE IV

Commission Members

1. **Eligibility:** Any person of the age of eighteen (18) or older who has a demonstrated interest in the County's history and preservation of such history may serve on the Commission.
2. **Nominations:** Amended 5-17-2017. To muster candidates for the next term, in June of even years, the secretary shall submit the Membership Questionnaire (see Appendix A) to all commission members to be returned by the August meeting.

At this August meeting the commission members shall, select a membership committee of at least three (3) but not more than five (5) members.

Using but limited to the tabulated results of the questionnaires, the membership committee shall submit no more than fifteen (15) names and no less than nine (9) names who, when approved by the Montague County Commissioner's Court, shall serve as the Montague County Historical Commission. The nominees should demographically represent Montague County if possible.

As required to maintain a full commission, the membership committee shall, as vacancies require, select a candidates from the list of persons nominated by members to fill such vacancy and interview each person selected to determine willingness to serve. The committee shall finish the above selection process by the November meeting.

The membership committee shall submit the names of members who agree to serve as Chairperson to the Commission members for a vote at the November meeting. In the event that there is a tie for any

seat or office, the decision shall be made by repeating the vote until someone receives a majority vote for election.

3. **Appointments:** The Commission shall be composed of at least nine (9) members up to fifteen (15) members to be appointed in the month of January in odd numbered years by the Montague County Commissioners' Court.
4. **Terms:** Members shall be appointed for a term of two (2) years. There are no term limits in regard to membership as the members may be appointed and re-appointed as long as a person is willing to serve the Commission.
5. **Resignation:** Any member may resign by submitting a written resignation to the Chairperson, who shall inform the County Commissioners' Court of such resignation in the first meeting of the court following the resignation. The Commissioner's Court shall fill any unexpired term, should membership drop below the nine (9) required. Appointees shall serve until the next regular appointment date.
6. **Removal from the Commission:** Amended 5-17-2017. Commission members may be removed from the Commission if they fail to attend 8 regular meetings and do not participate in 2 special events sponsored by the commission annually without a valid reason.

If a member is going to be absent from a regular meeting they must notify an officer, if possible, or another commission member of the absence and give reason for the absence to help to ensure that there is a quorum. (Amended 5-17-2017).

If a member has exceeded the allotted number of absences and reason for absences is determine not valid, then by majority vote, the Commission may remove that member. The Chairman shall upon

such vote notify in writing the member who has been removed and in writing notify the Commissioner's Court.

7. **Member Emeritus** status is available to members who have made significant contributions to Montague County Historical Commission and who are unable for any reason to continue as active members. Nominations can be considered at any meeting and will be approved by a two-thirds vote of the Historical Commission's members present. Member Emeritus do not have voting privileges.

ARTICLE V

Meetings Amended 5-17-2017

1. The Commission shall meet as often as deemed necessary and at least eight (8) times each year.
2. ***A quorum shall require 50% of the membership plus one member.***
3. The Chairperson or at least two (2) members of the Commission may call meetings.
4. *Business at meeting shall be conducted pursuant to Roberts Rules of Order.*
5. Notification of meeting's starting time, place, date, and agenda shall be made by mail, email, phone, or fax according to designation made by each member and shall be deemed made when sent.
6. All meetings shall be open to the public and notices shall be posted as required for "Open Meetings".

2. **Chairperson:** it is the duty of the Chairperson to preside over all Commission meetings, sign all documents related to the commission, approve vouchers for the County Auditor to disburse Commission's funds, appoint committees or appoint committee chairpersons with the authority to enlist committee members, and generally represent the Commission in public functions, dedications and any event that promotes the general welfare of the Commission. The Chairperson and the secretary are jointly responsible for posting meeting agenda. (Amended 5-17-2017)
3. **Vice Chairperson:** The Vice Chairperson shall serve in the absences of the chairperson. The Vice Chairperson shall be curator of the Historical Commission's collections.
4. **Secretary:** The Secretary's responsibility is to record the minutes of the Commission's meetings, maintain the minutes for public review, give reports to the Commission, assist with all correspondence and other related duties. ***The Secretary will notify the Chair of absences and assist with posting the agenda.*** (Amended 5-17-2017)
5. **Treasurer:** The Treasurer shall make financial reports to the Commission and file and maintain financial records of the Commission, shall work directly with the County Auditor and County Treasurer in maintain such records.
6. **Removal of officers:** If the Commission deems an officer elected by the Commission is not fulfilling the obligations of that office, then the Commission may remove that officer with a two-thirds (2/3) majority vote. A motion to remove an officer must be made at one meeting and placed on the agenda for the next regular meeting.
7. **Vacancies:** A vacancy in an office elected by the Commission shall be filled as in paragraph 1 of Article IX, except that the election shall be placed on the agenda for the next regular meeting.

8. **Terms:** There is no term limit to the officers of the Commission with the exception of Chairperson. The Chairperson may only serve two (2) consecutive terms. (Amended 5-17-2017)

ARTICLE IX

Amendments

1. A motion to start the amendment process may be place on the agenda for any meeting. If approved by majority vote, the chairperson shall appoint a committee to draft the amendment.
2. The committee shall submit the final draft to the whole Commission at a regular meeting and place the amendment on the agenda for the next regular meeting.
3. The Commission by two-thirds (2/3) majority vote may then approve the amendment and submit it to the Commissioner's Court.
4. Final approval of any amendment is by the Commissioners' Court.

ARTICLE X

Non Profit Status

The Commission operates as a non-profit organization by virtue of its being an arm of the county government, as such is not subject to sales tax on purchases of supplies and services to the Commission. Sale of any merchandise sponsored by the Commission shall be subject to collection of state and local sales tax and be remitted to the proper agency.

Adopted on this _____ day of _____, 2017.

Signed _____

