

HISTORICAL COMMISSION

§ 156.440 PURPOSE.

The stated purposes of this section shall be the creation of a Town Historical Commission, whose responsibilities shall include:

(A) To preserve, protect, and promote the integrity of properties significant in local history, architecture, archaeology, engineering, economics, transportation, and culture; and

(B) To initiate, encourage, and maintain local historical preservation efforts in coordination with community desires and the town's land use Comprehensive Plan.

(Ord. 13016, passed 4-9-13)

§ 156.441 ORGANIZATION.

(A) *Creation.*

(1) The Town Historical Commission was created on January 10, 1989, and is composed of seven members, appointed by the Mayor and Town Council, whose purpose shall be to promote local history and historical areas through educational programs and activities.

(2) It is the declared policy of Town Council that it will consider and approve only those persons who:

(a) Are residents of the town and have been so for a period of at least one year prior to the appointment; and

(b) Have demonstrated their general knowledge of the community and concern for the welfare of the total community and its citizens.

(B) *Term of office.*

(1) At the time of the creation of the Commission, members first to serve shall be appointed specific seats with staggered terms.

(2) The initial seat numbers shall be one through seven.

(a) The initial members were those individuals who were serving on the former Historical Commission at the time of the creation of this Commission pursuant to the Comprehensive Planning Act of 1994.

(b) The initial terms of the members first to serve were for the period of time that would have been required to complete their previously existing term on the former Historical Commission.

(3) After the initial term of office, specific seat assignments shall continue, and the term of office for all seats on the Commission shall be four years.

(4) All terms hereunder, including the initial terms, shall, however, continue until a successor is approved of and appointed by Town Council.

(5) The Council shall act promptly upon the expiration of a term to make appointments as soon as may be reasonably accomplished.

(6) The initial term at the creation of the Commission hereunder shall constitute a full term.

(7) Commission members may be appointed to succeed themselves for a maximum total of two successive terms.

(8) Any service on the former Historical Commission prior to the creation of this Commission shall be included in determining eligibility for future service.

(9) While serving on the Commission, none of the members shall hold any other public office or position in the municipality or county.

(C) *Vacancy, absence, and removal.*

(1) A vacancy in a term of office shall occur whenever it is found that a member has resigned, is unable to serve for whatever reason, or is removed for cause by the Mayor and Town Council.

(2) Neglect of duty, three unexcused absences per year, no longer being a resident of the town, or misconduct in office shall constitute just cause.

(a) Attendance at less than 75% of called meetings on an annual basis (calendar year), and/or more than one unexcused absence per year shall constitute just cause for removal.

(b) Excused and unexcused absences are to be determined by the Chairperson or, in his or her absence, the acting Chairperson, and are to be stated on the record at each meeting.

1. **EXCUSED ABSENCES** are generally defined as medical or family emergencies or unavoidable business/personal conflicts.

2. Each member is responsible for notifying the Chairperson or the appropriate staff at least two full working days prior to the meeting, if he or she will not be in attendance.

3. The member shall also state a reason for the anticipated absence.

4. Emergency situations that arise within this 48-hour period can be considered excused by the Chairperson.

(3) If removal for cause, except due to attendance, appears imminent, the Chairperson shall contact the member and ascertain whether removal should be considered by the Mayor and Town Council. The Chairperson shall then make a recommendation to Council, prior to Council action on the matter.

(4) If removal for cause due to attendance appears imminent, the staff person appointed to represent the Commission shall contact the Planning Director, who shall report the information to the Town Administrator. The Town Administrator shall then report the information to Council for its consideration on the matter.

(5) Any vacancy in the membership shall be filled for the unexpired term, as soon as may reasonably be accomplished by the Mayor and Town Council, in the same manner as the original appointment.

(6) Service pursuant to an appointment in this regard shall constitute one full term.

(D) *Chairperson; Secretary; rules of procedure.*

(1) The Commission shall organize itself, electing by secret ballot and majority vote a Chairperson from among its members.

(a) The election shall be held at the first meeting in the creation year of the Commission, and at the first meeting of each calendar year thereafter.

(b) In the creation year, the term of office of the Chairperson shall be from the date on the vote until the end of that calendar year, and thereafter for a period of one year.

(c) If a vacancy occurs in an office prior to the expiration of the full term, another election to fill the remainder of the term of office shall be conducted at the first meeting thereafter.

(d) The election procedures stated herein shall be followed in filling an unexpired term of office.

(2) A staff member of the town shall serve as Secretary of the Commission.

(3) The Commission shall adopt rules of procedure at the first meeting in the creation year, and at the first meeting of each calendar year thereafter.

(a) The Commission shall keep minutes of its proceedings, showing the vote of each member upon each question.

(b) *Robert's Rules of Order* shall govern the conduct of meetings except as otherwise provided by the Commission.

(E) *Meetings and quorums.*

(1) Four members of the Commission shall constitute a quorum for conducting business.

(2) Meetings of the Commission must be held at the call of the Chairperson, and at such other times as the Commission may determine.

(3) Public notice of all meetings of this Commission shall be accomplished.

(4) All meetings shall be open to the public.

(5) Members of the Commission shall:

(a) Regularly attend meetings; and

(b) Serve without compensation, except for reimbursement for authorized expenses attendant to the performance of their duties.

(6) Absences by members shall be declared excused or unexcused at each meeting by the Chairperson or, in his or her absence, the acting Chairperson.

('81, § 155.66(A)) (Am. Ord. passed 1-10-89; Am. Ord. passed 12-11-90; Am. Ord. passed 6-9-92; Am. Ord. passed 1-12-93; Am. Ord. 99012, passed 4-21-99; Am. Ord. 2024, passed 6-11-02; Am. Ord. 05005, passed 2-8-05; Am. Ord. 09053, passed 8-12-09; Am. Ord. 11083, passed 1-10-12; Am. Ord. 13003, passed 2-12-13; Am. Ord. 13016, passed 4-9-13)

§ 156.442 DUTIES AND POWERS.

In order that the stated purpose of this section may be realized, the following duties and powers are assigned to the Commission:

(A) *Official map.* To prepare and maintain revisions of an official map, locating the position of historical and cultural sites within the town.

(B) *Public educational programs and promotion of historical areas.* To promote local history and the use and enjoyment of historical areas through lectures, exhibits, publications, special events and programs.

(C) *Historical marker program.* To promote local sites, events, and persons through the historical marker program.

(D) *Mount Pleasant special collection.* To establish a special collection for the purpose of collecting, cataloging, and preserving information about the history of the town and its residents.

(E) *History-related tourism.* To provide advice, recommendations, and assistance to the Office of Community Development & Tourism regarding history-related tourism.

('81 Code, § 155.66(B)) (Am. Ord. passed 1-10-89; Am. Ord. passed 12-11-90; Am. Ord. passed 6-9-92; Am. Ord. passed 1-12-93; Am. Ord. 99012, passed 4-21-99; Am. Ord. 02024, passed 6-11-02; Am. Ord. 11083, passed 1-10-12; Am. Ord. 13016, passed 4-9-13)

§ 156.443 JURISDICTION.

The Commission's jurisdiction applies to all real property within the municipal limits of the town, including all future annexations.

('81 Code, § 155.68) (Am. Ord. passed 1-10-89; Am. Ord. 02024, passed 6-11-02; Am. Ord. 11083, passed 1-10-12; Am. Ord. 13016, passed 4-9-13)