

BURNET COUNTY HISTORICAL COMMISSION
BYLAWS

ARTICLE I: NAME

The name of this organization shall be BURNET COUNTY HISTORICAL COMMISSION, hereafter referred to as the BCHC, in accordance with Article 6145.1 of Vernon's Texas Civil Statutes. Authorization for historic preservation under the Texas Local Government Code, Chapter 318, empowers the Commissioners Court of each county to appoint a county historical commission, and specifies the duties of such a commission.

ARTICLE II: PURPOSE AND POLICY

Section 1. The purpose of the BURNET COUNTY HISTORICAL COMMISSION shall be the identification, recording, protection, and interpretation of the history of Burnet County. These goals shall be accomplished through surveys of historical buildings, sites and cultural resources consistent with the statewide preservation plan of the Texas Historical Commission. The BCHC will also promote to the public an appreciation of local and state history through written and oral history and public education.

Section 2. The BCHC shall develop and use guidelines from the Texas Historical Commission to develop an Annual Plan of Work and Long-Range Project Goals.

Section 3. It shall be the policy of the BCHC that historical markers placed on private property will be paid for, whenever feasible, by the property owners or some organization sponsoring the site, but through the BCHC.

ARTICLE III: MEMBERSHIP

Section 1. Eligibility. Any adult resident of Burnet County recommended by the BCHC or the County Commissioners Court, and approved by the Commissioners Court, shall be eligible. The BCHC shall consist of at least seven (7) members at the pleasure of the Commissioners Court. The upward limit of membership will be left to the discretion of the Commissioners Court as needed to carry out the purpose of the BCHC.

Section 2. Term. Members shall be appointed for two-year terms in January of odd numbered years; consecutive terms may be served. In-term appointments shall serve only until the next regular appointment date. Unless otherwise specified, all members are voting members.

Section 3. Appointed. Membership of BCHC shall be recommended by the BCHC and appointed by the Burnet County Commissioners Court. Members shall be comprised of residents of Burnet County who represent all areas and the general ethnic make-up of the county, and who have a demonstrated interest, competence and knowledge in historic preservation. Attempts to recruit professional members will be made to the extent available.

Members shall provide their qualifications to be submitted as part of the membership application, which shall be available for inspection during periodic audits.

Section 4. Resignation. Any member may resign from the BCHC by filing a written letter of resignation

that has been read into the official minutes by either the Chair or other officer and forwarded to the County Commissioners Court.

Section 5. Termination. The BCHC may terminate a membership for cause after an appropriate hearing and recommendation to the Commissioners Court. Each member shall attend at least four meetings per year to continue to serve on the BCHC.

Section 6. Ex-Officio Members. Ex-officio are non-voting members that shall include the County Judge, the County Commissioners, Member Emeritus, sponsors of Junior Historian groups and representatives of related organizations. A Burnet County citizen who has made outstanding contributions to the collection and preservation of the history of Burnet County and historical entities may be nominated and elected as an Honorary member to the BCHC.

Section 7. Member Emeritus. The BCHC may bestow the title of Member Emeritus status to any current member who has served for at least three terms, but can no longer be active because of age, health or demands of occupation, or to any citizen of Burnet County who has made outstanding contributions to the collection and preservation of Burnet County history.

Section 8. Continuing Education. One or more BCHC members shall attend at least one educational or informational meeting, conference or workshop each year which pertains to the current work and functions of the BCHC, as sponsored by the Texas Historical Commission or similar historical organizations.

ARTICLE IV: OFFICERS

Section 1. Enumeration, Election, and Term. The officers of the BCHC/Executive Board shall be chair, vice-chair, secretary, and treasurer. These officers shall be elected by a majority vote of the voting members present at the November meeting in even-numbered years. Their terms shall be for two years and consecutive terms may be served.

Section 2. Chair.

During their tenure, the Chair leads the organization by overseeing the BCHC, focusing and maintaining the work of the board, and collaborating with others to accomplish the mission of the organization.

Specific duties include:

- The Chair shall be the executive officer for the BCHC.
- The Chair shall serve as the Chief Historical Preservation Officer for the BCHC and serve as an ex-officio member of all committees except the nominating committee;
- His/her responsibility shall be to call and preside over the regular meetings;
- Appoint committees/task forces and committee/task force leaders.
- Develop meeting agendas and lead BCHC meetings, as well as Executive Board meetings;
- Monitor the progress of the BCHC in all designated areas, such as strategic planning, BCHC projects, member recruitment, fundraising, event management, etc.;
- The Chair shall have the usual powers of supervision and management as may pertain to the

- office and shall perform other such duties as designated by the Commissioners Court;
- Report annually to the County Commissioners Court and to the Texas Historical Commission on the activities and progress of the BCHC; and carry out and enforce all rules and regulations in accordance with the Bylaws of the BCHC
- Empower committee leaders to manage their own work, with Chair assistance as needed;
- Be available to all members with questions or concerns about the organization;
- Respond to any policy or procedure violations in accordance with the organization's bylaws;
- Maintain a healthy working relationship with the County Judge and Commissioners;
- Work with the Executive Board to hold members accountable to their commitments;
- Maintain a working knowledge of the Board's processes and procedures and document or raise awareness as appropriate;
- Help orient and prepare the next Chair.

Section 3. Vice-Chair.

The Vice-Chair shall assume all the duties of the Chair in the case of his or her absence or in the event the Chair is no longer able to serve in that capacity. The Vice-Chair works closely with the Chair and supplements their efforts as necessary. Additionally, the Vice-Chair may lead specific initiatives or represent the organization in external collaborations.

Specific duties include:

- Perform Chair duties when the Chair is unavailable;
- Serve as member of the Executive Board;
- Work with the Chair to designate their additional duties, if any;
- Maintain a working knowledge of the Board's processes and procedures and document or raise awareness as appropriate;
- Help orient and prepare the next Vice-Chair.

Section 4. Secretary.

The Secretary maintains accurate records of the discussions and actions of the organization and makes them available to all members. Specific duties include:

- Take meeting minutes and distribute via email after the meeting to the THC and BCHC members; record and act as custodian of the minutes of all regular BCHC meetings;
- Ensure that all notices of regular meetings are duly posted;
- Notify all members of meetings and special activities;
- Update and maintain all adopted Bylaws;
- Attend to all necessary correspondence and reports;
- Perform such other duties normally pertaining to the office;
- Maintain a working knowledge of the Board's processes and procedures and document or raise awareness as appropriate;
- Serve as a member of the Executive Board.

Section 5. Treasurer.

The Treasurer shall be responsible for understanding and representing the financial status of the organization and working with other members to make sound financial decisions on behalf of the organization. Specific duties include:

- The Treasurer shall be in charge of all financial matters of the BCHC. This will include coordinating with Burnet County officials when necessary for BCHC work and developing procedures related to the handling and sales of the Burnet County History books.
- The Treasurer will work with the Chair and Financial Committee to develop an annual budget to be presented to BCHC each year in November to cover the following year.
- The Treasurer will oversee designated grants monies and make timely reports to the County Treasurer.
- Co-sign with the Chair any contracts or instruments designated by the BCHC;
- Work with the County Auditor's Office to adhere to county accounting practices;
- Maintain a working knowledge of the Board's processes and procedures and document or raise awareness as appropriate;
- Serve as a member of the Executive Board.

Section 6. Nomination and Election Procedure. A nominating committee composed of three (3) active members shall be appointed by the Chair at the **August** meeting of each even numbered year. The committee shall report on the proposed slate at the **October** meeting with the election held at the **November** meeting of each even-numbered year. Nominations may also be made from the floor. In the event there is more than one candidate for any office, election shall be by written ballot. If there is only one candidate for each office a motion may be made to elect by acclamation. The entire slate may be elected in the same manner providing no office has more than one candidate. A majority vote of those present and qualified to vote shall constitute election. Proxy or absentee voting will not be allowed in any officer elections.

After the **November** meeting in even-numbered years and prior to the January meeting in odd-numbered years the current officers and the newly elected officers will meet to exchange materials and transition from one officer team to the other.

Section 7. Resignation and Vacancy. An officer may resign the office while not necessarily resigning membership of BCHC by submitting a letter to the BCHC which shall be read into the official minutes. Vacancies occurring in any office other than the Chair shall be filled for the remainder of the term as the BCHC sees fit either by authorizing the Chair to appoint or by electing a replacement at the regular meeting following the resignation.

ARTICLE V: FINANCIAL ADMINISTRATION

Section 1. Fiscal Term. The fiscal term for the BCHC shall coincide with that of the County Commissioners Court.

Section 2. Budget. The proposed budget for the ensuing year shall be prepared by the Financial committee and presented in writing to the BCHC and approved at the November meeting prior to

sending to the County Judge.

Section 3. Allocations. Funds authorized by the Commissioners Court shall be disbursed to the BCHC by the County Treasurer.

Section 4. Receipt of Gifts. The BCHC shall be authorized to accept gifts of money and other property from any source to further its historical preservation goals and for use in the furtherance of its lawful purpose. BCHC funds will be deposited with the County Treasurer for use by the BCHC per County guidelines.

ARTICLE VI: MEETINGS

Section 1. Regular Meetings. There shall be a minimum of four regular meetings for the general membership as specified by Texas Local Government Code, Chapter 318. The date, time, and place shall be determined according to the wishes of the BCHC. Notification to the membership by the Secretary shall be by e-mail or telephone.

All regular meetings shall be in conformance with the Texas Open Meetings Act, Texas Civil statutes, Article 6252-17.

At the first regular meeting of each odd-numbered year the newly elected officers will preside, recommend programs for the ensuing year and conduct any other business as is proper.

Section 2. Quorum. A quorum shall be required for transaction of business at all regular and special meetings. A quorum shall be seven (7) voting members who are present.

Section 3. Parliamentary Procedure. Parliamentary procedure will be according to Robert's Rules of Order, Newly Revised.

Section 4. Special Meetings. The Chair may call special meetings of the membership or Executive Board as necessary to conduct business between regular meetings.

ARTICLE VII: COMMITTEES AND TASK FORCES

Section 1. Committee Leaders. The Chair shall appoint leaders for each of the standing committee/task force as needed. The leaders shall serve the same two-year term as the officers and must report all committee activities to the Chair prior to the next regular meeting for action. These leaders may recruit additional committee members from the general membership. Outside advisors, consultants or counselors may also serve as non-voting members.

Section 2. Standing Committees.

A. Finance and Budget – Prepare written budget for adoption and present at the November meeting to BCHC.

B. Certified Local Government – Responsible for coordinating all BCHC activities with the Texas

Historical Commission in compliance with all Federal and State laws and regulations pertaining to the Texas Certified Local Government program. This committee may be referred to as "CLG Committee."

- a. The CLG Committee Leader shall be either the CHC Chair or appointed by the CHC Chair as provided in Article IV, Section 2 and Article VII Section 1 of these bylaws.
- b. CLG Committee Members shall consist of volunteers from the BCHC active membership.
- c. The CLG Committee shall serve as a Review Board with the following specific responsibilities:
 - i. To establish, oversee, and implement a procedure or system for inventorying, surveying, evaluating, registering, documenting, and protecting individual properties and districts of historic significance in Burnet County in accordance with National Register Criteria and consistent with statewide preservation planning processes.
 - ii. To maintain and to periodically review the inventory of surveyed historic properties and districts located in Burnet County for updates or amendments.
 - iii. To monitor and report to the Texas Historical Commission any actions affecting the Burnet County Courthouse, State Archeological Landmarks, individual properties and districts listed on the National Register of Historic Places or locally designated properties in Burnet County.
 - iv. To ensure that all BCHC activities shall adhere to the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation.
 - v. To seek eligible projects and administer those that are funded through the Texas CLG programs such as surveys, National Register nominations, publications, workshops, etc., for the education and benefit of the BCHC and the county.
- C. Historical Preservation – Acquisition, preservation, storage, and display of historical papers, records and documents; oral history; establishing, improving, enlarging and/or supporting historical museum; writing or up-dating county history and reprinting scarce historical material and publications.
- D. Historical Markers – Study, survey and review subjects and sites for possible marking; prepare and submit appropriate applications; up-date marker lists; secure locations and obtain permission of erecting markers.
- E. Public Education and History Appreciation – Conduct Texas and County History Appreciation through appropriate activities and publicize the work of BCHC;

Section 3. Special Committees or Task Forces. The Chair may appoint a committee leader and members of special committees which will serve to accomplish a specific goal or project. The

committee will be terminated at the completion of the goal or project unless otherwise directed by the BCHC.

ARTICLE VIII:
POLITICAL INVOLVEMENT

BCHC appointees may not promote political campaigns, individuals or parties in the name of or while representing the BCHC.

ARTICLE IX: AMENDING

These bylaws may be amended by two-thirds (2/3) vote of the qualified members present and voting at any regular meeting provided the amendments were submitted in writing to the general membership two weeks prior to the meeting.

Adopted as amended by the membership of the Burnet County Historical Commission.