

Historic Landmark Board of Westminster, Colorado

Bylaws

A. Membership.

1. The Board shall consist of five to seven members, as appointed by City Council. Up to two alternate members may be appointed by the City Council.
2. Board member terms shall be staggered and shall be of at least one year induration.
3. At least 40 percent of the board members shall be professionals in preservation-related disciplines as described in the Colorado Historical Society Certified Local Government Handbook. Information on the credentials of the board members shall be kept on file for public inspection.
4. Alternate members shall serve as full members of the Board with the exception that they shall not vote on an application except in the absence of a regular member, in which case the chair shall designate an alternate member to sit in the stead of the absent regular member. If an alternate member hears an application at a public hearing and the hearing is then continued to another date, the alternate shall continue to sit as a voting member on the application unless the absent regular member listens to the recordings of all prior public hearing testimony and reviews all documents submitted in support of the application.
5. The Board may invite persons to participate on the Board as ex-officio, non-voting members.

B. Officers.

1. The Board shall elect a chair, a vice-chair, and a secretary by written or voice vote, at the discretion of the Board. The Chair and Vice-chair shall be regular members of the Board. The Secretary may be a regular or alternate member of the Board or a City staff member.
2. Other officers may be selected at the discretion of the Board. The appointment or election of other officers shall be noted in the Board's meeting minutes.
3. The Board Chair shall perform duties designated by the Board, including:
 - (a) preside over regular and special meetings and conduct public hearings pursuant to the procedures established by the Board,
 - (b) coordinate with City Staff to establish an agenda prior to each meeting,
 - (c) appoint committees as desired by the Board,
 - (d) other duties as established from time to time by the Board.

4. The Board Vice-Chair shall perform the duties of the Chair if the Chair is unable, due to vacancy, absence or illness, to perform such duties.

5. The Board Secretary shall perform duties designated by the Board, including:

(a) oversight of the Board's record-keeping requirements as required by law and Certified Local Government requirements, including attendance, training, and submission of an annual report and meeting minutes to the Colorado Historical Society,

(b) official correspondence of the Board,

(c) oversight of notice requirements for meetings and public hearings,

(d) coordinate with City staff to maintain a complete file of applications submitted to the board and related documentation, including agenda memos, staff recommendations, public hearing records (including record of testimony and evidence), and Board and City Council decisions.

6. Officers shall be elected at the first Board meeting in January or as soon thereafter as is feasible. Officer vacancies shall be filled by the Board at the next regular Board meeting after notice of the vacancy is received by the Chair.

7. If both the Chair and Vice-Chair are absent and the Board must act on a matter before the Board, the City staff shall call the Board to order and call roll. If a quorum is present, the Board may proceed to elect by majority vote a Chair of the meeting who will act until the Chair or Vice-Chair is available.

C. Meeting Time and Location.

1. Meetings shall be held at regular intervals at least quarterly. Quarterly meetings of the Board shall be the fourth Wednesday at 7:00 p.m. Meetings shall normally be conducted at Westminster City Hall, 4800 West 92nd Avenue, unless the Board designates another location for a particular meeting.

2. Work sessions and committee sessions, which are not official meetings of the Board, may be scheduled at the discretion of the Board to consider the work of the Board related to items such as outreach events, grant applications, and other administrative work of the Board. No action shall take place in work sessions. Any work completed in a work session or committee sessions shall be reported at a scheduled Board Meeting.

3. If Board agenda items cannot be completed on the night of a regular meeting, the Board may continue agenda items to the next regular meeting or, in its discretion, it may schedule a special meeting prior to the next regular meeting in order to complete the agenda or to consider any other matters that require action prior to the next regular meeting.

4. A special meeting may also be scheduled by the Chair upon request of at least two members.

5. Notice of Board meetings shall be posted on the City website and publicized in such other manner as may be directed by the Board from time to time.

6. Meetings may be cancelled by City staff, in consultation with the Chair or Vice-Chair, upon email or telephone notice to all regular and alternate Board members and by posting a notice on the front door of City Hall (or the location of the cancelled meeting) to advise citizens of the cancellation.

D. Meeting attendance.

1. All regular and alternate members shall attend all regular meetings, special meetings and work sessions, unless excused by illness, travel away from the Denver metropolitan area, or family or work-related emergency.

2. The Secretary shall record attendance at all Board meetings.

3. Board members shall notify the Chair, the Secretary or City staff in advance of a meeting in the event the member is unable to attend.

E. Conduct of meetings.

1. Meeting agendas shall be prepared by the Chair and City staff prior to each regular public meeting. The order of business shall include roll call, approval of previous meeting minutes, public hearings on applications submitted to the Board, consideration of new business, consideration of old business, comments on other matters by members of the public, and comments on other matters by Board members.

2. Meetings shall be electronically recorded, and City staff shall keep a permanent file of all documents submitted to the Board in support of an application.

3. A regular or special meeting must have a quorum present for the purpose of voting on a matter to be decided by the Board. A quorum shall consist of 50 percent or more of the number of sitting regular members. Alternate members may sit as regular members for purposes of counting a quorum.

4. All meetings, meeting minutes and records of the Board shall be available and open to the public with the following exceptions:

(a) Documents that are not open records pursuant to state law,

(b) Information in documents or heard in meetings shall not be open to the public if public disclosure could result in a substantial risk of harm, theft or destruction to historic or archeological resources.

5. Public hearings shall be considered quasi-judicial and be conducted pursuant to Roberts' Rules of Order, unless other rules of order are established in these bylaws. Meetings other than quasi-judicial hearings shall be presided over by the Chair, pursuant to such rules of order or informality chosen to be implemented by the Board.

6. A Board member shall abstain from deliberating or voting on an application in which the member has a direct financial interest or a close family relationship with an applicant that impacts, or would appear to the general public to impact, the ability of the member to act impartially on the application.

F. Certified Local Government requirements.

1. Meeting minutes shall be forwarded to the State Historic Preservation Office (SHPO) at the same time they are approved by the Board.

2. An Annual Report of the Board's activities shall be submitted to the SHPO, including, at a minimum, the number and types of cases reviewed and their dispositions, new designations made, progress on survey activities, educational activities, and credentials of new Board members and staff (if any).

3. At least one Board member shall attend an SHPO-approved educational session each year.

4. All survey and planning activities as well as other preservation responsibilities shall be carried out in a manner consistent with the state's historic preservation planning process.

G. Bylaw Amendment. Bylaws may be amended or added at any regular or special meeting upon motion and majority vote of a quorum of the Board.