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BY-LAWS
HISTORIC PRESERVATION COMMISSION
CITY OF KENNEWICK

We, THE MEMBERS OF THE HISTORIC PRESERVATION COMMISSION of the City of Kennewick, State of Washington, do hereby adopt and declare the following by-laws:

NAME

The official name shall be "Kennewick Historic Preservation Commission".

POWERS AND DUTIES

The major responsibility of the Historic Preservation Commission is to identify and actively encourage the conservation of the City's historic resources by initiating and maintaining a register of historic places and reviewing proposed changes to register properties; to raise community awareness of the City's history and historic resources; and to serve as the City's primary resource in matters of history, historic planning, and preservation.

MISSION

The mission of the Kennewick Historic Preservation Commission is: to encourage community awareness and to preserve the unique historic heritage of the City of Kennewick; to promote the economic vitality of the City through its historic sites; and to maintain and continue the City of Kennewick's Register of Historic Places.

MEMBERS

The Historic Preservation Commission must have at least five (5) members but not more than fifteen (15); and they must represent, if possible, the professions of architecture, history, architectural history, planning, archeology, cultural geography, and other related fields. Professional members of the Commission need not be residents of the City of Kennewick.

Length of Term: 3 years (terms will be 4 years for anyone appointed after 4/22/00), expiring on March 31 or until such time as their successor is selected.

MEETINGS

All meetings shall be held in the City Hall of Kennewick, Washington, unless otherwise directed by the Chair.

The Board shall hold one regular meeting in each month, which shall be held on the second Wednesday of each month. A meeting may be cancelled if no issues over which the Board has jurisdiction are pending upon its calendar. Additional special meetings may be scheduled as directed by the Chair.

All regularly scheduled meetings of the Board shall be open to the public.

The Board shall follow parliamentary procedures during all discussions, deliberations and voting.

ELECTION OF OFFICERS

The officers of the Board shall consist of a Chair, Vice-Chair, and Secretary and other officers as the Board may, by majority vote, approve and appoint.

The officers shall serve for a period of one year or until their successors are elected, provided, however, that any officer may be removed at any time by vote of a majority of the Board entered on record. The election of officers shall take place once each year.

CHAIR

The Chair shall preside over the meetings of the Board and may exercise all the powers usually incident to the office retaining, however, to himself/herself as a member of the Board, the full right to have his/her own vote recorded in all deliberations of the Board.

The Chair shall have full power to create standing or temporary committees of one or more members, charged with such duties, as the Board will determine. No standing or temporary committee shall have the power to commit the Board to the endorsement of any plan or program without its submission to the entire body of the Board.

VICE-CHAIR

The Vice-Chair shall, in the absence of the Chair from any meetings, perform all the duties incumbent upon the Chair. When both the Chair and Vice-Chair are absent, the members present may elect for the meeting a temporary chair who shall have full powers of the Chair during the absence of the Chair and Vice-Chair.

SECRETARY

The Secretary may be a member of the Board or otherwise as the Board may determine. The Secretary shall keep a record of all meetings of the Board and of its committees when requested to do so, and these records shall remain the property of the Board and be retained at such office as the Board may direct. In the absence of the Secretary from any meeting, a Secretary pro-tem shall be appointed.

In such case where the Secretary is a City Employee, appointed by the City as the designated representative to the Board, said City Employee shall be ex officio in nature, and shall not have voting privileges.

QUORUM

A majority of the membership of the Board shall constitute a quorum for the transaction of business. The concurring vote of a majority of the members present of the Historic Preservation Commission shall be required for any action taken. Where a majority vote is not forthcoming the matter shall be considered as being denied unless the Board takes further action.

ABSENCE OF MEMBERS

All members of boards, commissions or agencies shall be removed from their appointment if they have two or more unexcused absences in any calendar year. An unexcused absence is defined as a failure to notify the chairperson or secretary of their absence prior to the meeting, unless for a bona fide emergency. (Ord. 3915 Sec. 18, 2000)

CONFLICT OF INTEREST/APPEARANCE OF FAIRNESS

Any member of the Board who has an interest or a potential conflict of interest related to any matter before the Commission shall so publicly indicate, shall step down, and shall abstain from all proceedings, deliberations and voting on the matter. If of a minor nature, the member may step down and address the Commission as any other citizen in accordance with the Appearance of Fairness Doctrine and State Law.