BYLAWS OF
HISTORIC RESOURCES COMMISSION
OF THE CITY OF LAWRENCE, KANSAS

Article I

PURPOSE AND ORGANIZATION

SECTION 1. The purpose of the Historic Resources Commission of the City of Lawrence, Kansas, shall be to carry out the declared policies specified under Section 22-102 of Ordinance 5950 of the Code of the City of Lawrence and to perform such duties and exercise such powers as are imposed and granted to the Commission by said Ordinance.

SECTION 2. Said Commission members shall be appointed and serve as provided by Section 22-203 of Ordinance 5950 of the Code of the City of Lawrence and may be removed from office as provided by the Code of the City of Lawrence and the Laws of the State of Kansas.

The Commission may recommend to the Mayor and Board of Commissioners of the City of Lawrence the removal of any commission member who has been absent for four (4) regularly scheduled meetings of the Commission within any one (1) year period which absence has not been excused by a majority vote of the Commission. Said recommendation shall
require a simple majority vote in favor thereof and shall be transmitted in writing to the Mayor and Board of Commissioners within ten (10) days of said vote. Notice shall be given to the member whose removal is recommended by regular mail to the last known address of such member within ten (10) days of said vote.

**Article II**

**POWERS AND DUTIES OF THE COMMISSION**

**SECTION 1.** In accordance with the powers and duties conferred by Section 22-205 of ordinance 5950 of the Code of the City of Lawrence, the Commission may designate such committees as it, from time to time, deems appropriate and necessary for the conduct of Commission business. Any such committees shall be appointed by the chairperson with the approval of the Commission and may include persons who are not Members of the Commission provided that such non-members may not vote on any action or recommendation taken by such committees.

**SECTION 2.** In all formal matters said Commission shall act by motion unless a resolution is required by law, ordinance or governmental regulation.

All notices required by law to be given by publication shall be published in the official city paper.
Article III

MEETINGS OF THE COMMISSION

SECTION 1. Regular meetings of the Commission as determined by Resolution of the Commission shall be held in the City Hall, 6 East 6th Street, Lawrence, Kansas, provided that the Commission may adopt another place for meeting by a majority vote. When the date of a regular meeting comes on a legal holiday, the chair of the Commission shall designate the date for the next regular meeting.

SECTION 2. The Historic Resources Administrator shall prepare a notice of all meetings and prepare an agenda of all matters scheduled by the chairperson to be considered at the meeting and mail the same to the Commission members prior to said meeting. A copy of the agenda shall also be provided to the City Manager, Board of City Commissioners and to such others as required by the Kansas Open Meetings Act, K.S.A. 75-4317 et seq., and amendments thereto. Any member of the Commission may place an item on the agenda by advising the Historic Resources Administrator no later than 12:00 noon on the Monday preceding the next regular meeting. Matters not listed on the agenda of a regular meeting may be considered with the approval of the members present. The member who will chair such regular meeting
shall set the order of business on such agenda.

SECTION 3. Special meetings of the Commission may be called by the Chair, or Vice Chair in the absence of the Chair, at any time by giving suitable notice of the date, time and place of such meeting to all members thereof. A special meeting shall be called by the Historic Resources Administrator upon the written request of any four (4) members. Notice of the date, time, place and reason for the special meeting shall be provided by the Historic Resources Administrator to all members, the City manager, City Commission and to such others as required by law or ordinance as soon as the date, time, place and the reason are determined and the supporting staff is advised. Announcement of a special meeting at a regular meeting shall constitute notice to those members present.

No matters other than those enumerated in the notice shall be considered at a special meeting.

SECTION 4. All meetings of the Historic Resources Commission shall be open to the public in accordance with the Kansas Open Meetings Act, K.S.A. 75-4317 et seq., and amendments thereto.

SECTION 5. The support staff of the Historic Resources Commission shall keep and maintain records of all matters coming before the Commission. The support staff shall prepare meeting action summaries to be filed with the
City Clerk who shall be the official custodian of such meeting action summaries with copies to be kept in a binder available for public inspection in the office of the Planning Department. The meeting action summary binder shall not be removed from the office of the Planning Department except by court order. Copies of the meeting action summaries of the Commission shall be provided by the custodian thereof in accordance with the Kansas Open Records Act, K.S.A. 45-201, et seq., and amendments thereto. The supporting staff may also make copies of meeting action summaries and other records available upon request in accordance with the Kansas Open Records Act, as amended and make such charges as are necessary to recover the cost of providing such copies.

SECTION 6. A quorum shall consist of four (4) members. In the absence of a quorum at any meeting, the presiding officer may adjourn the meeting to a specific date, time and place and notice of such meeting shall be provided as otherwise required herein.

SECTION 7. All meetings of the Commission shall be conducted in accordance with Robert's Rules of Order except insofar as modified by these bylaws and the rules and procedures as adopted by the Commission. Discussion, presentation and comments may be made by persons who are not members of the Commission only upon approval of the Commission and
recognition by the presiding officer.

SECTION 8. Votes of the Commission shall not be unless otherwise required by law or ordinance, except that any member may request that the Commission minutes reflect the number and/or identity of members voting in favor, in opposition or abstaining. Any member may provide an oral or a written explanation of his or her vote or abstention for the record and such explanation shall become part of the official meeting action summary.

Members abstaining from voting shall not be counted as favoring or opposing the motion, resolution or action being voted upon nor shall they be counted for determining the majority vote necessary for passage of such motion, resolution or other action.

Article IV

OFFICERS AND THEIR DUTIES

SECTION 1. The officers of the Commission shall be as follows:

Chair who shall be elected annually by said Commission from its number and shall preside at all meetings of the Commission and shall sign, execute and deliver for the Commission all contracts, warrants and documents of any kind required or authorized to be signed or delivered by said Commission.

Vice Chair who shall be elected annually by said Commission from its
number, and in the absence or disqualification or disability of the Chair, shall perform the duties of the Chair and shall act in his or her place with the full power and authority which he or she would have were he or she present.

SECTION 2. The Commission shall appoint such other officers as may be required by law, ordinances or as deemed necessary and appropriate for the conduct of the business of the Commission.

SECTION 3. The supporting staff of the Commission shall, when required by law, authenticate the signature of the Chair or other officer of the Commission.

Article V
RULES AND PROCEDURES

SECTION 1. The Commission shall adopt appropriate rules and procedures for the conduct of meetings and for the transaction of the Commission's business.

SECTION 2. The Commission shall adopt, by a unanimous vote, a policy and procedure for Administrative Review that may be approved by the Historic Resources Administrator and confirmed by the Commission at the next regular scheduled meeting.

SECTION 3. The Commission shall appoint a body, hereby identified as the Architectural Review Committee, to review projects and requests that have
been referred to the Architectural Review Committee by the Commission.

Article VI

SECTION 1. The Commission may, by a simple majority vote thereof, amend these bylaws or any provisions or sections thereof at any time when the same is not in conflict or in contravention of any of the laws of the State of Kansas or ordinances applicable thereto subject to approval of the amendment by the Board of City Commissioners. Provided, however, that notices of the proposed amendments be furnished by the supporting staff to the Commission members not less than five (5) days prior to the meeting at which said amendments are to be considered. A copy of the bylaws will be filed with the office of the City Clerk.