**History Colorado Model Historic Preservation Commission By-laws**

**Section 1**. **Election of Officers**

1. The Commission shall hold an election of officers at the regular meeting in [month] of each calendar year.
2. The Commission shall elect a Chairperson, a Vice-Chairperson and a recording Secretary who shall hold office for one year or until their successors are selected and qualified. All officers may serve any number of terms.
3. The Chairperson shall preside at all meetings and shall be responsible for the conduct of such meetings in accordance with Roberts’ Rules of Order, Newly Revised.
4. The Vice-Chairperson shall perform the duties of the Chairperson in the event of the Chairperson’s absence. In the event the Chairperson and Vice Chairperson are both absent, the remaining members shall vote for a Chairperson Pro-Tem, who shall chair only that meeting, and only so long as the Chairperson and Vice-Chairperson remain absent.
5. The Recording Secretary shall record the minutes of the meeting and file such minutes along with documents presented at the meeting, with the City within fifteen days following the approval of such minutes.
6. Should the office of Chairperson, Vice-Chairperson or recording Secretary become vacant, the Commission shall elect a successor from its membership at the next meeting to fill the unexpired term of said office.

**Section 2 – Meetings of the Commission**

1. Regular meetings of the Commission shall be held [date and time]. Special meetings may be held as needed, subject to concurrence of a majority of Commission members. The Commission shall act officially only at meetings of which not less than five days’ written notice has been given; provided, however, that emergency meetings of the Commission may be called by the Chairperson upon two days’ written notice. The Commission must meet at least four times annually. Notice of all regular and special meetings shall be posted at [the office of the Commission].
2. The Chairperson, absent objection by any member, may cancel meetings (except those held for the purpose of conducting a public hearing) for cause, including absence of a quorum, lack of business to conduct or other unforeseeable circumstances. Notice of such cancellation shall be given to the members at least 24 hours in advance of the time of the meeting, if possible. Cancelled meetings do not count towards the Commission’s minimum annual meeting requirement.
3. The Chairperson shall have the agenda prepared for each regular meeting. This agenda shall constitute written notice as specified above in this Section.
4. The recording Secretary shall prepare and make available minutes of each meeting no more than fifteen days following each meeting to each member.
5. On any matter not quasi-judicial in nature, proxy voting may be done by any member who is unable to attend a meeting, providing the matter to be voted upon is specific and the proxy vote is either in the affirmative or negative and presented to the Chairperson prior to the meeting.
6. No official business of the Commission shall be conducted unless a quorum is present. The concurring vote of a quorum is necessary to constitute an official act of the Commission.

**Section 3 – Public Hearings**

1. Each regular meeting of the Commission shall provide for an opportunity for the public to speak on any topic not included on the agenda for that meeting. Each person will have three minutes to present unless time allotment is changed by vote of the Commission for all presenters at said regular meeting.
2. First opportunity to be heard for any public hearing on the agenda shall be a ten-minute period afforded to any and all persons submitting a proposal, and their representatives. This includes time for the applicant and applicant representatives to speak.
3. Second opportunity to be heard for any public hearing on the agenda shall be a ten-minute period afforded to any and all persons having a legal interest in the subject property, including their representatives, provided that those having a legal interest in the subject property did not submit the proposal and speak in accordance with Subsection 1 under this Section. Exception: For proposed historic district designation public hearings, any owner of property that may be included in the historic designation, other than owner(s) submitting a proposal, shall speak in accordance with Subsection 4 under this section.
4. Third opportunity to be heard for any public hearing on the agenda shall be given to any associated neighborhood and/or historic preservation organizations. Presentations shall be limited to three minutes, but the majority of the Commission members present may vote to extend or shorten this time. This includes all representatives of that organization. Organizations may not give their time to other organizations or speakers.
5. Other interested parties shall then be given the opportunity to be heard for any public hearings on the agenda. Individual presentations shall be limited to three minutes, but the majority of the Commission members present may vote to extend or shorten this time. Speakers may not give their time to other speakers.
6. All persons wishing to speak shall register with the Chairperson prior to the Chairperson opening the public hearing.
7. The Chairperson shall determine the order of speakers in accordance with the order presented in Subsections 2 through 5 above.
8. Exceptions to time limits above: A speaker may answer questions from Commission members outside of the time limits delineated in items 2 through 5 above.

**Section 4 – Committees and Subcommittees**

1. The Chairperson is empowered to appoint working committees and subcommittees as may be necessary to carry out the work of the Commission. Such appointments shall be subject to approval by the Commission as a whole.
2. A committee shall be an ad hoc committee of Commission members only, appointed to perform specified tasks.
3. A subcommittee shall be an ad hoc committee consisting of persons who may or may not be Commission members. Subcommittees shall be appointed to perform specified tasks.

**Section 5 – [Administrative or Subcommittee] Action in Design Review**

1. [City staff or the Design Review Committee] is hereby authorized to approve design review applications which clearly meet the Design Guidelines, the Commission’s interpretations of those guidelines and the Secretary of the Interior’s Standards for the Treatment of Historic Properties.
2. [City staff or the Design Review Committee] may request additional information in the Commission’s name where such information is necessary for a complete application for design review, designation or demolition.

**Section 6 – Amendments**

These by-laws may be amended (consistent with the terms of the ordinance creating the Commission) at any regular Commission meeting by the concurring vote of a quorum, provided that written notice of such amendments shall be given at least five days prior to such meeting.