

STATE REGISTER REVIEW BOARD ORGANIZATION - BYLAWS

(As amended 2004)

ORGANIZATION

Section A. Name

Paragraph 1 - The name of the organization shall be the State Register Review Board (Board).

Section B. Purpose

Paragraph 1 - The purpose of the Board shall be as follows:

- A) Review nominations to the State Register of Historic Places and issue a recommendation to the Colorado Historical Society Board of Directors (CHSBD) for the nominated property's inclusion in, or denial of inclusion in, the State Register.
- B) Provide general advice, guidance and professional recommendations to the CHSBD in regard to the State Register program.

BYLAWS

Section A. Membership

Paragraph 1 - The Board shall consist of a minimum of five persons, the majority of whom shall be recognized professionals in the fields of history, prehistoric and historic archaeology, architectural history, and architecture.

Paragraph 2 - Members of the Board shall be appointed by the Colorado Historical Society Board of Directors, based on the recommendation of the President of the Colorado Historical Society (President).

Paragraph 3 - Membership may include non-professional citizen members with demonstrated interest or competence in archaeology or historic preservation as long as the majority of the membership consists of recognized professionals.

Paragraph 4 - The President shall serve as chairperson of the Board; in the absence of the President, a deputy State Historic Preservation Officer shall serve.

Section B. Term

Paragraph 1 - The term of the Board members shall be two years renewable. One-half of the members shall be appointed every year by the CHSBD, provided that beginning January 1, 1991, one-half shall serve for a term of one year expiring January 1, 1992, and one-half shall serve for a term of two years expiring January 1, 1993.

Paragraph 2 - Members may be appointed for a total of three consecutive terms. Members having served three consecutive terms are again eligible for appointment after having been off the Board for a period of one year.

Paragraph 3 - Vacancies shall be filled in the same manner as original appointments for the remainder of the unfilled term, and such appointees may be appointed to a regular term following such service.

Section C. Meetings

Paragraph 1 - Meetings of the Board shall be held at such place and time as the President shall determine.

Paragraph 2 - The Board shall meet a minimum of three (3) times during a calendar year.

Paragraph 3 - Meetings of the Board shall be open to the public with notice of date and time sent to owner and nominator in accordance with the Rules and Procedures, State Register of Historic Places, Section 2.5.

Section D. Procedures

Paragraph 1 - The proceedings of the Board shall be conducted according to Roberts Rules of Order which shall govern in all applicable cases except where specifically provided for otherwise in these bylaws.

Paragraph 2 - A quorum shall be 1/3 of the total Board membership and a simple majority of those present shall rule.

Paragraph 3 - The chairperson shall vote only to break a tie.

Section E. Agenda

Paragraph 1 - The agenda for meetings shall be determined by the President.

Section F. Records

Paragraph 1 - The President shall be responsible for notifying members of Board meetings, preparing and distributing information to the Board, for keeping accurate records of all proceedings of the Board, and for distributing copies of these records to all Board members.

Section G. Changes

Paragraph 1 - The bylaws may be altered, suspended, or amended upon a two-thirds (2/3) vote of the membership of the Board present and voting, provided that all members of the Board are notified in writing 30 days in advance of the proposed action and that the requirements of the State Register Act continue to be met.

Section H. Conflict of Interest

Paragraph 1 - No Board member may be permitted to review or act upon a pending State Register nomination whenever there may be a conflict of interest; or to be present during the review, discussion and vote of such applications at any Board meeting; or take part in any subsequent recommendations or decisions about that property. Any Board member who has a conflict of interest (as determined by the President and/or the Board) with respect to any nomination to be considered by the Board, that member shall absent himself or herself from the meeting during

the discussion, review, and voting on such application. This requirement is applicable to members who directly represent organizations on any matter which would financially or personally benefit such member or any organization such member represents.

Section I. Emergencies

Paragraph 1 - In the event that an emergency should arise which would make convening the Board infeasible or imprudent, the Board may be polled by mail or by telephone and, in that event, the provisions outlined in Section D (Procedures) of these bylaws shall govern, and those responding shall be regarded as present.

11/14/90; amended 11/20/92; amended 02/14/2003; amended 02/23/2004