

COLORADO HISTORIC PRESERVATION REVIEW BOARD

ORGANIZATION - BYLAWS

(As amended 2003)

ORGANIZATION

Section A. Name

*Paragraph 1 - The name of the organization shall be the Colorado Historic Preservation Review Board (the Board).

Section B. Purpose

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

- **a) Reviewing the State of Colorado Historic Preservation Plan, Annual Work Programs, and End-of-Year reports;
- **b) Reviewing and approving National Register nominations prior to submission to the Secretary of the Interior; participating in the review of appeals to National Register nominations; and, when appropriate, providing written opinions on the significance of properties;
- **c) Reviewing State Historic Preservation Officer recommended National Landmarks prior to submission to the Governor and the Secretary of the Interior;
- **d) Reviewing the priorities used in selecting Historic Preservation Fund subgrantees;
- **e) Providing general advice, guidance, and professional recommendations to the State Historic Preservation Officer in carrying out the other duties and responsibilities authorized by the National Preservation Act and implementing regulations.

*Established by Executive Order

**Established by National Park Service

BYLAWS

Section A. Membership

- *Paragraph 1 - The Board shall be composed of from twelve to fifteen members, not including ex officio members, appointed by the Governor and **the State Historic Preservation Officer (SHPO).
- **Paragraph 2 - Composition of the Board shall include at least one recognized professional, meeting the requirements defined in 36 Code of Federal Regulation 61.5 in each of the disciplines of American history, prehistoric archaeology, historical archaeology, architecture and architectural history.
- *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 two State Advisors to the National Trust for Historic Preservation shall serve as voting members ex officio.
- *Paragraph 5 - The State Historic Preservation Officer shall serve as chairperson of the Board; in the absence of the SHPO, a deputy SHPO shall serve.
- Paragraph 6 - Any member of the Colorado Historic Preservation Review Board who is absent without excuse from two consecutive regular meetings of the Review Board, unless he or she has previously obtained permission from the SHPO or will present at the next meeting of the Review Board a satisfactory excuse, shall be considered as having resigned as a member of the Review Board.

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 Governor and the SHPO; provided that beginning January 1, 1985, one-half shall serve for a term of one year expiring January 1, 1986, and one-half shall serve for a term of two years expiring January 1, 1987.
- 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 - The Governor and SHPO shall make appointments to fill vacancies any time during the term for the balance of the unfilled term.

Section C. Meetings

- Paragraph 1 - Meetings of the Board shall be held at such place and time as the Chairperson shall determine.
- **Paragraph 2** - The Board shall meet at the call of the Chairperson, but at least three times during each calendar year.
- **Paragraph 3** - Meetings of the Board shall be open to the public with notice of date and time meeting the requirements of 36 Code of Federal Regulations 1202.12 (notification).

Section D. Procedures

- Paragraph 1 - The proceedings of the Board shall be conducted according to Roberts Rules of Order and shall govern in all applicable cases except where specifically provided for otherwise in these bylaws.
- Paragraph 2 - A quorum shall be a simple majority of the Board, 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 Chairperson.

Section F. Records

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

Section G. Changes

- Paragraph 1 - The bylaws may be altered, suspended, or amended upon a two-thirds vote of the members 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 National Park Service and the Governor's Executive Order will continue to be met.

Section H. Compensation

- Paragraph 1 - Members of the Board shall serve without compensation but may be reimbursed for travel expenses in accordance with provisions of Chapter 1 (travel) of the State of Colorado Fiscal Rules.

Section I. Conflict of Interest

Paragraph 1 - No Review Board member may be permitted to review or act upon a pending National Register nomination, Tax Act Certification, Historic Preservation Fund subgrant, contract or subcontract, whenever there may be the appearance of a conflict of interest; or to be present during the review, discussion, and scoring of such applications at any Review Board meeting; or take part in any subsequent recommendations or decisions about that property. Any Review Board member who has a conflict of interest (as determined by the SHPO and/or the Review Board) with respect to any application to be considered by the Review Board shall absent himself or herself from the meeting during the discussion, review, and scoring of such application or contract. 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.

Paragraph 2 - Written requests for a waiver to the above restrictions may be made to the National Park Service following the requirements in Chapter 3, Section C.6 of NPS-49.

Section J. 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 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.

Revised: 2/14/1986; 8/26/1988; 8/11/1989; 2/14/2003