

CLAY COUNTY HISTORICAL COMMISSION
BYLAWS APPROVED BY THE BCC IN 2009

- I. **Members of the Public** are encouraged to take an interest in county history and to contact any commission member to solicit the support of the commission, or to make comments, or to take part in historical projects. Commission meetings are open to the public.
- II. **Committee Makeup** As per ordinance, the commission is made up of 5 residency members (1 per district) and 6 at-large members. Terms are 5 years. Interim appointments serve out the balance of the 5 year term. Residency members must continue to reside in their designated district. No more than 3 at-large members may reside in a district.
- III. **Member Responsibilities**
 - a. Members shall maintain relationships with individuals, historical societies, local governments and other groups who have an interest in Clay County history.
 - b. Members shall seek out areas to collaborate to achieve the commission's purpose.
 - c. Members shall advance requests from the community for assistance with historical projects when in the member's judgment the project has merit.
 - d. Members shall attend commission meetings, and after three consecutive absences, the commission, as per ordinance, can recommend to the BCC that the member be removed.
- IV. **Officers**
 - a. Three officers shall be elected: Chairperson, Vice Chairperson and Secretary
 - i. A nominating committee shall be formed no later than the April meeting and shall propose a slate no later than May meeting.
 - ii. Officers shall be elected from nominations received from the nominating committee and/or the floor at the June meeting.
 - iii. Officer terms shall be one year, commencing on July 1.
 - iv. No officer shall be elected whose commission term has less than one year remaining.
 - v. Officers shall not serve more than two consecutive terms.
 - b. The Chairperson shall
 - i. Schedule and conduct all meetings and appoint committees as needed.
 - ii. Represent the commission at BCC meetings.
 - iii. Manage the commission's budget status and dispersal of funds.
 - iv. Include these topics on the commission agenda at least once per year:
 1. Annual planning session to discuss focus areas and dates and times of regular meetings
 2. Sunshine Law refresher briefing
 3. County procurement procedures
 - v. Update the commission on budget status and BCC activities from time to time.
 - vi. Delegate these responsibilities with the commission's consent.
 - c. The Vice Chairperson shall serve as the Chairperson's assistant & conduct meetings in the Chair's absence.
 - d. The Secretary shall take minutes at commission meetings and shall provide copies to each member at the next meeting. After the commission approves the minutes, the Secretary shall forward them to the BCC to be attached to its minutes and to the Clay County Archives to be included in a central file.
- V. **Meetings**
 - a. Regular meetings will be held as agreed by the commission.
 - b. Special meetings of the commission or its committees may be called as needed.
 - c. Notice of meetings shall be sent to members by e-mail & posted on the county website.
 - d. Members shall not discuss commission business among themselves except at public meetings.
 - e. A quorum, as per ordinance, is a simple majority of all sitting commission members.
 - f. The commission shall make an effort to meet in county facilities or in areas of historical significance.