

LELAND HISTORIC PRESERVATION COMMISSION BY-LAWS

ARTICLE I. The Leland Historic Preservation Commission

Section 1. Name of Commission: The official name of this historic preservation commission shall be the Leland Historic Preservation Commission, abbreviated as LHPC.

Section 2. Membership: Membership on this Commission shall be by appointment by the Mayor and Board of Aldermen of the City of Leland, Mississippi. Each year that vacancies occur, the LHPC shall from among its members designate a nominating committee. By the first of November of each year the nominating committee shall select a slate of persons determined to be qualified to serve as members of said Commission. This slate of prospective commission members shall be presented to the Mayor and Board so that they may appoint members to the LHPC. Terms of membership shall begin on the first day of January of the following year.

Section 3. Term of Office: The term of this membership shall be a three-year period with members being eligible for reappointment for additional three-year terms.

Section 4. Vacancy: If any individual member leaves the Commission for whatever reason, a new member appointed to fill the said vacancy shall be appointed for the remainder of the unexpired term of the member leaving the Commission. Available positions on the Commission shall be filled by public notice and solicitation of résumés prior to filling a vacancy. The résumés will be reviewed by the members of the nominating committee, and the procedure in Article I, Section 2 shall be followed.

ARTICLE II. Officers

Section 1. Officers: Annually at the regular meeting of the LHPC held in the month of January the LHPC shall elect from its duly constituted members a chairman, a vice-chairman, and a secretary. The officers may succeed themselves. The chairman's term of office is limited to consecutive one-year terms. In the case of a vacancy, an election may be held during any meeting to fill out the term of office.

Section 2. Chairman: The chairman shall preside at all meetings of the LHPC and at all other meetings and public hearings called by the LHPC. The chairman has the privilege of appointing any committee deemed appropriate and is an ex officio member of all committees, except the nominating committee. The chairman shall sign all reports, plans, documents, authorizations, and recommendations of the LHPC and, in general, shall act as spokesman for the LHPC.

Section 3. Vice-Chairman: The vice-chairman shall serve as chairman in the absence or disability of the chairman. In the event of death or resignation of the chairman, the vice-chairman shall perform the duties of the chairman until such time as the Commission shall elect a new chairman.

Section 4. Secretary: The secretary shall take, read, prepare, and distribute minutes; assist the chairman in the preparation of the agenda for meetings of the Commission, prepare and send out notices for regular and special meetings, and establish and maintain the Commission's files, which shall be maintained securely, be accessible to the public, and be periodically updated to reflect changes, alterations, and demolitions.

Section 5. Election: A candidate receiving a majority vote of the members of the Commission present and voting shall be declared elected and shall serve for one year or until his successor shall take office. All elected officers must be members of the Commission.

ARTICLE III. Meetings

Section 1. Regular Meetings: The LHPC shall meet monthly on the third Monday at 6:00 p.m. at the Leland Library. If a necessity arises between regularly scheduled meetings, the chairman of the Commission has the authority to poll the members by telephone, email, or postal mail.

Section 2. Special Meetings: The chairman or any two (2) members of the Commission may call a special meeting by giving notice to every member of the Commission by hand delivery, telephone, email, or postal mail and stating the date, time, place, and purpose of such meeting.

Section 3. Attendance. Each member must attend 75% of the regular and special meetings of the Commission each year. After three (3) consecutive unexcused absences the member shall be removed from the LHPC.

Section 4. Quorum: A quorum shall consist of the next whole number more than 50% of the appointed membership of the LHPC, which is five (5) of the nine (9) members of the LHPC.

Section 5. Agenda: No matter or business shall be considered by or acted upon by the Commission unless it is placed on the agenda for the meeting at which it is to be considered or acted upon. Any matter to be brought before the Commission at a meeting on which a vote by the Commission is to be taken shall be placed on the agenda. Any person desiring to appear before the Commission and present any matter to the Commission must notify the chairman or secretary of the Commission, and the name of such person and a brief statement of the matter to be presented must be placed on the agenda prior to the meeting.

Section 6. Voting: All members of the Commission shall have one (1) vote. Any commissioner with a personal interest in a matter before the commission shall abstain from voting so as to avoid the appearance of a conflict of interest. A member of the Commission present but abstaining from voting shall be counted and recorded on the prevailing side.

Section 7. Meetings and Open Records: Minutes and records of all meetings and proceedings conducted by the Commission, including voting records, attendance, resolutions, findings, determinations, and decisions, shall be kept by the Commission. All such material shall be a matter of public record. Either a paper or electronic copy of the minutes of each meeting shall be filed with the Mississippi Department of Archives and History by the Secretary of the LHPC.

Section 8. Parliamentary Procedure: The adopted parliamentary authority to guide the actions of the Commission when there is procedural doubt shall be ROBERT'S RULES OF ORDER.

ARTICLE IV. Amendments to the By-Laws

Section 1. Amendments: Amendments to the By-laws of the LHPC shall be made by a quorum of the total number of members of the Commission and shall be subject to the approval of the Mayor and Board of Aldermen.

ARTICLE V. Reports

Section 1. Budget: The Commission shall submit a budget request to the City of Leland no later than August 1 of each fiscal year.

Section 2. Annual Report: The Commission shall make an annual report to the Local Government Assistance Coordinator with the Mississippi Department of Archives and History by December 1 of each year. A copy of the annual report shall be presented to the Mayor and Board of Aldermen at the same time. The report shall include, at a minimum, the number of cases reviewed, new designations made, progress on survey activities, revised resumes for commission members, attendance records, and documentation for the educational and informational meetings attended by each commission member.