

BY-LAWS
OF
SHERIDAN COUNTY HISTORIC PRESERVATION COMMISSION

ARTICLE I
DUTIES AND SELECTION OF OFFICERS

Section 1. Advisory Membership. The Commission may, by a majority vote, invite other persons to serve as advisory members of the Commission, for the length of time specified by the Commission. Advisory members shall be invited to serve because of special expertise or interest in Commission activities. Advisory members may attend meetings but may not vote or be considered official Commission members for the conduct of business.

Section 2. Officers. Nomination and election of officers will be held annually at the organizational meeting in July.

- a) The officers of the Commission shall consist of a chair, vice-chair, secretary and treasurer.
- b) The chair shall be responsible for: preparing and providing an agenda, presiding over and calling to order all regular and special meetings, announcing business to be conducted, providing for swift, orderly and pertinent discussion of questions arising during proceedings and putting them to a vote. The chair shall also announce the result of the votes and authenticate, by his or her signature when necessary, all acts, orders and proceedings of the Commission.
- c) Upon the absence of the chair, the vice-chair shall automatically become the presiding officer of the Commission. The vice-chair shall also be able to sign any documents for the Commission in the absence of the chair or secretary.
- d) The secretary shall be responsible for: keeping the records and minutes of each meeting or hearing; providing copies of minutes of meetings. As well as to members of the commission; signing the records and minutes of each meeting or hearing after they have been approved by the Commission; signing documents appropriate to the office of secretary; attending to correspondence and performing such other duties as may be assigned by the Commission.
- e) The treasurer shall have the care and custody of and be responsible for all funds and deposit such funds in the name of the Commission in a bank account, as the Commission may designate by resolution. The treasurer shall track all endorsements, including checks, drafts, warrants, and orders for payment, made in the name of the Commission and dispose of the same and receipt therefor at the direction of the Commission. The treasurer shall report at each regular meeting a statement of the condition of the finances of the Commission. The treasurer shall annually provide for the appropriate regular meeting agenda for the formulation of all required budgets. The treasurer shall be bonded and all financial proceeding shall be audited.
- f) A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected.
- g) Each elected officer shall serve for one year, or until his or her successor takes office.

- b) Roll Call
- c) Approval of Minutes
- d) Old Business
- e) New Business
- f) Committee Reports
- g) Adjournment

- i. No new business submitted for action by the Commission shall be acted upon unless it is submitted at least five (5) business days prior to a regular meeting date.
- ii. New business may be introduced without the five (5) day notice for the purpose of Commission action at a future meeting or referral to a committee or staff for study or consideration. Provisions of this section may be waived by the unanimous vote of the members present.

Section 6. Minutes. Written minutes of all meetings of the Commission shall be recorded and along with any reports and/or case decisions, shall be made available to the public. Minutes may be in the form of a summary of the meeting, but shall include the following:

- a) Date, time and place of meeting;
- b) A list of members of the Commission present;
- c) The general substance of all matters discussed or proposed;
- d) A record of all decisions made by the Commission.

ARTICLE IV

CONFLICTS OF INTEREST

Section 1. Qualification to Vote. Any member of the Commission who may have a financial interest in a question called to vote shall, when a question is raised by him/herself or another member of the Commission, or any interested person regarding his/her financial interest, may have his/her voting qualifications judged by the Commission as to his/her amount of interest in the business in question and his/her right to vote on it after discussion and the vote of the Commission.

- a) Any member of the Commission found to have any financial interest in a question called to vote shall not be qualified to vote on the question and shall not be considered in the quorum count prior to voting.

ARTICLE V

FUNDING AND BUDGET

Section 1. Sources. The B.O.CC may request monies on the Commission's behalf through grants from the Wyoming State Historic Preservation Office. In addition, the Commission shall have the right to receive, hold, and spend funds which it may legally receive from any and every source both in and out of the State of Wyoming for the purpose of carrying out the objectives of the Commission.

Section 2. Budget. The Commission will review the budget process on an annual basis.

Section 3. Funds. Any funds spent shall require the signatures of two elected officers.

ARTICLE VI

ADDITIONAL PROVISIONS

Section 1. Amendments. The Commission may amend these rules of practice and bylaws. Prior to amendment, members of the Commission must be notified, in writing, of the proposed amendment. The vote on the proposed amendment shall be taken at a regular Commission meeting.

Section 2. Committees. Committees may be established by the chair to examine specific questions and submit findings in the form of a written report to the Commission as a whole.

Section 3. Reconsideration. The Commission may vote to reconsider any decision previously made. A matter may be reconsidered by the Commission only once. When the Commission votes to reconsider a decision, hearing and notice procedure shall *be* the same as those required for the original decision.