

Bylaws of the Victoria County Historical Commission

(Adopted January 14, 2003)

Article 1: Name

The Victoria County Historical Commission (VCHC) is hereby created and assumes the duties and responsibilities in accordance with the Texas Local Government Code, Chapter 318.

Article 2: Purpose

The purpose of the Victoria County Historical Commission shall be to initiate and conduct such programs as may be suggested by the Victoria County Commissioners Court, the Texas Historical Commission, interested Commission members and citizens for the preservation of the historical heritage of Victoria County. The activities shall include the locating of and recommendations for marking historical sites and structures, the informing of the community of historical activities, the preservation of the historical heritage of Victoria County, the involvement of the community in historical preservation, and the interaction with other related agencies, groups and civic organizations involved in preserving Victoria County's historical heritage

Article 3: Membership

Section 1. Members are appointed by the Victoria County Commissioners Court.

Section 2. Members shall be appointed during the month of January of odd-numbered years and shall serve for a term two years.

Section 3. In-term appointments shall serve only until the next regular appointment date.

Section 4. Unless otherwise specified, all members are voting members.

Section 5. Members Emeritus status is available to members who have made significant contributions to the Victoria County Historical Commission, and who are unable for any reason to continue as active members. Nominations can be considered at any meeting and will be approved by a two-thirds vote of those present.

Article IV: Meetings

Section 1. Regular meeting will be held on the second Tuesday in the months of January, March, July, September and November.

Section 2. Special meetings may be called by the chairman.

Section 3. The chairman may call special meetings of the commission at any time upon written request to the chairman signed by six or more members provided that ten days notification is given to the commission.

Section 4. Notification of the meeting stating the place, date, hour, and agenda shall be made by mail.

Section 5. Ten members shall constitute a quorum. Section

6. All meetings shall be open to the public.

Section 7. The officer of the Victoria County Historical Commission shall be chairman, vice chairman, secretary and treasurer. The candidates receiving the largest number of votes at the first meeting of odd-numbered years shall be elected. Their term shall be for two (2) years. They shall take office immediately following their election.

Article V: Officers

Section 2. **Chairman** -- The chairman shall have executive supervision over the activities of the commission within the scope provided by these bylaws. The chairman shall preside at all meetings, submit an annual report of the activities of the commission to the Victoria County Commissioners Court, and submit a general budget request with assistance from the finance and budget committee to the Victoria County Commissioners Court and serve or designate a representative to serve on any board, commission or committee as requested to represent the VCHC to all other organizations. The Chairman will also appoint the nominating committee at the final meeting in even-numbered years.

Section 3. **Vice-Chairman** -- The vice-chairman shall perform such duties as the commission or the chairman may direct and shall assume the duties of the chairman in the event of absence, incapacity, or resignation of the chairman.

Section 4. **Secretary** -- The secretary shall keep the minutes of the meeting of the commission and perform such other duties as may be prescribed by the commission or chairman.

Section 5. **Treasure** - The treasurer shall make financial reports at each meeting and perform such other duties as may be prescribed by the commission or chairman.

Section 6. Executive Committee shall consist of the chairman, vice-chairman, secretary and treasurer. The executive committee shall decide questions of policy that for any reason cannot be acted upon at a meeting of the commission and perform such other functions as designated in the bylaws or otherwise assigned to it. Three members shall constitute a quorum at any meeting of the executive board.

Section 7. Resignation an Vacancy: An officer may resign the office while not necessarily resigning membership on the VCHC by submitting a letter to the VCHC which shall be read into the official minutes. Vacancies occurring in any office other than chairman shall be filled for the remainder of the term by electing a substitute at the regular meeting following the resignation.

Article VI: Committees

Section 1. The Victoria County Historical Commission chairman shall establish committees and appoint committee chairman as needed to perform the work of the Commission. The interests of the Victoria County Historical Commission members and the latest edition of the Texas Preservation Handbook for County Historical Commissions shall serve as a guideline for the work of the Commission and for what committees are needed to perform that work.

Section 2. At the final meeting of even-numbered years, the commission chair shall appoint a nominating committee and designate the chairman that will submit a slate of officers to include chairman, vice-chairman, secretary and treasurer to be voted on at the first meeting of odd-numbered years. The nominating committee shall have at least 3 members.

Section 3. The executive committee shall serve as the finance and budget committee.

Article VII: Parliamentary Authority

The rules contained in the current edition of Robert Rules of Order Newly Revised, shall govern the proceedings of the commission except in such cases as are governed by these bylaws and any special rules of order the commission may adopt. Article VII: Amendment to the Bylaws These bylaws may be amended or repealed by a two-thirds vote of those voting, provided notice was given at the previous meeting. Or they may be amended at a special meeting called for that purpose upon previous notice in writing and a two-thirds vote. All amendments shall be submitted in writing.

Adopted by the membership of the Victoria County Historical Commission

Approved by the Victoria County Commissioners Court