

COLLIN COUNTY HISTORICAL COMMISSION BYLAWS

Article I. Name of Organization

The name of this organization is the Collin County Historical Commission, in the State of Texas.

Article II Purpose

The purpose of the Collin County Historical Commission shall be the identification, preservation, protection, and interpretation of the history of Collin County. The Collin County Historical Commission shall have the authority and shall carry out the duties and responsibilities of a county historical commission as described by law, including Chapter 318, Texas Local Government Code, as amended or superseded and such other duties and responsibilities as may be directed by the Collin County Commissioners Court. Without limitation, the Collin County Historical Commission shall have the duty:

Section 1: To institute and carry out a continuing survey of Collin County to determine the existence of historical buildings and other historical sites, private collections of historical memorabilia, or other historical features within the County, and to report the data collected to the Collin County Commissioners Court and the Texas Historical Commission, and to compile the data in a County register of historical places and memorabilia; and

Section 2: To recommend and/or approve historic sites, historic events, and historic organizations for county, state, and national markers; and

Section 3: To make an annual report of its activities and recommendations simultaneously to the Collin County Commissioners Court and to the Texas Historical Commission, before the end of each calendar year; and

Section 4: To promote activities that further the knowledge of the history of Collin County; and

Section 5: To make recommendations to the Collin County Commissioners Court and the Texas Historical Commission concerning the acquisition of real or personal property that is of historical significance to Collin County; and

Section 6: To adhere to rules and policies as set forth in the Collin County Boards rules and policies set by the Collin County Commissioners Court. *(These duties are those listed in Sections 318.006 and 318.008 of the Code.)*

Article III. Membership

The Collin County Commissioners Court shall appoint no more than twenty (20) Collin County residents representing all areas of the County to the Collin County Historical Commission.

Section 1: Members shall be appointed during the month of January in odd numbered years for terms of two years. The Collin County Commissioners will fill all vacancies.

Section 2: If a member has three absences per calendar year for scheduled meetings, that member will be considered inactive. The Chairman of the Collin County Historical Commission may, with the approval of the Collin County Historical Commission, ask the Collin County Commissioners Court to replace the inactive member as soon as possible.

Section 3: If a member engages in any activity that interferes with the ability of the Collin County Historical Commission to conduct business, the Chairman of the Collin County Historical Commission may, with the approval of the Collin County Historical Commission, ask the Collin County Commissioners Court to remove that member and make a replacement as soon as possible.

Section 4: If a member resigns, the Collin County Commissioners Court will fill the vacancy as soon as possible.

Article IV. Advisory Council

From time to time the Collin County Historical Commission may choose to form an Advisory Council.

Section 1: Under the Collin County Historical Commission's direction for a specific project, the Advisory Council shall have a set time limit.

Section 2: Persons who have extensive knowledge or interest in history of the county, plus those who are inactive or former members of the Collin County Historical Commission, may be selected to serve until the completion of the said project.

Article V. Officers

The officers of the Collin County Historical Commission shall be the Chairman, Vice-chairman, Secretary, and Treasurer.

Section 1: At the June meeting of the Collin County Historical Commission, a nominating committee of three will be elected by secret ballot. This committee will submit at the July

meeting a slate of officers whose consent to serve has been obtained. At the August meeting additional nominations may be made from the floor, providing the nominees have consented to be nominated. The election of officers will then be held at the August meeting. The officers will take office immediately after the August meeting.

Section 2: All books and reports will have been completed and shall be turned over to the newly elected officers.

Section 3: The officers will serve one-year terms and can be re-elected.

Section 4: If for some reason one or more of the officer positions of the Executive Board cannot be filled by an active member of the Collin County Historical Commission, the Commissioners Court shall appoint someone from the members to act as officer until the full membership of the Collin County Historical Commission considers and acts upon filling the vacancy.

Article VI. Duties of Officers

Section 1: The Chairman shall preside at all meetings and shall serve as the liaison between the Collin County Historical Commission and the Collin County Commissioners Court and between the Collin County Historical Commission and the Texas Historical Commission. The Chairman shall appoint committees as necessary to assist in the attainment of the goals and objectives of the Collin County Historical Commission.

Section 2: The Vice-Chairman shall in the absence of the Chairman perform all duties pertaining to that office.

Section 3: The Secretary shall keep a record of all proceedings and submit minutes to be approved by the Collin County Historical Commission at each regular meeting. The Secretary will notify in writing all members of the Collin County Historical Commission and the Collin County Commissioners Court of all meetings. Meetings will also be posted at the courthouse in accordance with *Section 551, Local Government Code, Texas Open Meetings Act*.

Section 4: The Treasurer will keep records of all expenditures by the Collin County Historical Commission and shall make an annual report to the Collin County Commissioners Court detailing said expenditures. The Treasurer will prepare the annual budget.

Section 5: These officers shall constitute the Executive Board of the Collin County Historical Commission.

Article VII. Meetings

Section 1: All meetings of the Collin County Historical Commission shall be run under *Robert's Rules of Order*.

Section 2: Notice of the Collin County Historical Commission meetings shall be posted at the lobby of the Collin County Courthouse seventy-two hours prior to the meeting. This notice shall give the date, time, and location of the meeting. (*Section 551, Local Government Code: Texas Open Meetings Act.*)

Section 3: There shall be a minimum of six regular meetings annually, the specific dates to be determined at the January meeting of each year.

Section 4: A quorum shall consist of a majority of the filled positions on the Collin County Historical Commission. A quorum must be maintained for the entire meeting in order to vote.

Article VIII. Annual Budget

The Treasurer will prepare a budget to be presented to the Collin County Commissioners Court each year in June.

Section 1: The Budget shall include funds for historical markers, operational expenses of the Collin County Historical Commission, and other projects such as brochures, awards, ceremonies, workshops.

Section 2: This budget must be approved by the majority vote of all members of the Collin County Historical Commission prior to submission to the Collin County Commissioners Court.

Section 3: All expenditures of County Funds must be approved by the Collin County Commissioners Court.

Article IX. Amending the Bylaws

Section 1: Any active member of the Collin County Historical Commission may, at a regular meeting, present a motion to amend the Bylaws of the Collin County Historical Commission.

Section 2: The proposed amendment shall be discussed and voted on at the next regular meeting. If the amendment is passed by a majority vote, it shall be presented to the Collin County Commissioners Court for approval.

Section 3: The Collin County Commissioners Court shall approve the Bylaws of the Collin County Historical Commission as well as any amendments to the Bylaws.

Section 4: The Bylaws will be dated.

Adopted and approved by the Collin County Commissioners, Collin County, State of Texas

On the _____ of _____ .