

Historic Preservation Advisory Board By-Laws

Amended September 22, 2020

Article I

CREATION

The Historic Preservation Advisory Board was created by the Mansfield City Council on January 28, 2019.

Article II

PURPOSE

The mission of the Historic Preservation Advisory Board is to advise in the preservation, protection, and promotion of the historical resources of Mansfield for the education and enjoyment of its citizens and visitors.

Article III

MEMBERSHIP

Section 1.

The board shall be composed of eight members. Seven seats are appointed by the City Council who evaluates applications of potential board applicants and appoints its members. Terms are generally two years, or otherwise as set by the City Secretary and City Council. The eighth seat is held by the President of the Mansfield Historical Society.

Section 2.

The Museum Manager will serve as an ex-officio member of the board with no voting privileges.

Section 3.

The City Council may appoint a Council member to serve ex-officio as liaison between the Council and the Historic Preservation Advisory Board.

Article IV

OFFICERS

Section 1.

The members of the Board shall meet and elect a Chairperson, Vice-Chairperson and Secretary.

Section 2.

Officers of the Board shall be elected annually at the meeting in October or at other appropriate times to fill vacancies. The term of office is one calendar year.

- (a) **Chairperson:** The Chair shall preside over all meetings, appoint special committees as needed and authorize calls for any special meetings.
- (b) **Vice-Chairperson:** The Vice-Chairperson shall act in the place of the Chairperson in the event of his/her absence or inability or refusal to act, and shall exercise and discharge such other duties as may be required by the Board.
- (c) **Secretary:** The Secretary shall keep accurate records of meeting minutes in coordination with the Museum Manager. The Manager will be responsible for ensuring that the minutes are input into the City's electronic record system as required.

Article V

DUTIES OF BOARD MEMBERS

Section 1.

The Historic Preservation Advisory Board shall serve in an advisory capacity to the Museum Manager concerning the acquisition, maintenance, operation and use of the facilities, equipment and grounds of the Mansfield Historical Museum, Man House and other historical sites and programs. It will also foster an appreciation for local history in our community.

Section 2.

The Board shall create and revise as necessary, a mission statement to guide the Museum Manager.

Section 3.

The Board shall confer and work with the Museum Manager to make recommendations to city officials relating to historical preservation.

Section 4.

The Board shall assist and recommend programs of education for all age levels, for the effective implementation of such programs and to assist the Museum Manager in the development and adoption of such plans and recommendations.

Section 5.

The Board shall study and recommend exhibits, artifacts and displays for the museums.

Section 6.

The Board shall have the advisory input on all matter relating to the rules and regulations pertaining to the operation and use of the Museum facilities.

Section 7.

It shall not be an activity of the Board to make expenditures of city funds, nor order any work done on its own authority.

Section 8.

The Board shall have no authority to employ or discharge employees of the City. The Board shall not have authority of the duty assignments of any City employee.

Section 9.

Members of the Board shall serve as advocates for historical preservation within the community.

Section 10.

Board members shall be involved in the activities of the museum by volunteering and attending museum programs and events.

Section 11.

Committees may be appointed for special purposes by the Chairperson and with the consent of the majority of the Board. All committees will have at least one Board member serving on them. These committees will be dissolved upon completion of their assignments.

Section 12.

Board members must, upon their appointment or election as President of the Historical Society, complete all documentation and training required by the City.

Article VI

MEETINGS

Section 1.

The Board shall hold such regular meetings as may be determined by the Board, and as many other special or called meetings as necessary, provided that adequate notice is given to all Board members and the public, in accordance with City policy and Chapter 551 of the Texas Government Code, also referred to as the Open Meetings Act. The posting of the meetings shall conform to the requirements of the Open Meetings Act.

Section 2.

Five members of the Board shall constitute a quorum for the transaction of business, and the general rules of parliamentary procedure shall be enforced in all proceedings of the Board. In the absence of a quorum, the meeting will be cancelled.

Section 3.

All questions presented for a vote of the Board will be decided by a simple majority of the quorum, including the vote of the Chairperson.

Section 4.

The Board shall welcome the general public to the meetings. Visitors to meetings shall have no voting authority.

Article VII

CODE OF ETHICS

Section 1.

Members of the Historic Preservation Advisory Board shall serve without compensation.

Section 2.

Members of the Board shall avoid situations where conflict of interest may occur by refraining from personally collecting objects sought by the Museum for the permanent collection.

Article VIII

AMENDMENTS

Any of the by-laws not set forth by city policy can be amended by majority vote at any board meeting where a quorum is present.