

RED WING ADVISORY HERITAGE PRESERVATION COMMISSION

BY-LAWS

Section I. The officers of the commission shall be a President, Vice President, and Secretary-Treasurer.

Section II. The duties of the Officers shall be as follows:

1. President

- a. The President shall be charged with the administration of the affairs of the Commission.
- b. The President shall preside over all meetings of the Commission.
- c. The President shall be a member of and preside over all meetings of the Executive Committee.
- d. Except as otherwise provided in these By-Laws, the President shall appoint all Committees as soon as practicable after the annual meeting.

2. Vice President

- a. The Vice President shall assume the duties of the President during his absence.

3. Secretary-Treasurer

- a. The Secretary-Treasurer shall record and maintain the minutes of all Commission meetings and file with the City Clerk of the City of Red Wing copies of such minutes.
- b. The Secretary-Treasurer shall record and maintain minutes of all meetings of the Executive Committee.
- c. The Secretary Treasurer shall prepare and receive correspondence for the Commission, and maintain proper files.
- d. The Secretary-Treasurer shall prepare an annual report to the City Council of the City of Red Wing as of December 31st, summarizing the activities of the Commission and accounting for such funds as may have been provided the Commission.

- e. The Secretary-Treasurer shall maintain an accurate accounting of all receipts and expenditures of the Commission.
- f. The Secretary-Treasurer shall perform such other duties as ordinarily pertain to the office.

Section III. Election of Officers

The officers of the Commission shall be elected at the annual meeting and shall serve until the next annual meeting.

The officers of the Commission shall be elected by a majority vote of the voting members present. Voting shall be by secret ballot.

The initial officers of the Commission shall serve until their successors have been duly elected.

Section IV. Committees

1. Executive Committee. There shall be an Executive Committee composed of the following: The President as Chairman, The Vice President, the Secretary-Treasurer.
 - a. The Executive Committee shall assist the President in conducting the affairs of the Commission, shall receive proposals for new projects, and shall receive all reports of committee activities.
 - b. The Executive Committee shall meet upon call of the President or upon notice of the Secretary, upon receipt of a petition from a majority of the members of the Committee.
2. The President shall appoint ad hoc committees as he deems necessary to carry out any particular study pertinent to the Commission work, and he shall designate the chairman.

Section V. Meetings

The annual organizational meeting of this Commission shall be held on the ~~third-Monday-in-December.~~ fourth Thursday in January.

The order of business at the annual meeting shall include:

Reading of the call

Minutes of the previous meeting

Officer's Reports

Seating of new members

Election of Officers

Installation of new officers

Regular stated meetings of the Commission shall be the ~~third-Monday-of~~ ~~each-month,~~ fourth Thursday of each month.

Chairman

The ~~President~~ may, at his discretion and by at least 24 hours written notice call special meetings of the Commission. The call shall state the subject matter to be considered at the meeting and consideration shall be limited thereto.

Section VI. General Rules

All meetings shall be conducted in accordance with Robert's Rules of Order.

The presence of a majority of the voting members shall constitute a quorum.

All recommendations of the Commission to the City Council shall be in the form of a resolution duly adopted by said Commission.

All recommendations to the City Council must be approved by a two-thirds majority of the voting members present at any properly called meeting.

The Commission may, from time to time, transmit data, findings, the results of studies, surveys, etc., to the City Council without recommendation.

All voting on matters for transmittal to the City Council shall be by roll call vote.

Additions to the agenda, as prepared by the Executive Committee, may be made by a majority vote of the Commission at any meeting.

Section VII. Guidelines for Heritage Preservation

The attached guidelines for Heritage Preservation shall be utilized by the Commission in preparing a catalogue of buildings, land areas or districts. See Attachment A.

Section VIII.

These By-Laws may be amended at any regular stated meeting provided two-thirds of the members of the Commission approve the amendment in a roll call vote, providing further that the amendment is part of the agenda for the meeting and the membership has been notified in writing.

Addition to Section VI. General Rules

Any member of the Heritage Preservation Commission who misses more than 3 consecutive meetings or more than half of the meetings in a calendar year shall lose his or her status as a member and shall be replaced. Absences due to sickness, death or other emergencies are excused.