

KALAMAZOO HISTORIC DISTRICT COMMISSION

Rules of Procedure

Article I – Duties and Responsibilities

Section 1.0 The Historic District Commission shall have the following duties and responsibilities:

- 1) Perform those functions required by Act 169 (Mich P.A. of 1970) and Ordinance No. 986 as follows:
 - a. To regulate the construction, alteration, repair, moving and demolition of those structures in the historic district or districts which, by City ordinance, have been, or may in the future be, designated historic structures.
 - b. In those instances where efforts of the Commission to preserve an historic structure in the historic district or districts fail, or it is deemed that public ownership is most suitable, to recommend that the City Commission acquire such property.
 - c. Maintain public historic structures in the historic district or districts using its own funds if not specifically ear marked for other purposes, or those public funds committed to this use by the City Commission.
 - d. Act as an agent of the City Commission to accept and administer grants and gifts for historical preservation purposes in the historic district or districts.
- 2) Coordinate the planning and development of the historic district or districts in the City of Kalamazoo.
- 3) Recommend capital improvement projects to the City Manager designed to implement the public portions of plans for historic districts in the City of Kalamazoo.
- 4) Issue certificates of approval or rejection of plans for the repair or alteration affecting the exterior appearance of historic structures in the historic district or districts.

Article II – Officers

Section 2.0 The officers of the Historic District Commission shall consist of a Chairman and Vice-Chairman elected by the Commission at its Annual Meeting. Officers shall serve for a period of one year and may be re-elected.

The Director of City Planning shall serve as the Secretary of the Commission, but shall not vote on Commission matters. In the event the Secretary shall be absent from any meeting, the officer presiding shall designate an Acting Secretary to serve for the meeting in question.

Section 2.1 Duties of Officers. The duties and powers of the officers of the Historic District Commission shall be as follows:

- 1) Chairman
 - a. To preside at all meetings of the Commission.
 - b. To call Special Meetings of the Commission in accordance with these rules of procedure.

- c. To see that all actions of the Commission are properly taken.
- 2) Vice Chairman
 - a. During the absence, disability, or disqualification of the Chairman, the Vice-Chairman shall exercise or perform all duties and be subject to all the responsibilities of the Chairman.
- 3) Secretary
 - a. To take and keep all minutes of all meetings of the Commission.
 - b. To prepare the agenda, in cooperation with the Chairman, for all meetings of the Commission.
 - c. To be custodian of the Commission's records.
 - d. To inform the Commission of correspondence relating to business of the Commission and to attend to such correspondence.
 - e. To handle funds allocated to the Commission in accordance with its directives, the law, and City regulations.
 - f. To conduct the election of officers at the Commission's Annual Meeting.
 - g. To conduct a special election for the appointment of an Acting Chairman to serve in the absence of both the Chairman and Vice-Chairman.
 - h. To sign all official documents of the Commission.

Section 2.2 Vacancies. Should any vacancy occur among the members of the Historic District Commission by reason of death, resignation, disability or otherwise, immediate notice thereof shall be given to the City Clerk by the Secretary. Should any vacancy occur among the officers of the Commission, the vacant office shall be filled in accordance with the provisions of these rules of procedure, such officer to serve the unexpired term of the office in which such vacancy shall occur.

Article III – Meetings

- Section 3.0 Annual Meeting. The Annual Meeting of the Historic District Commission shall be the first regular meeting in the month of February. Such meetings shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled by the Historic District Commission.
- Section 3.1 Regular Meetings. Regular meetings of the Historic District Commission shall be held in the City Hall at 7:30pm on the ----,,----- of the month. At such meetings the Commission shall consider all matters properly brought before it. A regular meeting may be cancelled or rescheduled by the Commission at a prior meeting or by a majority of the Commission with sufficient public notice of said change.
- Section 3.2 Special Meetings. Special meetings of the Commission shall be held at a time and place designated by the officer calling the same and shall be called by the Chairman or Vice-Chairman with permission of a majority of the Historic District Commission. Notice thereof shall be given to all members not less than twenty-four hours in advance thereof.

- Section 3.3 Quorum and Action. A majority of the members of the Commission shall constitute a quorum. A majority of the members is required to take action on all matters not of an administrative nature, but a majority of a quorum may deal with administrative matters. Where Commissioners are not present at a meeting, the vote on a matter at a subsequent meeting shall depend upon a public statement from them attesting to their familiarity to the subject from review of appropriate related materials.
- Section 3.4 Disclosure. In the event that any member of the Historic District Commission shall have a personal interest of any kind in a matter then before the Commission, he or she shall disclose his or her interest and may be disqualified from voting upon the matter and the Secretary shall so record in the minutes that no vote was cast by such member.
- Section 3.5 Robert's Rules of Order. All meetings of the Historic District Commission shall be conducted in accordance with Robert's Rules of Order.

Article IV – Amendments

- Section 4.0 Amending Rules of Procedure. These rules may be amended at any meeting of the Historic District Commission provided that said proposed amendment is given to each member in writing at least five days prior to said meeting.

Approved by Historic District Commission

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