

BY-LAWS

HUNTSVILLE HISTORIC PRESERVATION COMMISSION

1. The Huntsville Historic Preservation Commission shall be governed by applicable City and State Laws and Ordinances, and by these By-Laws, as the same may from time to time be amended.

2. Organizational Meetings

Unless otherwise provided, the Commission, at the meeting regularly scheduled for the month of June each year shall, as the first order of business, meet to organize itself.

3. Officers

At the time and place herein provided, the Commission shall elect a Chairman, and Chairman Pro-Tempore. The director of the City Planning Commission shall serve permanently, by virtue of his office, as Secretary of the Commission.

4. Committees

The members of such committees, as may be determined necessary and desirable by the Commission, shall be appointed by the Chairman, subject to the approval of the Commission. Standing committees can be created with assigned duties when considered necessary.

5. Regular Meetings

Unless otherwise provided, the Commission shall meet for business on the second Monday of each month at 4:30 P.M. in the Conference Room of the Inspection Department of the City of Huntsville, Alabama.

5B. Special Meetings

Special meetings may be called by the Chairman or Secretary on 48 hour notice to each member. At such meetings, only business which is in the notice of call shall be conducted. Notice shall be by telephone with a follow-up letter to the address listed in records. Any member may waive any notice

required to be given, either before or after the meeting of which notice is required to be given.

6. Transacting Business

For the orderly transaction of business coming before the Commission, the following rules are adopted:

A. Order of business shall be as follows:

1. Call to order.
2. Roll Call.
3. Hearing of applications for permits.
4. Communications from the public.
5. Reading of the minutes of the last meeting.
6. Committee reports.
7. New business.

B. The Chairman shall preserve order and decorum in the transaction of business, and on points of order shall speak in preference to any Commission member.

C. The Chairman shall decide all questions of order, but from his decision an appeal may be taken, which appeal shall be decided immediately by a majority of the members present by yes or no vote.

D. When two or more Commission members shall arise to speak at the same time, the Chairman shall decide who is entitled to speak.

E. Any Commission member, having voted with the majority on a question, may move for a reconsideration of the question at that meeting or at the next succeeding meeting of the Commission.

F. The Chairman or any member of the Commission shall have the right to have his protest to the approval of any measure entered on the minutes.

G. No absentee or proxy vote shall be permitted.

H. In the transaction of business the latest edition of Roberts Rules of order shall be used in all cases not otherwise covered, including a requirement that a majority of the members present must vote in favor of a motion

("yea") in order for the motion to be approved by the Commission.

7. Conflict of Interest

Upon any matter coming before the Commission in which any member has a personal interest, he shall state same and disqualify himself from deliberations and voting thereupon.

8. Amendments

These By-Laws may be altered or amended by the affirmative vote of a majority of the members of the Commission at any regular meeting of the Commission, or at any special meeting of the Commission, if notice of the proposed alteration or amendment be contained in the notice of such meeting.

9. Training

All members shall receive a minimum of eight hours of annual historic preservation training in accordance with standards approved by, or acceptable to, the Alabama Historical Commission. If any member fails to obtain the minimum eight hours of acceptable training, that member may be removed from the Board by, and in the discretion of, the appointing authority.