

BYLAWS
Revised March 9, 2016
Mason County
Historic Preservation Commission

SECTION 1

These Bylaws establish the rules and procedures under which the Mason County Historic Preservation Commission (MCHPC) executes those duties and functions set for in the Mason County Historic Preservation Ordinance (Chapter 17.40 – Mason County Code) and any amendments thereafter.

A. MEMBERSHIP

1. The MCHPC shall consist of seven (7) members, appointed by the Mason County Board of Commissioners. Terms shall be for three years. Members shall be selected without respect to political affiliation. Membership will also include, as available, two ex-officio members from the two local Native American tribes.
2. The MCHPC will, by majority vote, elect a Chairperson and Vice Chair at the first meeting of each year who will serve throughout that year. *Mason County Community Services Department shall provide staff to act as Secretary for the Commission.* The Chairperson may:
 - a. Appoint committees as necessary to investigate and report on matters before the Commission. **The Commission may, from time to time, establish such Standing Committees as are necessary to conduct its more specialized work. The composition of Standing Committees shall be determined by the Commission Chairperson. To remain in compliance with the Open Public Meeting Act (RCW 42.30), the number of Commissioners on a Standing Committee must not exceed a quorum of the current Commission membership. Standing Committees will report directly to the Commission.**
 - b. Decides all points of order and procedural matters subject to rules and Bylaws.

The Vice Chair shall serve in place of the Chairperson in case of his/her absences and will have the same powers and duties.

B. MCHPC STAFF MAY CONSIST OF:

1. The administrative staff of the Mason County *Community Services Department* will be responsible for grant related activities and notification of meetings, Certified Local Government (CLG) responsibilities as determined, receiving applications, dispensing application packets and information, reviewing applications for completeness, preparing staff reports, meeting with applicants and owners, executing agreements, monitoring properties and providing recommendations, maintaining the Historic Inventory and Register, preparing the agenda, impact review, forwarding recommendations and documentation as required, arranging property visitations, offer secretarial and administrative support as necessary and other responsibilities as determined.
2. Committees of the MCHPC who may be responsible for forwarding recommendations and documentation as required, arranging property visitations, offer secretarial and administrative support as necessary and other responsibilities as determined.
3. Hired consultants who will be responsible for those duties as specified in their contracts, which may include those duties and responsibilities as specified in 2 & 3 above.

C. Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired terms. Members may be removed by the Board of County Commission for inefficiency, neglect of duty or malfeasance in office. Reasons for removal may include:

1. Absence from three consecutive regular meetings or six regular meetings in a twelve month period which shall be regarded as constituting resignation from the Commission. This information will be forwarded to the Board of County Commissioners. Reinstatement may be sought through a hearing by the Board of County Commissioners.
2. Participation in a legally demonstrative case of conflict of interest.

Excused absences (sickness, death in the family, business trips or emergencies) will not affect the member's status as in 1. Above, except in the case of extended illness or long absence in which case the member will be replaced. When a member is approaching the maximum number

of absences, he/she will be notified by County Staff, acting as secretary for the Commission. Verification of attendance will be based exclusively on the minutes of each meeting.

- D. The MCHPC will always include, if possible, at least two professionals who have experience in evaluating the disciplines of history, architecture, architectural history, historic preservation, planning, cultural anthropology, archaeology, cultural geography and American Studies. The temporary vacancy of one or both of these members shall not invalidate any MCHPC action unless that action is related to meeting CLG responsibilities as cited in the Certification Agreement between Mason County and the State Historic Preservation Office. In addition, a member of each of the local Indian Tribes will serve on the MCHPC as an ex officio member to provide input and coordination with the local Tribal Historic Preservation Offices. These local tribes include the Skokomish Indian Tribe and the Squaxin Island Indian Tribe.
- E. No member of the MCHPC shall represent the Commission in its official actions except as specifically authorized by majority vote.
- F. Members of the MCHPC shall refrain from discussing or expressing opinions on matters on the agenda outside of the meeting or with MCHPC members except as authorized in (E), or on direction from the Chairperson.
- G. To avoid conflict or interest, no MCHPC member shall vote on the determination of any case in which he/she or members of his/her immediate family have a financial interest.
- H. *The members of the MCHPC may not receive any salary or other compensation for services rendered on the Commission, but necessary expenses actually incurred and within the budget as set by the annual budget ordinance shall be paid.*

SECTION 2 – PROCEDURES FOR CONDUCTING MEETINGS

A. PRE-MEETING

1. If there are agenda items, regular meetings will be held at 2:00 P.M. on the second (2nd) Thursday of every month at the Mason County Community Services Department Conference Room. In case of scheduling conflicts the meeting place may be changed at the discretion of the Chairperson with three (3) days advance notice given to the MCHPC members and the public. If the 2nd Thursday of the month falls on an official holiday or in case of scheduling conflicts, the meeting may be changed to a time and place as determined by the MCHPC at the preceding month's meeting. If such a change occurs, the regular meeting place will be posted as to the new time and place, and public notice may be given via the Mason County Website.
2. If there are no agenda items, the Chairperson may cancel the regular meeting after giving all MCHPC members 48 hours and the public 24 hours advance notice. However, if three MCHPC members express the desire to hold the meeting it shall convene as scheduled. If the meeting is canceled, a notice to that effect will be posted at the regular meeting place at the regular time, and public notice may be given via the Mason County Website.
3. Special meetings may be called by the Chairperson or by a majority of the MCHPC members. MCHPC members will be given at least 48 hours advance notice of the time and place of such meetings.
4. All regular and special meetings will be open to the public and the date, place and agenda will be publicized in accordance with the Open Public Meetings Act (Chapter 42.30 RCW) except when a majority of MCHPC members determine that an executive session is necessary as detailed in the Open Public Meeting Act (Chapter 42.30.110 RCW). The agenda for regularly scheduled meetings shall be posted and advertised six days prior to the regularly scheduled meetings.
5. The order of agenda items will be determined by their order of receipt. All applications, including register review, special valuation review and National Register review must be filed at least one month before the meeting at which the case is to be considered. This allows County staff sufficient time to copy and distribute

materials to MCHPC members. Design Review applications must be filed at least one week prior to the regularly scheduled meetings at which they are to be considered and the MCHPC shall make a recommendation within 30 days of the receipt of application or may ask for an extension of time if it is not able to process the request.

6. County staff shall be responsible for notifying principals in each case as specified under the rules for Review Procedures.

B. REGULAR ORDER OF BUSINESS FOR MEETINGS

1. Business will be conducted under Robert's Rules of Order except where this contradicts with the Bylaws or other special rules adopted by the MCHPC, which then takes precedence. All issues will be decided by simple majority vote except amendments to the Bylaws, which require a vote of two-thirds of the membership.
2. Four (4) members or 51% of the non-vacant membership of the MCHPC constitutes a quorum. Meetings without a quorum will be recessed to the earliest possible date.
3. Minutes will be taken during all MCHPC proceedings. Additionally, the meeting may be taped to further clarify minutes.
4. The regular order of business shall be as follows:
 - a. Roll call
 - b. Discussion and adoption of minutes
 - c. Correspondence
 - d. Announcements
 - e. New Business/Public Hearings
 - f. Old Business
 - g. Adjournment
5. The regular order of business for consideration of applications for local or National Register review, design review and special valuation review shall be as follows:
 - a. The Chairperson or Vice Chair shall offer a preliminary statement concerning the application.
 - b. The applicant or the designation agent of the applicant presents statements in favor of the application including relevant pictures, models, etc.
 - c. Staff Report/comments

- d. Statements in opposition to the application
- e. Comments by interested persons, organizations, or legal entities.
- f. Rebuttal by all concerned parties
- g. Summary of above by Chair or Vice Chair
- h. Deliberation by the MCHPC
- i. Motion for action
- j. Vote

During the course of the meeting, the above procedure may be temporarily modified by the concurrence of all parties and the MCHPC.

6. The MCHPC shall act on each application at the meeting unless the Chairperson or a majority of the Commission decide to defer consideration to a later date. Request for continuance may be granted if all parties agree. The continuance will be publicly announced by the Chairperson, and the case automatically set on the agenda for the next regularly scheduled meeting. In such a case, no further notice is required for the principles in the case.
7. In the event of the uncontrollable disruption of the meeting the MCHPC *Chair* may clear the meeting room and continue in executive session or may adjourn and reconvene at another location selected by majority vote of the members. In such a case, business shall be restricted to those items on the printed agenda. Persons or news media representatives not participating in the disturbance may be readmitted in this situation.

C. POST MEETING

1. County Staff will be responsible for notifying participants as called for under rules for specific review procedures.
2. County Staff will be responsible for forwarding materials to participants as called for under rules for specific review procedures.