

**NIAGARA FALLS HISTORIC PRESERVATION COMMISSION
BY-LAWS**
Commission Established by Chapter 1335 of Codified Ordinances

ARTICLE I. ORGANIZATION

Section 1.

The Niagara Falls Historic Preservation Commission shall hold an organizational meeting once every two years at the first regular meeting following the appointment or reappointment of Historic Preservation Commission members by the City Council and/or Mayor.

Section 2.

Regular meetings of the Historic Preservation Commission shall be held quarterly (January, April, July and October) on the first Wednesday of each month, or as scheduled by the Historic Preservation Commission for its convenience.

Section 3.

At the organizational meeting, a chairman and a vice-chairman shall be elected. The secretary of the Commission shall act as chairman during the election of officers.

Section 4.

Notices of the meetings shall be mailed to all members with an agenda at least seven days prior to the meeting.

ARTICLE II. CHAIRPERSON

SECTION 1.

The chairperson shall be empowered to call special meetings. No official business shall be conducted at special meetings in the absence of a quorum.

Section 2.

The chairperson shall preside at all meetings of the Commission and shall have a vote upon all questions brought before the Commission. In the event of the absence or illness of the chairperson, the vice-chairperson shall preside and shall exercise all the authority vested in the chairperson. In the event of the absence of both chairperson and vice-chairperson at any regular or special meeting, the secretary of the Commission shall call the meeting to order, and the Commission shall elect a chairperson pro tem.

ARTICLE III. VICE-CHAIRPERSON

Section 1.

The Vice-Chairperson shall ensure that minutes of all Commission meetings are suitably recorded, prepared and distributed.

ARTICLE IV. RULES OF ORDER

Section 1.

Robert's Rules of Order shall be the parliamentary guide for all meetings of the Commission unless herein revised. Said rules of order shall consist of roll call, approval of minutes, public participation, old business, new business, report of committees or assigned delegates, communications and miscellaneous matters.

Section 2.

A quorum for the transaction of business shall consist of a majority of the commission members, but not less than a majority of the fully authorized membership may grant or deny a certificate of appropriateness.

Section 3.

Any member of the Commission shall be allowed to call for an aye or nay vote. A quorum of members present shall be required to constitute official action by the Historic Preservation Commission unless otherwise specified.

Section 4.

No committees or designated representatives of the Commission shall exercise any authority except under the specific direction of the Commission.

ARTICLE V. SECRETARY TO THE BOARD

Section 1.

The Director of Community Development, or designee, shall act as Secretary to the Niagara Falls Historic Preservation Commission.

Section 2.

The secretary shall keep accurate minutes of all proceedings of the Commission and shall see to the proper and correct filing of all books, papers and recommendations placed in his or her care. The secretary shall relay to the City Council and/or City Clerk any and all actions of the Historic Preservation Commission as required, along with the reasons for such action as expressed by the members of the Historic Preservation Commission.

Section 3.

A special meeting may be called by a written request to the Chairperson from at least two members of the Commission for such special meeting; and the same shall be called by giving to each member of the Commission a notice of such meeting with the purpose of said meeting. Said notice shall be provided in compliance with open meetings law.

ARTICLE VI. MISCELLANEOUS

Section 1.

Any member of the Niagara Falls Historic Preservation Commission may, with reasonable notice, examine the Commission records kept by the secretary.

Section 2.

Notice to amend these rules or by-laws must be offered at least one meeting prior to voting, and any such proposed amendments shall be in writing and made part of the subsequent meeting's agenda.