

JEFFERSON COUNTY HISTORICAL COMMISSION

BYLAWS

ARTICLE I: NAME

The name of this organization shall be the Jefferson County Historical Commission in accordance with Texas Local Government Code, Chapter 318.

ARTICLE II: PURPOSE

Section 1. The purpose of the Jefferson County Historical Commission (hereinafter called the "JCHC") shall be to preserve and promote history within the County, and to that end shall:

- A. conduct continuing programs of historical marker recommendations and placements in accordance with the Texas Historical Commission requirements;
- B. make recommendations to the County Commissioners Court for property acquisition, real or personal, which is of historical significance;
- C. accept and curate, whenever feasible, artifacts and other items in the name of the JCHC for Jefferson County;
- D. cooperate with local museums in establishing programs and exhibits of historical interest;
- E. establish working relationships with area historical societies; and,
- F. support, whenever possible, the programs of the Texas Historical Commission.

Section 2. Historical markers placed on private property will be paid for, whenever feasible, by the property owners or other interested citizens; however, all marker transactions (script approval, etc.) must be conducted through and with the approval of the JCHC.

ARTICLE III: MEMBERSHIP

Section 1. Eligibility. Any adult resident of Jefferson County recommended by the JCHC or the County Commissioners Court shall be eligible for membership.

Section 2. Number of Members. The JCHC shall consist of not less than seven (7) residents of the County, and each precinct within the County shall be represented by at least one (1) member.

Section 3. Term. Members shall be appointed by the Jefferson County Commissioners Court for two-year terms beginning on January 1 of odd numbered years. All members in good standing shall be eligible for reappointment.

Section 4. Texas Historical Foundation and Preservation Texas. In that the Texas Historical Foundation and Preservation Texas are supportive organizations of the Texas Historical Commission, it is recommended that the JCHC become a member of these two organizations.

Section 5. Resignation. Resignation from the JCHC may be accepted after the letter of resignation has been read into the official minutes by either the Chair or the Secretary.

Section 6. Volunteer Hours – Each member is required to submit at least 50 hours of volunteer service each calendar year. The service includes any JCHC meeting, project, conference, travel to and from JCHC events, and any historical research that preserves or promotes Jefferson County history.

Section 7. Members must attend at a minimum of two (2) meetings annually unless exempted by the Executive Board. Failure to do so may subject member removal from the Commission.

ARTICLE IV: OFFICERS.

- Section 1.** Enumeration, Election and Term. The officers of JCHC shall be Chair, First Vice-Chair, Second Vice-Chair, Secretary / Treasurer, and immediate Past Chair. These officers shall be elected by a majority vote of the members present at the Annual Meeting. Their terms shall be for two years, and they may serve for no more than two consecutive terms unless approved by a majority vote of members present at the Annual Meeting.
- Section 2.** Chair. The Chair shall be the Executive Officer for the JCHC. The Chair's responsibility shall be to call the regular meetings and preside at those meetings; appoint standing committees, task forces, and their chairs; report annually to the County Commissioners Court on the activity and progress of the JCHC; and serve on or designate a representative for any boards, commissions, or committees as requested and deemed appropriate by the JCHC. The Chair shall have the usual powers of supervision and management as may pertain to the office or be designated by the members of the JCHC, and shall work in conjunction with the Coordinator to carry out these duties.
- Section 3.** First Vice-Chair. The First Vice-Chair shall preside at the meetings in the absence of the Chair. The First Vice-Chair shall possess all the duties and responsibilities of the Chair in the event the normal activity of the Chair would be curtailed. The First Vice-Chair, in conjunction with the JCHC Coordinator, shall plan all JCHC programs, secure locations, and make any necessary arrangements.
- Section 4.** Second Vice-Chair. The Second Vice-Chair shall preside at the meetings in the absence of the Chair and First Vice-Chair. The Second Vice-Chair shall possess all the duties and responsibilities of the Chair and First Vice-Chair in the event the normal activity of the Chair and First Vice-Chair would be curtailed. The Second Vice-Chair, in conjunction with the JCHC Coordinator, shall plan all JCHC programs, secure locations, and make any necessary arrangements.
- Section 5.** Secretary / Treasurer. This position shall be filled by the JCHC Coordinator. As an employee of the County, and approved by

Commissioners Court, this person is the sole individual to handle all financial matters of the JCHC, with consideration to suggestions by the JCHC. Duties consist of recording the minutes of all meetings, co-sign with the Chair any contracts or instruments designated by the JCHC, presenting accurate accounting of all JCHC funds at all regular and Annual Meetings, prepare a yearly budget to be presented to Commissioners Court for approval and perform other duties as normally pertain to the office.

Section 6. Executive Board. The Executive Board shall be composed of the Chair, First Vice-Chair, Second Vice-Chair, Secretary / Treasurer, and immediate Past Chair, and shall be authorized to transact business between meetings of the JCHC. The Executive Board shall meet at the call of the Chair.

Section 7. Nominations and Election Procedure. Nominations for these offices shall be made and presented in writing to the general membership two weeks prior to the Annual Meeting at which officers are elected. Nominations may also be accepted from the floor from any voting member with the consent of the nominee. Election shall be by written ballot unless there is only one candidate and a motion is made to elect by acclamation. A simple majority vote of those present qualified to vote and voting shall constitute election. Proxy or absentee voting will not be allowed in officer elections.

Section 8. Resignation and Vacancy. An officer may resign the office while not necessarily resigning membership in JCHC by submitting a letter to the JCHC which shall be read into the official minutes. Vacancies occurring in any office other than the Chair shall be filled for the remainder of the term as the JCHC deems, either by authorizing the Chair to appoint or by electing a substitute at the regular meeting following the resignation.

ARTICLE V: FINANCIAL ADMINISTRATION.

Section 1. Fiscal and Budget Reports. The Fiscal and Budget report of the JCHC shall be presented in writing to the Jefferson County Auditor by the JCHC Secretary/Treasurer in time for the Budget Hearings of Commissioners Court. The Budget shall be prepared with assistance of the Chair.

Section 2. Budget. The County approved budget for the ensuing year shall be

included in the Annual Report when given in January to Commissioner Court.

ARTICLE VI: MEETINGS

- Section 1.** Regular Meetings. There shall be a minimum of six (6) regular meetings per calendar year for the general membership as specified by the Texas Historical Commission. Additional meetings will be held at such time as the Executive Board advises. Notification of all meetings, including Marker Dedications, shall be by mail or email.
- Section 2.** Annual Meeting. The Annual Meeting shall be held in November of each calendar year. The specific date, time and place shall be set according the JCHC recommendations. Business for the Annual Meeting shall include:
- A. election of officers (every two (2) years);
 - B. reappointment of current members, or appointment of new members (every two (2) years);
 - C. recommendation of programs for the ensuing year;
 - D. suggestions for activities; and,
 - E. other business as deemed necessary by the JCHC Chair.
- Section 3.** Quorum. A quorum of at least five (5) members shall be required for the transaction of business at any meeting of the JCHC. Meetings of the Executive Board do not require a quorum.
- Section 4.** Parliamentary Procedure. Parliamentary procedure shall be according to "Robert's Rules of Order".
- Section 5.** Special Meetings. The Chair may call special meetings as necessary to conduct business between regular meetings.

ARTICLE VII: COMMITTEES AND TASK FORCES

Section 1. Chair. The Chair of the JCHC shall appoint a Chair for each of the standing committees and task forces, as needed. The Chairs for the committees shall serve the same two-year term as the JCHC officers.

Section 2. Standing Committees. In accordance with the recommendations of the Texas Historical Commission, these committees shall be constant and ongoing. All Committees shall serve for two (2) year terms.

- A. Historical Preservation - acquisition, preservation, storage and display of historical papers, records and documents; establishing, improving, enlarging and/or supporting an historical museum; writing or updating county history; encourage the work of entities engaged in the work of preservation of historic buildings and sites; and reprinting scarce historical material, publications and pictures.
- B. Historical Markers and Research - study, survey and review subjects and sites for possible marking; prepare and submit appropriate applications; update marker lists; and secure locations and obtain permission for erecting markers.
- C. History Appreciation – publicize Commission work; cooperate with history and visitor-related committees; sponsor historical tours, dedications, commemorations, and observances; provide advice and direction on citizens' interest; and serve as liaison resources between JCHC and other county and state historical commissions seeking advice, assistance, support or sponsorship for observations, projects, etc.
- D. Archeology Committee – Undertake activities that promote the preservation of archeological resources.
- E. Cemetery Committee – Pursue Historic Texas Cemetery designations for cemeteries in county, and promote cemetery surveys, clean-up days and other similar activities.
- F. Courthouse and Sub-Courthouse Oversight Committees – Responsible

for seeing architectural integrity of County Courthouse and Sub-Courthouse is maintained by on-site visits to examine buildings, evaluate suggested changes to buildings, and work as a liaison between County and the Texas Historical Commission.

G. Certified Local Government – Responsible for coordinating all JCHC activities with the Texas Historical Commission in compliance with all Federal and State laws and regulations pertaining to the Texas Certified Local Government program. This committee may be referred to as “CLG Committee”.

1. The CLG Committee Leader shall be either the JCHC Chair or a JCHC member appointed by the JCHC Chair as provided in Article VII Section 1 of these by-laws.
2. The CLG Committee shall consist of at least five (5) members and members shall reside in Jefferson County.
3. CLG Committee members shall serve a term of two (2) years or such lesser term for which they may be elected in accordance with these by-laws.
4. A CLG Committee member may not serve more than eight (8) consecutive years, but shall be eligible for re-election after an absence of one (1) or more years.
5. The CLG Committee shall serve as a Review Board with the following specific responsibilities:
 - a. To establish, oversee, and implement a procedure or system for inventorying, surveying, evaluating, registering, documenting, and protecting individual properties and districts of historic significance in Jefferson county in accordance with the National Register Criteria and consistent with statewide preservation planning processes.
 - b. To maintain and to periodically review the inventory of surveyed historic properties and districts located in

Jefferson County for updates or amendments.

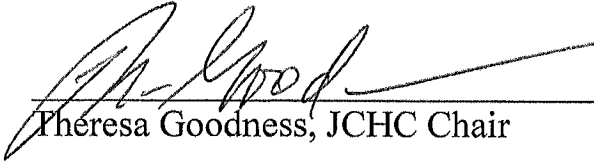
- c. To monitor and report to the Texas Historical Commission any actions affecting the Jefferson County Courthouse, State Archeological Landmarks, individual properties and districts listed in the National Register of Historic Places or locally designated properties in Jefferson County.
- d. To ensure that all JCHC activities shall adhere to the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation.
- e. To seek eligible projects and administer those that are funded through the Texas CLG programs such as surveys, National Register nominations, publications, workshops, etc., for the education and benefit of the JCHC and the county.

Section 3. Special Committees or Task Forces. The Chair of the JCHC may appoint a Chair and members of special committees that will serve to accomplish a specific goal or project. The committee will be terminated at the completion of the goal or project unless otherwise directed by the JCHC.

Section 4. An Advisory Council shall be appointed by the Chair of the JCHC, and membership shall be at the recommendation of any member of the Executive Committee of the JCHC. The sole duty of the Advisory Council is to provide support and advice to the JCHC, and serve as a liaison resource between the JCHC and individuals or organizations seeking advice, assistance, support or sponsorship for historical projects and programs. The Advisory Committee members are not eligible to vote on JCHC business matters.

These Bylaws may be amended by two-thirds (2/3) vote of the qualified members present and voting at any regular meeting provided the amendments were submitted in writing to the general membership two weeks prior to the said meeting.

**Adopted by the membership of the Jefferson County Historical
Commission**


Theresa Goodness, JCHC Chair

Date: *May 27, 2015*


Linda McMahan, JCHC Secretary

Date: *May 27, 2015*

Approved by the Jefferson County Commissioners Court

February 8, 2016
Date

Jeff Branick, County Judge _____

Eddie Arnold, County Commissioner, Pct. 1 _____

Brent Weaver, County Commissioner, Pct. 2 _____

Michael Sinegal, County Commissioner, Pct. 3 _____

Everette "Bo" Alfred, County Commissioner, Pct. 4 _____

DISTRICT CLERK:

15. Receive and file executed Master Agreement for Document Imaging Services and Products between Jefferson County, Texas and Data Bank IMX, Inc. DIR-SDD-1685.

SEE ATTACHMENTS ON PAGES 112 - 122

**Motion by: Commissioner Alfred
Second by: Commissioner Arnold
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED**

HISTORICAL COMMISSION:

16. Consider and possibly approve revised appointments to the Jefferson County Historical Commission for 2016.

SEE ATTACHMENTS ON PAGES 123 - 146

**Motion by: Commissioner Sinegal
Second by: Commissioner Alfred
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED**

17. Consider and possibly approve, receive and file the Jefferson County Historical Commission's Annual Report for 2015.

SEE ATTACHMENTS ON PAGES 147 - 170

**Motion by: Commissioner Sinegal
Second by: Commissioner Alfred
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED**

18. Receive and file amended bylaws for the Jefferson County Historical Commission.

SEE ATTACHMENTS ON PAGES 171 - 194

**Motion by: Commissioner Sinegal
Second by: Commissioner Alfred
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED**