

## Bylaws

Adopted, July 8, 2020<sup>1</sup>

### Article I – Name and Jurisdiction

- a. The name of this organization is the Pueblo Historic Preservation Commission, hereafter referred to as HPC.
- b. Jurisdiction: The HPC will be a subordinate commission subject to the general authority of the Pueblo City Mayor and City Council and jurisdiction of the City of Pueblo.

### Article II – Purpose

- a. The purpose, powers, and duties of the HPC are outlined in the *Pueblo Municipal Code*, Title IV – *Building Regulations*, Chapter 14 – *Historic Preservation Code*.<sup>2</sup>

### Article III – Membership

- a. Membership prerequisites, terms of office, and filing of vacancies shall conform to the *Historic Preservation Code*.<sup>3</sup>
- b. Resignation requires written notice to the Chair, Staff, the Mayor, and City Council. Any vacancy is to be reported to the City Clerk so that an advertisement for new members can be submitted to the *Pueblo Chieftain* newspaper to solicit applications from interested citizens.

### Article IV – Ethics

- a. The HPC will follow the *Code of Ethics* outlined in the *Pueblo Municipal Code*, Title I – *Administrative*, Chapter 9.<sup>4</sup> These rules of conduct cover all levels of government in the City of Pueblo, including city officials, employees, board, and commission members. The provisions of said Chapter recognize that some actions are conflicts per se between public duty and private interest while other actions may or may not pose such conflicts depending upon the surrounding circumstances.

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<sup>1</sup> Bylaws enabled by City Council Ordinance No. 6888 §1, 9-9-02; Bylaws adopted 2-19-2006; revised 7-17-09; revised 11-9-18; current version formally introduced on March 11, 2020 and adopted July 8, 2020.

<sup>2</sup> *Historic Preservation Code*, as adopted by City Council Ordinance No. 6888 §1, 9-9-02. Purpose outlined in *PMC* Section 4-14-2.

<sup>3</sup> Membership prerequisites outlined in *PMC* Section 4-14-4.

<sup>4</sup> *Code of Ethics*, as adopted by City Council Ordinance No. 6323, 5-26-98 and as revised.

## Article V – Governance

- a. Regular Meetings shall be held the Second Wednesday of each month at 1:30 p.m. in the Council Chambers in Pueblo City Hall.
- b. Special Meetings may be held at other locations and/or times to address urgent matters at the request of Staff, the Mayor, or City Council, and called by the Chair in coordination with Staff. Members are to be notified in writing and by telephone of the date, time, and circumstances of any special meetings at least fourteen (14) days prior to the meeting.
- c. Notice of Open Meetings: All meetings of the HPC shall be open to the public. The City Clerk shall physically and electronically post notice of regular and special meetings of the HPC no less than 24 hours prior to said meetings. When three (3) or more members of the HPC meet to discuss HPC business, such meetings shall always be open to the public.<sup>5</sup>
- d. Quorum: Four (4) members shall be necessary to conduct business. No vote on any decision can be taken without a quorum.
- e. Absence: Any HPC member who cannot attend a regular meeting should call Staff at least five (5) days prior to the meeting.
- f. Order of Business: Business taken up during a meeting will be ordered in a certain sequence. In the event that the provisions herein do not address a specific procedural question, the latest edition of *Robert's Rules of Order*<sup>6</sup> will apply.
  1. Ascertainment of members present;
  2. Reading of minutes of previous meeting;
  3. Reports of Officers;
  4. Reports of Committees;
  5. Elections;
  6. Old Business;
  7. New Business; and,
  8. Work Session.
- g. Fiscal Business Year
  1. The fiscal and business year of the HPC must begin on October 1 and end on September 30, in compliance with Certified Local Government requirements of the State Historic Preservation Office, *History Colorado*.

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<sup>5</sup> *Colorado Sunshine Law for Open Meetings*: Colorado Revised Statutes, Title 24 – Government – State Administration, Article 6 – Colorado Sunshine Law, Part 4 – Open Meetings Law, § 24-6-401 & 402.

<sup>6</sup> H. M. Robert III and others. (2011.) *Robert's Rules of Order Newly Revised*, 11th ed. Da Capo Press.

## Article VI – Officers and Staff

### a. Officers and Administration.

1. The elective officers of the HPC will be: Chair, Vice-Chair, Secretary, and additional officers as the HPC may prescribe pursuant to these bylaws.
2. Administration: The HPC administrative office will be staffed by the city government. Staff will carry out the clerical, administrative, or technical work of the HPC in a manner conforming to the *Historic Preservation Code*.<sup>7</sup>
3. Restrictions: Staff must not be a member of the HPC.

## Article VII – Duties and Election of Officers

### a. Chair: The duties of the Chair are:

1. To preside at HPC regular and special meetings.
2. To sign documents of the HPC as appropriate.
3. To form ad hoc committees in consultation with Staff when necessary to conduct business.
4. To be an ex officio member of all HPC standing or ad-hoc committees and to encourage and assist in the development of their programs and the performance of their duties.
5. To recommend to the HPC the removal of any Chair of any standing or ad-hoc committees.
6. To be the official representative of the HPC in its relations with other organizations and the public.
7. To work with Staff to plan the meeting agendas and any necessary reports the HPC.
8. To perform such other functions and exercise such further duties as may be voted from time to time by the HPC.

### b. Vice Chair: The duties of the Vice Chair are to perform all the duties of the Chair in the Chair's absence.

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<sup>7</sup> Staff duties outlined in *PMC* Section 4-14-5.

- c. Secretary: The duties of the Secretary are:
  - 1. Maintain a commission binder containing the governing documents, key governance policies, minutes of commission meetings, and written decisions.
  - 2. Maintain a concise written record of the commission's official decisions based on findings of fact, also known as a record of decision.
  - 3. Record official meeting minutes, particularly of date, time, location of meeting, list of those present and absent, list of items discussed, list of reports presented, commission motions, and elections of officers.
  - 4. Prepare and send notices, agendas, minutes, and other meeting materials in advance of meetings.
  - 5. Maintain and distribute a commission calendar.
  - 6. File of annual reports to the State Historic Preservation Office, *History Colorado*, to maintain Certified Local Government.
- d. Delegation of duties: Any of the Secretary duties may be delegated to Staff.
- e. Officers shall be elected at the first HPC meeting of each year. Officers may be installed at the next regular meeting of the HPC following an election. Vacancies may be filled by election. Elections shall be conducted during HPC meetings by majority vote of members present.
- f. Term of Office shall be one year. Officers are eligible to serve for consecutive terms.
- g. Resignation will require four (4) weeks written notice to HPC members and Staff.

#### Article VIII – Committees

- a. Procedures for all committees.
  - 1. Executive authority: Each committee will nominate and elect its own officers, including a Chair, Vice-Chair, Secretary, and Vice-Secretary. When the Chair is not available, the Vice-Chair will act on the Chair's. The Chair will convene the committee's meetings. The Secretary may assist with scheduling. The Secretary will record meeting summaries. When the Secretary is not available, the Vice-Secretary will act on the Secretary's behalf.
  - 2. HPC members: Any current HPC member may volunteer for any number of HPC committees. HPC members will serve as committee liaisons to the HPC.
  - 3. Stakeholder member application: Individuals who are not current members of the HPC may apply for membership in any number of HPC committees. Staff will make applications available electronically and in paper form through the HPC administrative office.

4. Stakeholder member selection: Reasonable criteria for membership eligibility must conform to the statement of purpose of the *Historic Preservation Code*.<sup>8</sup> Applicants must reside or have resided in Pueblo County, Colorado. The HPC will strive to balance stakeholder representation from organizations concerned about Pueblo history. Staff will receive said applications and brief the HPC via e-mail or in person. The HPC at a public meeting will have the discretion to recommend nomination by the Mayor, subject to confirmation by City Council, from an applicant list any number of members for any HPC committees.
5. Members who resign from any committees are encouraged to provide notice addressed to the HPC Chair, in writing or e-mail to Staff.
6. Any vacancy on a committee will be reported to that committee's Chair, and a new member may be selected according to the above procedure. New members will serve the unexpired term.
7. Communications: Committees will meet electronically by way of e-mail or teleconference, or in person.
8. Meeting occurrence: Times and locations will be agreed upon by committee members. More meetings may be convened by the Chair to consider further issues relevant to the committee.
9. Reports: All committees will record meeting summaries, which will be stored with related documents maintained by Staff. Each committee's liaison will present a brief report at each regular meeting of the HPC. At the request of the HPC Chair, a written report with recommendations will be presented by each committee at the end of the calendar year.
10. Administration: Staff will carry out the clerical, administrative, or technical work of the HPC Committees in a manner conforming to the *Historic Preservation Code*.<sup>9</sup> Committee officers are encouraged to seek additional assistance from the community.
11. Public Open Meetings: When three (3) or more members of the HPC will be present at any committee meeting, notice and agenda must be posted at a designated public location and electronically on the City of Pueblo's website no less than twenty-four (24) hours before said meeting, and such meetings must always be open to the public in compliance with the Colorado Open Meetings Law.

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<sup>8</sup> Membership prerequisites outlined in *PMC* Section 4-14-4.

<sup>9</sup> Staff duties outlined in *PMC* Section 4-14-5.

b. Planning Committee

1. Purpose: This committee will facilitate a preservation plan for the City of Pueblo, which must conform to the statement of purpose of the *Historic Preservation Code*.<sup>10</sup> This action plan will guide a network of historic preservationists for shared goals and strategies concerning the relevance of preservation to citizens, partners, and government.
2. Responsibilities: This committee will invite comment from diverse stakeholders, such as neighborhood and business associations and community and government organizations. It will identify and prioritize working tasks to support plan goals. It will provide other committees with a framework of strategies.
3. Membership: A minimum of two (2) HPC members will volunteer. All members, including stakeholders, will serve for a term of one year and are eligible to serve consecutive terms.
4. Meetings: This committee will meet a minimum of four (4) times per year.

c. Standards Committee

1. Purpose: This committee will maintain the *Standards of Appropriateness* in a manner conforming to the *Historic Preservation Code*.<sup>11</sup> This committee will act on strategies approved by the Planning Committee.
2. Responsibilities: This committee will invite comment from diverse stakeholders, such as neighborhood and business associations and community and government organizations. This committee will write any continuing material and proposed changes as amendments to the *Standards of Appropriateness*.
3. Amending the *Standards of Appropriateness*: Amendments will be presented by this committee at a public meeting of the HPC. The HPC must submit to the Mayor and the Pueblo City Council its recommendation to approve or disapprove any amendment to the *Standards of Appropriateness*.
4. Membership: A minimum of two (2) HPC members will volunteer. All members, including stakeholders, will serve for a term of one year and are eligible to serve consecutive terms.
5. Meetings: This committee will meet a minimum of four times per year.

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<sup>10</sup> Purpose outlined in *PMC* Section 4-14-2.

<sup>11</sup> HPC shall develop and recommend to City Council adoption of *Standards of Appropriateness*, per *PMC* Section 4-14-11.

d. Education Committee

1. Purpose: This committee will provide education on all phases of historic preservation to the community. This committee will act on strategies approved by the Planning Committee.
  2. Responsibilities: The HPC and stakeholder organizations concerned about Pueblo history will work together to further education goals. This committee will invite comment from diverse stakeholders, such as neighborhood and business associations and community and government organizations.
  3. Membership: A minimum of two (2) HPC members will volunteer, with the approval of the HPC. All members, including stakeholders, will serve for a term of one year and are eligible to serve consecutive terms.
  4. Meetings: This committee will meet a minimum of four times per year.
- e. Ad hoc committees will be formed by the HPC in consultation with Staff when necessary to address special HPC business.

Article IX – Amendments and Ratification of Bylaws

- a. Notice of amendment: The Chair or Staff must provide copies of the proposed amendment(s) of the bylaws to each HPC member at least thirty (30) days prior to a regular meeting of the HPC.
- b. Amendment: These bylaws may be amended or repealed at any HPC regular meeting by a two-thirds vote of the HPC members present.
- c. Ratification: These revised bylaws for the HPC become effective on January 1, 2020. They supersede any previous document outlining the policy and procedures of the HPC and its committees and the bylaws duly adopted by the HPC.

Respectfully submitted by Alan Lamberg, senior planner  
Reviewed by Daniel Kogovsek, City Attorney  
City of Pueblo, Colorado