

City of Charlottesville Historic Resources Committee

RULES OF PROCEDURE

Adopted by the Charlottesville Historic Resources Committee July 12, 2010

Revised August 14, 2017 and September 10, 2021

1. Officers and Membership

- A. Chair or Co-Chairs. At its annual meeting, the Committee shall elect a Chair or two Co-Chairs. The Chair or either of the Co-Chairs, by mutual consent, shall preside at the meeting and at all other meetings during the year for which elected.
- B. Vice-Chair. At its annual meeting, the Committee may elect a Vice-Chair, in lieu of a Co-Chair, who shall preside at meetings in the absence of the Chair, and shall discharge the duties of the Chair during their absence or disability.
- C. Secretary-Treasurer. The current Charlottesville Historic Preservation Planner or their representative shall serve as Secretary-Treasurer, and shall record the proceedings of the meetings. The Secretary-Treasurer shall keep the Committee apprised of budget appropriations for the Committee, expenditures, and funding needs.
- D. Term of Office. The Chair and Co-Chair or Vice-Chair shall be elected for one-year terms; but all may be re-elected for one or more additional terms.
- E. Absence of Chair and Co-Chair or Vice-Chair. If the Chair and Co-Chair or Vice-Chair are absent from any meeting, a present member shall be chosen to act as Chair for that meeting.
- F. Leaves of Absence. Upon the request of a member, the Committee may vote to allow that member to take a leave of absence from membership for no more than six months. No more than two voting members may be on leave of absence at the same time. For purposes of establishing a quorum, the voting membership of the committee shall be reduced by the number of members on leave of absence at the time the meeting is held.
- G. Ex-Officio Members. The Historic Preservation and Design Planner for the City of Charlottesville is a non-voting ex-officio member of the committee.

City Council may designate one non-voting ex-officio member who is a member of City Council. The Committee may designate other ex-officio members who are non-voting.
- H. Advisory or Ad-hoc Members. The Committee may designate members as “Advisory” or “Ad-hoc” members for a particular project. Advisory or Ad-hoc members may participate in Committee discussions and Committee work, but they shall not be voting members and their attendance at a meeting shall not be counted towards that number required to constitute a quorum.

- I. Regular Members. Regular members of the Historic Resources Committee shall be appointed by City Council and shall be limited to twelve. Regular members shall be voting members.
- J. Terms. Members shall serve three-year staggered terms with 1/3 of the membership appointed each year. Members have no term limits, but must reapply and be reappointed by City Council every three years.
- K. Committee Heads. At its annual meeting the Committee shall decide upon Committee Heads from its voting members, in order to accomplish its Annual Plan work program.
- L. New members. When the number of voting members falls below ten members, the Committee shall formally request that City Council appoint new members. The Committee may recommend to City Council persons from the community with qualifications or interests pertaining to preservation or history. The Committee openings shall be made public on the City's web site. Applicants shall submit application forms to the City Clerk.

2. Meetings

- A. Annual Meeting. The first meeting in January of each year shall be known as the annual meeting. At the annual meeting, the Committee shall establish the day, time, and place for regular meetings of the Committee for that year, and shall elect the Chair, Co-Chair or Vice-Chair.
- B. Annual Plan. No later than the first meeting in January of each year the Committee shall vote upon and establish an Annual Plan or work program for that year, and shall establish Committee Heads.
- C. Regular Meetings. The Committee shall meet in regular session at the time and place and on the day or days established for regular meetings. The Committee may subsequently establish a different day, time, or place to conduct its regular meetings by passing a resolution to that effect.

If the Chair or Co-Chair finds and declares that weather or other conditions are such that it is hazardous for Committee members to attend a regular meeting, the meeting shall be continued to the next regular meeting date. This finding shall be communicated to the members of the Committee and the Committee's web site as promptly as possible.

- D. Attendance. Two unreported absences from regular meetings shall be considered grounds for dismissal from the Committee.
- E. Public Comment at Meetings. At the beginning of each meeting, not more than 10 minutes will be allowed for the introduction of any guests and public

comments. Speakers may speak for a maximum of two-minutes and shall begin by identifying their name and address. The intent is to allow public input; not initiate a dialogue or debate with the committee. Subsequent to this meeting segment, by majority approval the HRC may amend the agenda to allow further discussion; however the motion should also establish a time limit for that discussion. Additionally, prior to adjourning--and applying conditions above--the HRC may allow a period not to exceed five minutes for public comment.

3. Order of Business

A. *Establishment of Agenda.* The agenda for each regular meeting shall be established by staff. At the beginning of each meeting the Committee may make changes to the agenda.

B. *Organization of the Agenda.* The agenda of each regular meeting shall be organized in substantially the following order, subject to change at the request of the Chair and with the consensus of the other members of the Committee:

1. Call to Order
2. Roll Call of Board Members
3. Approval of Agenda
4. Comments from Members of the Public
5. Approval of Meeting Notes
6. Announcements
7. Education & Public Meetings
8. Public Commemoration
9. Publications
10. Special Projects
11. Staff Updates, not otherwise covered

C. *Deferrals.* The Committee may defer any matter at the request of a member of the Committee, or staff. The request may be either oral or in writing, and may be made at any time prior to the vote on the matter. The person making the request shall state the reasons therefor. A motion to defer shall either specify the date to which the matter is deferred or defer the matter indefinitely.

4. Quorum

Half of the voting members shall constitute a quorum. If there are an odd number of voting members, a quorum shall be half the members and one. If, during a meeting, less than a quorum remain present, no action can be taken except to adjourn the meeting.

5. Voting Procedures

A. *Approval of Motion by Majority.* Each decision of the Committee shall be made by approval of a majority of the members present and voting on a motion properly

made by a member and properly seconded by another member. Any motion that is not seconded shall not be further considered.

- B. Manner of Vote. The vote on a motion shall be by voice vote, provided that a roll call vote on such a motion shall be required if requested by a member of the Committee. For each roll call vote, staff shall record the name of each member voting and how the member voted on the motion. For each voice vote, staff shall record the result of the vote.
- C. Tie Vote. A tie vote shall defeat the motion voted upon.
- D. Abstention. If any member abstains from voting on any motion, they shall state their abstention. The abstention shall be announced by the Chairman and recorded by staff.
- E. Motion to Amend. A motion to amend a motion before the Committee shall be discussed and voted by the Committee before any vote is taken on the original motion unless the motion to amend is accepted by both the members making and seconding the original motion. If the motion to amend is approved, the amended motion is then before the Committee for its consideration. If the motion to amend is not approved, the original motion is again before the Committee for its consideration.

6. Amendment of Rules of Procedure

These Rules of Procedure may be amended by a majority vote of the Committee at the next regular meeting following a regular meeting at which notice of the motion to amend is given.

7. Rules of Procedure not Covered by These Rules of Procedure

Any rules of procedure not covered by these Rules of Procedure shall be governed by the current Robert's Rules of Order.

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(January 17, 2020)