



ARTICLE I - OFFICERS

SECTION 1 - Selection

- A. The Chairman of the Historic Preservation Commission is appointed annually by the Mayor with the approval of the City Council.
- B. At the regular December meeting, the Historic Preservation Commission shall select from its membership a Vice-Chairman and Secretary.

SECTION 2 - Tenure

- A. The Chairman shall take office at the December meeting, or as may otherwise be designated by the Mayor and Council. The Chairman shall hold office until a successor is appointed and assumes office.
- B. The Vice-Chairman shall take office immediately following his/her selection and shall hold office for one year or until a successor is selected and assumes office.

SECTION 3 - Duties

- A. The Chairman shall preside at all meetings, shall appoint such committees as may be necessary to carry out the purposes of the Commission, shall appoint committee chairmen, shall prepare the reports as required by Section 2-1-12 of the Municipal Code, shall prepare or direct the preparation of all reports of recommendations or official action for the City Council, shall perform such other duties as may be ordered by the Commission, and shall perform such other duties necessary to carry out the purpose of the Commission.
- B. The Vice-Chairman shall perform all the duties and exercise all of the powers of the Chairman in the case of absence or disability of the Chairman. In the event of death, removal for cause, resignation or inability of the Chairman to serve, the Vice-Chairman shall serve as Acting Chairman with all the powers and duties of the Chairman until a successor is appointed by the Mayor and Council. The Vice-Chairman shall perform such other duties as directed by the Chairman.
- C. The Secretary shall direct the preparation of the minutes of all meetings, shall execute documents in the name of the Commission and shall, subject to the instructions of the Commission and Chairman, conduct the correspondence of the Commission, shall be custodian of all minutes and records of the Commission, and shall perform other duties as the Commission may determine. In case of absence or temporary disability of the Secretary, the Chairman may



appoint an Acting Secretary to carry out the functions of the Secretary's office until the Secretary returns to his post or until a successor is selected.

- D. A recording secretary supplied by the Transportation, Engineering and Development Business Group shall record the minutes of the Commission proceedings, showing the vote of every member upon every Commission discussion, or indicating the fact of any member's absence or failure to vote, recording all official actions of the Commission and summarizing accurately the testimony of those appearing before the Commission.
- E. In the absence of both the Chairman and Vice-Chairman, an Acting Chairman designated by the members present shall preside.

ARTICLE II - MEETINGS

SECTION 1 - Regular Business Meetings

The regular business meeting of the Commission shall be held on the second Thursday of every other month at 7:00 p.m.; provided the Commission may adopt another hour and date of holding its meetings, by a majority of those present.

SECTION 2 - Work Session

The work session of the Commission shall be held as needed for the purpose of presentation of reports, planning discussions, and the presentation and discussion of committee reports. The Commission shall adopt an hour and date for the work session by majority vote.

SECTION 3 - Legal Holidays

When the regular business meeting or work session falls on a legal holiday, the meeting shall be held on such other date as may be selected by the Chairman. Any change shall be made public for the convenience of persons having business before the Commission and the general public.

SECTION 5 - Planning Sessions, Symposiums, Seminars, etc.

The Chairman may schedule, with the approval of the Commission, planning sessions, symposiums, seminars, or other type of meetings devoted to any aspect appropriate to the interest of the Historic Preservation Commission. All such meetings shall be open to the public but participation shall be limited to invited guests and representatives of the City unless otherwise determined by the Commission.



SECTION 6 - Special Meetings

The Commission may hold special meetings on call of the Chairman or at the written request of three members of the Commission, provided at least 48 hours notice of any such meeting is given by mail or telephone to each member and provided that notice is given in accordance with the notice provisions of the Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*). The notice of the special meeting shall state the purpose and time of the meeting.

SECTION 7 - Public

All regular and special meetings shall be open to the public. The petitioner and the public shall be given the opportunity to provide comments prior to the commission taking action on business items.

SECTION 8 - Quorum

A majority of the members shall constitute a quorum for the transaction of business and the taking of official action.

Whenever a quorum is not present at a regular or special meeting or at a public hearing, those present may adjourn the meeting or hearing to another day or hold the meeting for the purpose of considering such matters as are on the agenda.

No action taken at such a meeting or hearing shall be final or official unless and until ratified and confirmed at a subsequent meeting at which a quorum is present.

ARTICLE III - ORDER OF BUSINESS

SECTION 1 - Agenda

A. The Chairman and Zoning Administrator shall prepare the agenda for each meeting. The order of business for the regular business meeting shall be as follows:

- I. Roll Call
- II. Approval of Minutes
- III. Old Business
- IV. New Business
- VI. Correspondence
- VII. Adjournments

C. The order of business for all other meetings shall be determined by the Chairman.



SECTION 2 - Motions

Motions shall be restated by the Chair before a vote is taken. The name of the individual making the motion and the name of the individual seconding the motion shall be recorded.

SECTION 3 - Voting

Voting shall be by voice vote unless a roll call is requested by the Chairman or another member of the Commission.

SECTION 4 - Parliamentary Procedures

Parliamentary procedure in Commission meetings shall be governed by Roberts Rules of Order Revised unless such procedure is covered in other sections of these by-laws.

ARTICLE IV - MISCELLANEOUS

SECTION 1 - Suspension of Rules

The Commission may suspend any of these rules by a vote of two-thirds of the members present at any meeting provided a quorum is present.

SECTION 2 - Amendments

These rules may be amended at any regular or special meeting by a two-thirds vote of total membership of the Commission. Any proposed amendment must be presented in writing before the vote on the amendment is taken.

The foregoing rules and regulations are hereby adopted by the Historic Preservation Commission of the City of Naperville.