

**HISTORIC PRESERVATION COMMISSION
BYLAWS
CITY OF AMES, IOWA
ADOPTED AUGUST 8, 1988
REVIEWED AUGUST 14, 1989
REVISED JULY 11, 1994
REVISED JULY 9, 2007
REVISED SEPTEMBER 10, 2007
REVISED JULY 13, 2009
REVISED JUNE 12, 2017**

ARTICLE I. Name

The name of this agency shall be the Historic Preservation Commission of the City of Ames, Iowa. This agency is created by Chapter 31 of the Municipal Code of the City of Ames.

ARTICLE II. Purpose and Powers

The purpose and powers of this Commission are prescribed in Chapter 31 of the Municipal Code of the City of Ames, Iowa.

ARTICLE III. Members

Membership is designated by Chapter 31 of the Municipal Code of the City of Ames, Iowa.

ARTICLE IV. Officers and Duties

Section 1. The officers of the Commission shall consist of a Chairperson and a Vice-Chairperson. The Chairperson shall preside at all meetings of the Commission and shall have the duties normally conferred by parliamentary procedure. The Vice-Chairperson shall preside in the Chairperson's absence and shall have the same duties and responsibilities as the Chairperson.

Section 2. The election of officers shall take place at the Commission's first meeting in April. Nomination of officers shall be made from the floor and the election shall follow immediately thereafter. A candidate receiving a majority vote of the Commission shall be declared elected and shall serve for one year until his/her successor shall take office. In the event an elected Chairperson may vacate that office, the Vice-Chairperson shall assume the position of Chairperson and shall serve for the remainder of the Board year. A new Vice-Chairperson shall be elected at the time the former Vice-Chairperson becomes Chairperson.

Section 3. In addition, the Chairperson or duly elected substitute shall represent the Commission's recommendations to the City Council meetings at the decision of the Commission.

ARTICLE V. Meetings

Section 1. The regular meetings of the Commission shall be held on the second Monday of each month.

Section 2. The business of the regular meetings shall include agenda items that require recommendation to the City Council, action on applications for Certificates of Appropriateness, and items generally requiring no formal action.

Section 3. Voting. All Commission members shall cast a vote of aye, nay, ineligible or abstain on each item of business transacted by the Commission.

The Chairperson is considered to be a member of the Commission and has the same voting responsibilities as other members.

Section 4. Changes of meeting times will be determined by a majority vote of the Commission.

Section 5. Special meetings may be called at the discretion of the Chairperson.

Section 6. Quorum. A majority of the membership of the Commission shall constitute a quorum and four votes shall be necessary to transact business.

Note: For a recommendation to be made to the City Council, there must be a majority of the quorum voting aye or nay on the matter under consideration.

Section 7. Open Meetings. All meetings shall be in compliance with the Iowa Open Meetings Law.

Section 8. Attendance. Commission members are expected to attend all regular and special meetings of the Commission. If a member has a valid excuse for not attending a Commission meeting, the member shall notify the Department of Planning and Housing prior to the meeting.

A review of meeting attendance may be made by the Commission at the end of each calendar year.

ARTICLE VI. Committees

Special committees of the Commission may be formed upon majority decision of the members.

ARTICLE VII. Order of Business

Section 1. The agenda for the meeting shall be prepared by the Staff with any additional agenda items to be made by the Chairperson two weeks prior to the meeting. Commission members may add items to the agenda prior to the agenda deadline. Said agenda shall be delivered to the Commission at least three (3) days prior to the meeting.

Section 2. The order of business at the regularly scheduled Commission meeting shall be:

- a. Call to Order
- b. Approval of the Agenda
- c. Approval of Minutes
- d. Public Forum
- e. Items requiring recommendation to the City Council
- f. Certificates of Appropriateness
- g. Items Not Requiring Formal Action
- h. Commission Comments
- i. Staff Comments
- j. Adjournment

ARTICLE VIII. Public Participation

Section 1. On district designation items requiring recommendation to the City Council, notification shall be sent to all landowners within 200 feet of the involved district, no less than 10 days prior to the meeting date of the Historic Preservation Commission.

Section 2. All citizen comments to the staff, written or verbal, relating to formal agenda items, shall be presented to the Commission before or during discussion of the item.

Section 3. The public shall be allowed to participate in the discussion of the said item by commenting either during the pro or con discussion of the item. Thereafter, a short rebuttal time shall be allowed to provide for new information only.

ARTICLE IX. Staff Support

The Department of Planning and Housing will provide staff support to the Historic Preservation Commission. All requests by the Commission, which involve additional staff, time beyond what is normally expected for the monthly agenda preparation and processing of applications must first be approved by City Council.

ARTICLE X. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Revised shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Commission may adopt.

ARTICLE XI. Amendment of Bylaws

These Bylaws can be amended at any regular meeting of the Commission by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

STANDING RULES

1. The Bylaws shall be reviewed annually in May.
2. The Commission shall review the Historic Preservation Ordinance at least once every four years. Reviews of the Zoning Ordinance and Subdivision Ordinance may be made as necessary.
3. Regular meetings of the Commission shall commence at 6:00 p.m. in the City Hall Council Chambers, on the second Monday of each month. An alternate date, time or location for any regular meeting or special meeting of the Commission may be established by City staff in consultation with the Chairperson of the Commission. Scheduled meetings may also be cancelled, as deemed appropriate by the City staff.