ARTICLE I: NAME
The name of this committee shall be the Historic Resources Advisory Committee and is established by the authority of City and Borough ordinance 49.10.410.

ARTICLE II: PURPOSE
The purpose of the Historic Resources Advisory Committee is

Section 1. To review and make recommendations about local projects that might affect properties identified in the local historic preservation plan,

Section 2. To serve as the advisory board for the City’s Juneau-Douglas City Museum.

Section 3. To review and develop nominations to the National Register of Historic Places for properties within the City and Borough of Juneau; and

Section 4. In accordance with CBJ Resolution 1195, the CBJ Assembly is the Juneau Historic District Commission. The purpose of the Historic Resources Advisory Committee is to cooperate and consult with the Juneau Assembly, the Historic District Commission, the City’s Parks and Recreation Advisory Committee, the Community Development Department and the Alaska Historic Commission on matters concerning historical districts and historical, prehistoric and archaeological preservation in the City and Borough of Juneau.

ARTICLE III: MEMBERSHIP
Section 1. The Historic Resources Advisory Committee consists of nine members appointed by the Assembly.

Section 2. The Assembly shall invite applications for membership from archaeologists, historians, architects, and people knowledgeable in the customs and language of the Tlingit and Haida people, owners of locally recognized historic property, people familiar with the operations and issues relating to museums, and the general public.

Section 3. Members shall be appointed for a staggered term of 3 years beginning in July and shall serve without compensation.

Section 4. Vacancies are determined in accordance with the CBJ Advisory Board Rules of Procedure as established by the CBJ Assembly through resolution.
ARTICLE IV: MEETINGS

Section 1. Regular meetings shall be held monthly except for July at a day and time acceptable by the current committee.

Section 2. Meetings shall be open to the public and conducted according to Robert's Rules of Order. Notice of meetings shall be in accordance with the City and Borough of Juneau Public Notice policies and procedures.

Section 3. Special meetings may be called at anytime by the Chairperson or at the request of a Commission. Notice of special meetings shall be in accordance with the City and Borough of Juneau Public Notice policies and procedures.

Section 4. Agendas and Minutes of the meetings shall be mailed out or emailed as soon as possible but at least seven days prior to the next meeting.

Section 5. A quorum of the Committee shall consist of a majority of the full membership, whether there are any vacant seats or not. For a body with nine seats, a quorum consists of a minimum of five members. A quorum must be present for any business to be conducted. The minimum vote required to take official action shall be the same as that constituting a quorum; provided, however, that in the case of a tie vote, the action fails.

Section 6. If a member has a conflict of interest, that member shall abstain from voting on that particular issue. CBJ Charter Section 3.16 along with CBJ Code Section 01.45 govern the rules of procedure as it relates to quorum, declaring a conflict of interest and the number of members required to vote when a conflict has been declared.

ARTICLE V: OFFICERS

Section 1. The officers shall consist of a chairperson, vice chairperson, and a recorder. Terms shall be for one year, election of officers will take place at the Annual Retreat and the officers will begin their new duties at the first meeting after their election.

Section 2. The duties of the Chairperson are as follows:
- Preside at all regular and special meetings of the Committee.
- Shall see to it that all correspondence and business of the Committee are carried out.
- Will act as spokesperson for the Committee.
- Appoint task forces and ad hoc committees as deemed necessary.
- Act as liaison between the Committee and Borough Assembly.
- Prepare and distribute an agenda in cooperation with staff liaison for each meeting.

Section 3. The duties of the Vice Chairperson are that he/she shall preside in the absence of the Chairperson and perform all of the duties of that office.

Section 4. The duties of the Recorder are as follows:
- Keep a record of members present and of the business transacted at each meeting and the actions taken.
- Keep the minutes and transmit them to the City Borough Clerk. Minutes must include the date, time and place of the next meeting and to the other members of the Committee.
ARTICLE VI: AMENDMENTS

These By-Laws may be amended, repealed or added to by an affirmative vote of not less than a two-thirds (2/3) vote of the Committee, provided the amendments were submitted in writing 30 days in advance. These bylaws will become effective upon approval by the Assembly Human Resources Committee.

Adopted by the Historic Resources Advisory Committee on October 2, 2013.

/s/ Gary Gillette
Chairman

/s/ Shauna McMahon
Recorder

Approved by the Assembly Human Resources Committee on November 25, 2013.

Elizabeth J. McEwen, MMC
CBJ Deputy Clerk