

Schertz Historical Preservation Committee

By-Laws

Ratified: April 17, 2008

Last Revised: January 23, 2020

ARTICLE I

Name and Location

Section 1.1 The name of the Committee shall be the Schertz Historical Preservation Committee, referred to herein as the Committee.

Section 1.2 The office of the Committee is to be the City of Schertz Mayor's Office, located at 1400 Schertz Parkway, Schertz, Texas 78154.

Section 1.3 All mail shall be directed to the Committee through the City of Schertz Secretary at the above address.

ARTICLE II

Purpose

Section 2.1

- A. Maintain an organizational structure to allow for the conduct of meetings, management of the committee and maintenance of records.
- B. Assign and monitor sub-committees, programs and projects.
- C. Record (in manuscript form or vocally) for retention the memories and knowledge of individuals about people, places and events relating to the City of Schertz.
- D. Recommend to City Council the designation of historical structures and sites.
- E. Encourage community interest and involvement in the historical preservation of those activities.

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ARTICLE III
Membership and Meetings

Section 3.1 Membership shall be open to any Schertz resident who holds an interest in historical preservation and the history of Schertz, Texas.

Section 3.2 All members shall be volunteers who are unpaid and uncompensated.

Section 3.3 All members must agree to abide by these by-laws.

Section 3.4 The number of "appointed" members shall be no more than fourteen (14). Their appointment shall originate from nominations placed before the Schertz City Council. The "appointed" members shall be the only authorized voting members on Committee activities. "Non-appointed" members shall be received simply by showing an interest in Committee activity and presenting themselves at scheduled Committee meetings. "Non-appointed" members shall not have a vote on Committee business and shall be titled "Associate Members".

Section 3.5 Meetings of the Committee will be held on a quarterly basis with the first meeting of the calendar year being on the fourth Thursday of the month of January and subsequent meetings on the fourth Thursday of April, July, and October. The time of the meetings will be 6:30 P.M. Should there be a scheduling conflict that requires a change of time and date of any meeting, all members shall be notified prior to the scheduled meeting date. Special meetings may be called by the Chairperson at his or her discretion. A quorum (50% of members) must be present for a Committee meeting to begin. If a quorum fails to be achieved or maintained during the course of a meeting, no binding votes will be taken until a quorum is again achieved.

Section 3.6 An agenda will be prepared by the Chairperson and provided to the City Secretary at least four (4) days prior to the scheduled meeting date. Agendas will establish the date, time and place of the meeting and a list of discussion items.

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Section 3.7 Members shall be expected to attend meetings as scheduled, and if unable to attend a particular meeting, the member shall notify a Committee officer to announce his or her expected absence. Should a member be absent for two or more consecutive meetings for reasons other than health-related circumstances, the Committee may inquire with the member as to whether his or her personal commitments are such as to warrant release from the Committee membership. If deemed appropriate, the Committee Chairperson will notify the member of his or her prospective release from Committee's active membership and request he or she assume an associate member role or resign from Committee membership. The released member will be asked to notify the City Secretary of his or her release in writing.

ARTICLE IV
Officers

Section 4.1 Officers shall consist of a Chairperson and a Vice Chairperson..

Section 4.2 Nominations for officers shall occur at the October and January meetings. Voting will occur at the January meeting. The only exception to this time schedule shall be the nominations and vote for the initial slate of officers. Officers will assume their positions at the January meeting or in the case of the initial slate of officers, at the time of member voting. The nominee receiving a plurality of votes will be deemed the selected candidate for the officer position under consideration.

Section 4.3 The term of office for all officers shall be one year except for the initial slate of officers who will serve until the next scheduled election.

Section 4.4 Officers shall not jointly or individually enter into any legally binding contract on behalf of the Committee.

Section 4.5 In the event that an officer is unable to complete his or her term of office, the membership will nominate and vote on a replacement and the newly selected officer will assume the officer post as of the date of the vote.

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ARTICLE V
Duties of Officers

Section 5.1 Chairperson. The Chairperson shall preside at all meetings and perform all executive functions of the Committee. He or she shall appoint all subcommittee chairs. The Chairperson shall be responsible for all meeting notices. The Chairperson shall be an ex-officio member of all sub-committees.

Section 5.2 Vice-Chairperson. The Vice-Chairperson shall, in the absence of the Chairperson, preside at all meetings and perform all executive functions of the Committee as delegated by the Chairperson. Executive functions will include but not be limited to: (1) accepting expense vouchers from Committee members and submitting Committee approved vouchers to the appropriate City office for reimbursement (2) Provide book sales reports quarterly (3) Prepare an Annual Report covering Committee activities for the prior calendar year not later than the date of the second quarterly Committee meeting.

ARTICLE VI
Sub-committees

Section 6.1 Subcommittees will be created based on need and activity.

Section 6.2 The Committee Chairperson will create all sub-committees. An "appointed" committee member will serve as the sub-committee Chairperson. "Non-appointed – "Associate" members can be selected to serve on a subcommittee.

ARTICLE VII
Parliamentary Authority

Section 7.1 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee activities so long as they are not inconsistent with these by-laws and any special rules the Committee may adopt.

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ARTICLE VIII
Amendments

Section 8.1 These by-laws may be amended by a two-thirds affirmative vote of the present and "appointed" members voting at a Committee meeting.

ARTICLE IX
Publications

Section 9.1 The Committee will obtain permission from the owner (when known) to place pictures and articles in Committee publications.

Section 9.2 The Committee will conform to the highest professional standards of publishing, editing and writing.

Section 9.3 Anyone seeking to publish materials in the name of the Committee will submit such to the Committee for membership review and for vote (two-thirds of "appointed" members present for voting) before publishing in the name of the Committee.

Section 9.4 News releases being made on behalf of the Committee will be first coordinated with the Committee membership prior to release.

ARTICLE X
Property/Artifacts Offerings

Section 10.1 Property in the form of papers, photographs, documents, artifacts, etc., offered to the Committee as historical materials by any person shall be refused and the donor shall be instructed to contact representatives of the Cibolo Valley Community Museum Association or a suitable historical organization that might be interested in such a gifted item for retention or display.

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Article XI
Committee Budgeting

Section 11.1

The Committee Chairperson will provide whatever expense projections requested by the City of Schertz for its consideration in allocating funds for the operation of the Committee.

ARTICLE XII
Member Expense Vouchering

Section 12.1 Expenditures by members of the Committee shall be reimbursed by the City of Schertz through the vouchering process that includes the following:

(1) Individual items costing more than \$250 must be pre-approved by the Committee before being purchased. (2) Any purchase of \$1,000 or more must be accomplished through the Schertz City Manager's Office for a City of Schertz Purchase Order. (3) Other purchases by a committee member in support of the Committee's work will be submitted to the Committee for payment. The vehicle for submitting the expenses will be the Committee Invoice document (Appendix B) attached to the Committee Letter of Request for Fund Disbursement (Appendix C). (4) All requests for expense reimbursement will be brought before the Committee for approval by a majority vote. (5) Receipts will be required to support an Invoice. If no receipt is not available a written explanation for its absence will be provided. (6) Once Committee approval is obtained, the Committee Chairperson will forward the expense reimbursement package (keeping a copy) to the City Finance Office for processing and payment.

ARTICLE XIII
Designations

Section 13.1 Authority: Per Section 21.3.6B1 (Boards and Commissions) of the Schertz Unified Development Code (UDC) the Committee (Commission) shall have those duties and approval authorities as granted by the ordinance establishing the Committee (Commission).

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Section 13.2 Designation of Heritage Neighborhoods. Nominations for such a designation can be made by any person or group interested in doing so using the application form in Appendix D. A heritage neighborhood will be defined as one in which multiple properties are contained meeting the definition of such in Section 13.3 below. There will be no legal restrictions set on any such neighborhood or individual property contained therein. The process for approval will include the following: (1) a majority vote of Committee members present and voting (vote to be based on the historical merits of the application presented to the Committee by the nominator) (2) the application with Committee recommendation for approval or disapproval will be provided to the City Council for approval or disapproval.

Section 13.3 Designation of Landmark Properties. A "Landmark Property" is defined as any property that presents itself as a unique feature of the City of Schertz or its ETJ landscape (community) due to either its nostalgic, aesthetic, architectural, or symbolic attributes and which could or will have an enduring impact on the community's cultural identity. There will be no legal restrictions placed on any such properties. A property will be granted selection as a named landmark property by means of nomination for such status by any person or group interested in doing so using the application form in Appendix D. The Committee will vote on the nomination and thereafter present any positive (majority) vote to the City Council for final approval. Prior to City Council presentation the Committee will notify the property owner and ask for permission to nominate his or her property for designation as a Landmark Property. If the property owner objects the nomination will be closed without City Council consideration. If approval by the property owner is obtained the nomination will be presented to City Council with the owner's approval noted.

ARTICLE XIV

Schertz Main Street Area Preservation Incentive Program

Section 14.1 Authority: Per City Council Resolution 15-R-03 the City of Schertz will offer an incentive grant program for historic preservation related projects (50/50 matching up to a \$20,000 cap) involving properties within the Main Street Incentive area as shown on Exhibit B of the above cited Resolution.

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Section 14.2 Administration: Shall be administered by the City of Schertz Building Inspection Division.

Section 14.3. Committee Responsibility.

Section 14.3.1: A City representative will present an application for a City of Schertz Incentive Program Grant to the Schertz Historical Preservation Committee at the Committee's next quarterly meeting or at a special called Committee session if expedited treatment is requested or required by an applicant. The Committee will review the application for reasonable compliance with standards set by the Secretary of the Interior's Standards for the Treatment of Historic Properties. A majority Committee vote shall be needed to approve an application for forwarding to City Council for action.

Section 14.3.2: Committee Chairperson and/or City Staff will report to City Council its recommendation as determined by Section 14.3.1 above.

Section 14.3.3: Committee members, by majority vote, may allow an extension of the one-year time allowance for project completion if deemed warranted by applicant appeal.

END OF BY-LAWS

APPENDICES

- A. Committee Invoice Document
- B. Letter of Request for Fund Disbursement
- C. Application for Heritage Neighborhood/Landmark Property Designation

APPENDIX A

Schertz Historical Preservation Committee Committee Invoice

<u>ITEM PURCHASED</u>	<u>QUANTITY</u>	<u>COST PER</u>	<u>TOTAL</u>
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TOTAL: \$

I certify that the above expenditures were made on behalf and to support the work of the Schertz Historical Preservation Committee (receipts attached).

Signature Date

APPENDIX B

Schertz Historical Preservation Committee Letter of Request for Fund Disbursement

FROM:

TO: Schertz Historical Preservation Committee

DATE

In accordance with Article XII, Section 12.1 of the Schertz Historical Preservation Committee By-laws, I am requesting reimbursement for expenses set forth in the attached Committee Invoice. I have attached all available receipts to the invoice and where no receipt was obtained an explanation is enclosed. I affirm that the expenses shown on the invoice were made on behalf of and in support of projects of the committee.

Committee Member

Schertz Historical Preservation Committee review and approval on _____

Chairperson

ATTACHMENT: Copy of itemized invoice with attached receipts

APPENDIX C

Application for Landmark Property or Heritage Neighborhood Designation

This application is to serve as the means by which citizens may apply for approval to have a structure, residence, neighborhood, or designated area within the city limits and/or extra territorial jurisdiction (ETJ) of Schertz, Texas designated as either a "Landmark" property or a Heritage Neighborhood. "Landmark" shall mean any site or structure, designated by the Schertz Historical Preservation Committee (Commission) (SHPC) and declared as such by a majority vote of the Schertz City Council that is of exceptional cultural, archaeological, or architectural significance. "Heritage Neighborhood" shall mean a significant concentration, linkage, or continuity of sites or structures united architecturally, archaeologically, or culturally, by plan or physical development.

NAME OF APPLICANT / NOMINATOR:

ADDRESS OF APPLICANT / NOMINATOR:

TELEPHONE NUMBER:

NOMINATION FOR: (Landmark Property)/(Heritage Neighborhood)

NOMINEE:

SECTION A. DESIGNATION REQUEST

STATEMENT OF JUSTIFICATION:

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(Continued on next page)
(Appendix E Cont'd)

SECTION B. COMMITTEE ACTION

APPROVED APPROVED WITH MODIFICATION DENIED

SECTION C. CITY COUNCIL ACTION

APPROVE APPROVE WITH MODIFICATION