

**ADA COUNTY HISTORIC PRESERVATION COUNCIL**  
200 W. Front Street  
Boise, Idaho 83702  
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**Molly Humphreys, Chairman**

**Al Bolin, Vice-Chairman**

**Sharon Fisher, Secretary**

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**BY-LAWS**  
**OF**  
**THE ADA COUNTY HISTORIC PRESERVATION COUNCIL**  
**(ALSO KNOWN AS THE COUNCIL)**

**ARTICLE I**  
**MEETINGS**

The Council shall fix its place of meeting and shall conduct at least one regular meeting each month; provided however, that if no issues over which the Council has jurisdiction are pending on its calendar, a meeting may be canceled; provided further however, that one regular meeting shall be held each month for not less than a total of nine (9) months in each year. Other meetings of the Council shall be held at the call of the Chairman and at such other times as a majority of the voting members of the Council may determine. The action of the Council at any meeting may be continued to the next regular meeting without further notice being given. The established meeting time is the first Tuesday of each month at 12:00 p.m., in a designated public meeting room. At the first meeting of every year, the Council shall either confirm the established meeting time, or shall set a new meeting time for the duration of the calendar year, based upon the anticipated availability of the members of the Council.

Special meetings of the Council may be held without notice except as otherwise required by law, if each member waives notice thereof. Any meeting may be adjourned, recessed, or continued from time to time, without additional notice. All meetings shall be open to the public in accordance with the Idaho Code.

No special notice shall be required of any item of business that may come before the Council at any regular or special meeting, other than as required by law.

The Council shall keep minutes of its proceedings and shall keep records of its examinations, findings, recommendations and all other official actions, and render an annual report to the Board. A copy of the annual report shall be submitted to the State Historic Preservation Office. The records herein referred to shall be a public record. The Council shall make findings of fact stating the reasons for any decision reached. Said findings shall be in writing.

In cases involving the review of plats or of applications where an order, requirement, permit, decision, determination, or recommendation is required by Title 8 of the Ada County Code, the Council, in addition to including the matter in its monthly report as prescribed, shall file with the Clerk of the Board not later than ten (10) days after the conclusion of such a matter a written report stating the findings and action taken by the Council as required by Idaho Code Section 67-6535, as it may be amended from time to time.

## **ARTICLE II OFFICERS**

The members of the Council, at its first regular meeting in January of each year, shall elect, by vote of a majority of the members present at such meeting attended by a quorum of the members, a Chairman, Vice-Chairman, and a Secretary. No member shall serve in any elected position for more than two consecutive terms. The duties and the powers of the officers of the Council shall be as follows:

### **A. Chairman**

1. Preside at all meetings of the Council.
2. Call special meetings of the Council in accordance with the by-laws.
3. Sign official documents for the Council.
4. See that all actions of the Council are properly taken.
5. Make committee appointments to subcommittees as required.

### **B. Vice-Chairman**

During the absence, disability, vacancy or disqualification of the Chairman, the Vice-Chairman shall exercise or perform all the duties and be subject to all the responsibilities of the Chairman.

### **C. Secretary**

1. Keep the minutes of all meetings by the Council .
2. Advertise all legal notices required by the Idaho Code or the by-laws.
3. Prepare the agenda for all meetings of the Council.
4. Be custodian of Council records.
5. Inform the Council of correspondence relating to business of the Council and attend to such correspondence.
6. Handle funds allocated to the Council in accordance with its direction, the law and county regulations.
7. Sign official documents of the Council.

## **ARTICLE III MEMBERSHIP**

Nine (9) Council members shall be appointed by the Board of County Commissioners in accordance with the specified term found in the Ada County Code, Title8, Chapter7, ArticleD, Section 2(C). All members of the Council appointed by the Board shall be

voting members. The Secretary shall keep a record of all appointments and terms of membership. No Council members may serve more than nine (9) consecutive years. A Council member must reside in Ada County during service of the Council.

In the event that a Council member does not attend three (3) consecutive regularly scheduled Council meetings or is absent for more than one-third (1/3) of the scheduled Council meetings in the preceding six (6) month period, the Council member shall submit a written explanation of the absences to the Council and the Board of County Commissioners. The Board, upon examination of the explanation, may ask for immediate resignation of the member.

#### **ARTICLE IV COMMITTEES**

Committees consisting of the membership of the Council may be established and appointed by the Chairman to assist the Council in performance of its functions. Each committee shall consist of not less than three (3) members. Citizens and public officials may also be appointed to serve as non-voting members on the committees.

#### **ARTICLE V QUORUM**

A majority of the members shall constitute a quorum for the transaction of any business that may come before any regular or special meeting of the Council. Each member of the Council who has knowledge of the fact that they will not be able to attend a scheduled hearing of the council shall notify the Development Services Department at the earliest possible opportunity. The Director shall notify the Chairman of the Council in the event that the projected absences will produce a lack of quorum.

#### **ARTICLE IV VOTING**

Each Council member appointed by the Board shall be entitled to one vote on any matter that may come before the Council. The vote of a majority of the members present at any meeting attended by a quorum of its members shall be necessary to decide any items. The Chairman may enter into discussion of items before the Council and may vote on any item of business to come before the Council.

A Council member shall not participate or vote in any action or proceeding when he or she shall have a conflict of interest as defined in Idaho Code Section 67-6506.

#### **ARTICLE VII RULES OF ORDER**

The Council shall operate under the precepts of Roberts Rules of Order. The order of business for the Council shall be the following:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes
- D. Business (Old and New)
- E. Membership Discussion Items
- F. Next Scheduled Meeting
- G. Adjournment

**ARTICLE VIII**  
**ORDER OF CONSIDERATION OF PUBLIC HEARING ITEMS**

The following procedures will normally be observed; however, it may be rearranged by the Chairman for individual items if necessary for the expeditious conduct of business.

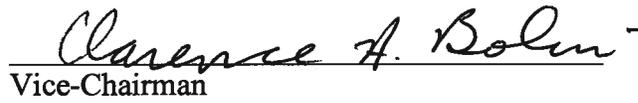
1. Staff presents report and may make a recommendation.
2. The Council may ask questions regarding the staff presentation and report.
3. Applicant or his representative may make presentation.
4. Any testimony in favor of the application.
5. Any testimony in opposition to the application.
6. Staff response to the testimony.
7. Council asks any question it may have of the proponents, opponents, or staff.
8. Council votes to take action.

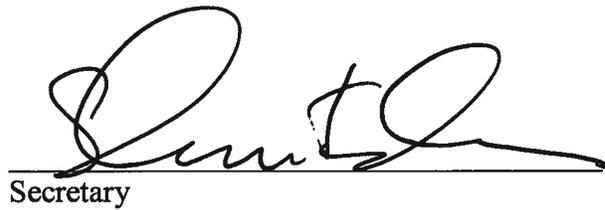
**ARTICLE IX**  
**AMENDMENTS**

The Council may amend these by-laws, by majority vote of its voting members, provided that notice of said proposed amendment is given to each member in writing at least two (2) weeks prior to said meeting. Approval by the Board of Ada County Commissioners at a regularly scheduled business meeting is required before the revised bylaws shall take effect.

ADOPTED by the Ada County Historic Preservation Council, Boise, Idaho, at a meeting of its members this 12<sup>th</sup> day of January 2009.

  
Chairman

  
Vice-Chairman

  
Secretary

APPROVED by the Board of Ada County Commissioners, Boise, Idaho at a business meeting on the 17th day of February, 2009.



Fred Tilman, Chairman



Sharon M. Ullman, Commissioner



Rick Yzaguirre, Commissioner

Attest



J. David Navarro - Clerk

