

CHEHALIS HISTORIC PRESERVATION COMMISSION

RULES AND REGULATIONS

1. The Commission shall elect a Chairperson and a Vice Chairman to serve one-year terms. The Chairperson shall preside at all meetings. The Vice Chairman shall preside at meetings in the absence of the Chairperson.
2. All meetings of the Commission shall be open meetings in accordance with the Open Public Meetings Act of the State of Washington.
3. The Vice-Chair shall, in the absence of the Chair, perform all the duties incumbent upon the Chair.
4. In the absence of both the Chair and Vice-Chair, the members present shall choose a temporary Chair for the meeting.
5. All regular meetings will be held in the City of Chehalis Council Chambers, Chehalis, Washington, unless otherwise scheduled and noticed in advance and shall be open to the public.
6. All regular meetings shall be held the third (3) Thursday of each month and will begin at 5:30 p.m., or as soon thereafter as practical.
7. The Commission shall hold regular meetings upon the call of the Chairperson. Notice of time, date, and place of such meetings shall be released to the press by notifying the Director of Community Services. Special meetings of the Commission shall be held upon the call of the Chairperson or Vice Chairperson, or at the request of three (3) members, upon (5) days' notice, which notice may be waived by a quorum.
8. The position of a member shall be forfeited and become vacant for failure to attend two (2) regular meetings in a 12-month period of the Historical Preservation Commission unless such absence is excused by a majority of the members of the Historical Preservation Commission.
9. The election of officers shall take place once a year on the occasion of the first meeting in January of each calendar year. The term of office of each officer shall run until the subsequent election, provided however, any officer may be removed at any time by vote of the Historical Preservation Commission entered on record. If for any reason, Historical Preservation Commission serve until an election is held.
10. Conduct of meeting will be governed by the latest edition of Robert Rules of Order, a copy of which shall be available to the Chairperson.
11. A quorum for the conduct of any meetings shall be a majority of current appointed and confirmed members.
12. All official actions of the Commission shall require a majority vote of the members present and voting.
13. Selection for historic property designation shall require a majority vote of the members of the Board. Any member who has conflict shall notify the Commission Chairperson before the vote. The Commission shall hold public hearings on the approval of designation and may hold public hearings prior to making a recommendation on controls on building modifications and incentives. Notice of such hearing shall be published ten (10) days prior to the meeting. At the public hearings on approval of designation, Commission action will be based on the record made at such hearing and no further right to present evidence on the issue of designation will be afforded.
14. The Commission may establish such committees as it desires, without limit to the number thereof or the number of people who serve on any committee. Committee members shall be appointed by the Chairperson with the approval of the Commission. Non-members of the Commission may be invited to serve on such committees. Replacement of any member of the Commission who dies, resigns, or is incapacitated shall be by City Council.
15. The official address of the Commission shall be, City of Chehalis, Chehalis Historic Preservation Commission, P.O. Box 871, Chehalis WA 98532.
16. The Department of Community services shall be custodian of the official record and minutes. A tentative agenda shall be provided to Commission members five day (5) in advance of each meeting; and minutes of the last meeting or hearing shall be provided to each member for approval by the next regular meeting.
17. The commission adopts the "Secretary of the Interiors standards for rehabilitating historic buildings" for its use in reviewing and making decisions on applications.