

**MADISON STATION HISTORIC PRESERVATION COMMISSION**  
**BY LAWS**  
**AMENDED AUGUST 8, 2012**

**Article I Name, Membership and Mission Statement**

Section 1        Name: The name of the Commission shall be The Madison Station Historic Preservation Commission, (hereinafter sometimes referred to as the "MSHPC").

Section 2        Membership: Commission composition; nomination of members; terms of office; removal; vacancies

- a) The MSHPC shall be composed of 7 members, who shall have demonstrated training or experience in the fields of history, architecture, architectural history, urban planning, archaeology or law, or who shall be residents of an historic district designated pursuant to that ordinance. Members of the MSHPC shall be bona fide residents of the City of Madison. Not more than one of the members shall be a public official.
- b) Members of the MSHPC shall be nominated by the Mayor and appointed by the City Council. Nomination and appointment of members shall be made so as to ensure that the MSHPC will be composed of persons with as much of the training and experience specified in subsection (a) of this section as is possible.
- c) Except for the original members of the MSHPC, members shall serve three-year terms and shall be appointed in such a manner so as to serve overlapping terms. Two of the original members of the MSHPC shall be appointed to serve one-year terms, two of the original members shall be appointed to serve two-year terms, and the remainder of the original members shall be appointed to serve three-year terms. Members of the MSHPC may be reappointed.
- d) Members of the MSHPC may be removed for cause by the City Council.
- e) Vacancies on the MSHPC shall be filled by persons nominated by the Mayor and appointed by the City Council. Such appointments shall be for the unexpired term of the member replaced.

Section 3        Mission Statement: To promote the educational, cultural, economic and general welfare of the residents of the City of Madison through the preservation and protection of buildings, sites, structures, areas and districts of historic significance and interest; through the preservation and enhancement of the national, state and local historic, architectural, archaeological and aesthetic heritage found in the City of Madison; and through the promotion and enhancement of Madison's historic and aesthetic attraction to tourists and visitors. The MSHPC will also provide for the creation, protection and enhancement of historic properties or historic districts, structures, and places in the City of Madison.

## **Article II Meetings and Votes**

Section 1 Meeting location: Regular meetings of the MSHPC will be held at the City of Madison Municipal Complex. Special called, or other meetings not related to Certificates of Appropriateness, may be held at other municipal venues as deemed necessary by the Chairman.

Section 2 Regular Meetings: Regular meetings of the MSHPC shall be the 2<sup>nd</sup> Wednesday of each month at 6:00 or at other times as agreed by the majority of members.

Section 3 Notice of Meetings: Public notice of the time and place of the MSHPC meetings shall be given in like manner, and at such times and places, as other public Boards of the City of Madison.

Section 4 Adjournment of Meetings: If any meeting of the MSHPC cannot be held because a quorum of the MSHPC is not present, a majority of the MSHPC voters present at the meeting may adjourn the meeting.

Section 5 Voting: Each MSHPC member will be allowed one vote per motion. In the case of a tie vote, the application will be denied.

Section 6 Quorum: The presence of a majority of the MSHPC members will constitute a quorum. A quorum will not be determined by the number of seats of the MSHPC, only the number of members.

Section 7 Special Meetings: When a Certificate of Appropriateness is before the MSHPC and a quorum is not present, a Special Meeting shall be called by the Chairman. The Chairman will direct the Recording Secretary, or other City of Madison representative designated by the Mayor or Director of the Planning Department, to post a Notice of Meeting twenty-four hours (24 hours) in advance of said Special Called Meeting. Special Called Meetings shall be called at the request of the Chairman, Vice-Chairman or by any two members.

## **Article III Officers, Election of Officers, Term Lengths, Removals and Resignations**

Section 1 Officers: The officers of the MSHPC shall be a Chairman, Vice-Chairman, Historic Liaison/ Corresponding Secretary and such other officers that the MSHPC may approve. Officers shall be elected by a majority vote of the members of the MSHPC. Any two or more offices may be held by the same member, apart from Chairman and Historic Liaison/Corresponding Secretary.

Section 2 Election, term of office and vacancies: The officers of the MSHPC shall be elected annually by the MSHPC at the first regularly scheduled meeting of the Board's calendar year. A vacancy in any office arising because of death, resignation, removal, or other unknown circumstances, may be filled by the MSHPC for the unexpired portion of the term. Officers otherwise qualified and eligible, shall serve past the expiration of their term until their successor has been elected.

Section 3 Removal: An Officer may be removed from office by a majority vote of the MSHPC whenever, in the judgment of the members, the best interest of the MSHPC will be thereby served.

Section 4 Chairman: The Chairman shall preside at all meetings of the MSHPC.

Section 5 Vice Chairman: The Vice-Chairman shall perform all duties of the Chairman in the absence or disability of the Chairman.

Section 6 Historic Liaison: The Historic Liaison shall correspond and interface with other historic organizations, MSHPCs and groups on a local, state or national level, as well as perform the duties of corresponding secretary.

Section 7 Resignation: Any officer may resign at any time by giving written notice to the MSHPC, the Chairman, or the Secretary. Such resignation shall take effect on the date of the receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

#### Article IV Miscellaneous

Section 1 Fiscal Year: The fiscal year of the MSHPC shall run concurrently with the City of Madison's fiscal year.

Section 2 Parliamentary Rules: *Roberts Rules of Order*, (current edition) shall govern the conduct of all MSHPC proceedings, when not in conflict with Alabama law or City of Madison Ordinance No. 2008-269.

Section 3 Procedure to Amend By-Laws: By Laws can be amended by a proposal submitted in writing by a member of the MSHPC. Said proposal cannot be voted on at same meeting as submitted except by unanimous consent; other wise vote shall be taken at the following meeting and adopted if approved by majority vote of members.

Section 4 Conflicts: If there are conflicts or inconsistencies between the provisions of Alabama law, the City of Madison Ordinance No. 2008-269, and these By-Laws, then the provisions of Alabama law, City of Madison Ordinance No. 2008-269, and the By-Laws (in that order) shall prevail.

**Adopted this 9<sup>th</sup> day of May, 2012**



**Charles Sturdivant, Chairman**  
**Madison Station Historic Preservation Commission**

**Attest:**



**Sherri Blair, Recording Secretary**