

By-laws of the Durham Historic District Commission

ARTICLE I

General

Section 1. Purposes The purposes of the Commission shall be those set forth in the Historic District Ordinance of the Town of Durham.

Section 2. Duties the duties and responsibilities of the members of the Historic District Commission shall be those set forth in the Historic District Ordinance of the Town of Durham.

ARTICLE II

Officers

Section 1. Officers The officers of the Commission shall be those established in the Historic District Ordinance of the Town of Durham. The members of the Commission may also elect a member to serve as Treasurer.

Section 2. Chairman The Chairman of the Commission shall be the chief executive officer of the Commission. He or she shall preside at all meetings of the Commission and shall perform all duties usually incident to his/her office and such other duties as the Commission shall prescribe. The members of the Commission may vote to use the designation "Chair" or other suitable title for the position of Chairman which is gender neutral.

Section 3. Vice Chairman The Vice Chairman shall preside at meetings in the absence of the Chairman and shall assume the responsibilities of the Chairman in the event of his or her death or incapacity until a successor is chosen. The members of the Commission may vote to use the designation "Vice Chair" or other suitable title for the position of Vice Chairman which is gender neutral. The Vice Chair shall assume financial bookkeeping responsibilities, including the drafting of the Commission's annual budget request and keeping records of expenditures.

Section 4. Secretary The Secretary shall furnish notices of meetings and shall keep the minutes of the meetings of the Commission. The Secretary shall also serve as a repository for the records of the Commission and shall be responsible for transferring such records to his or her successor at the conclusion of his/her term of office.

Section 5. Terms of Office Officers shall serve for one year from the date on which they are elected and thereafter until their successors are chosen.

Section 6. Replacement of Officers In the event of the death, incapacity, or resignation of any officer, the Commission shall notify the Selectmen of the need to appoint a replacement. The failure of a member to attend three consecutive meetings without an excuse approved by the members of the Commission shall be considered to be an abandonment of that person's position as a Commission member. The Commission may vote to recommend to the Selectmen the appointment of any individual known to be qualified to serve on the Commission and willing to do so.

ARTICLE III

Meetings

Section 1. Annual Meeting The Commission shall meet annually to elect officers and conduct such other business as may be required to be performed on an annual basis.

Section 2. Monthly Meeting The Commission shall meet monthly on a date and location to be pre-determined, except that the Chairman may determine in any given month and so notify the members that there is insufficient business to warrant holding a meeting for that month.

Section 3. Special Meeting Special meetings of the Commission may be called by the Chairman or by any three members of the Commission. Notice of any such special meeting shall be given in person, by telephone, or by e-mail at least twelve hours before the scheduled meeting. Such notice shall contain the substance of the matters to be taken up at the special meeting.

Section 4. Quorum A majority of the members of the Commission shall constitute a quorum. A lesser number may adjourn a meeting to a later date.

ARTICLE IV

By-law Amendments

Section 1. Vote to Amend These by-laws may be amended by a two-thirds vote of the members present at any duly called meeting of the members provided that the notice of the meeting contains the language of the proposed amendment or the substance thereof.