

## FLINT HISTORIC DISTRICT COMMISSION BY-LAWS

### ARTICLE I. MEMBERSHIP AND OFFICERS

- Section 1. The Historic District Commission shall consist of seven members appointed as provided in the City Charter and City Ordinance No. 2707.
- Section 2. The Commission shall elect from its membership, a Chairperson and Vice-Chairperson. Said officers shall be elected annually at the regular monthly meeting of the Commission in April.
- Section 3. The Chairperson shall preside at meetings and shall have the right to vote. In case of the absence or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. If both said officers shall be absent, the Commission shall choose one of its appointed members as its presiding officer.
- Section 4. Minimum attendance requirements for members shall require that a member miss no more than two consecutive meetings without notice to the chairperson. After the second consecutive absence, a letter will be mailed certified to the member. If the member misses three consecutive meetings, that office will be declared vacant. Interim appointments shall be made within two weeks of the vacancy to complete the unexpired term of such position.
- Section 5. The concurring vote of four (4) members shall be necessary for approval of plans and for adoption or modification of preservation guidelines by the Commission. Motions or other actions by the Commission shall require a simple majority of the members present. **Participating in the meeting via telephone or video chat can constitute being present and**

**shall count towards achieving a simple majority or a concurring vote of four (4) members for approval of plans and adoption or modification of preservation guidelines by the Commission. Only one member per meeting shall be allowed to be present by way of telephone or video chat. Request to be present by telephone or video chat shall be made to the chairperson, who will approve or deny such request.**

Section 6. The presiding officer shall designate the members of any committee as may be found necessary from time to time, unless otherwise directed by a simple majority of the Commission membership.

Section 7. The Chairperson of the Commission shall sign all “Certificates of Appropriateness” and other instruments required by law, and the Planning Staff shall keep official minutes of the meetings and a record thereof and conduct all official correspondence, compile and have custody of the required maps, files and records and be responsible for the clerical and other duties of the office of the City Historic District Commission.

ARTICLE II. MEETINGS

Section 1. Regular meetings of the Commission shall be held on the first Thursday of each month at 5:30 p.m. in a designated location at City Hall, Flint, Michigan, unless changed by order of the Chairperson with not less than 18 hours notice to all Commissioners. The meeting location and time shall be properly posted as required by law. Section 2. Special meetings may be held at the call of the Chairperson, or at the request of not less than 2 members of the Commission, provided that each member shall be properly notified at least 18 hours before the time set and meeting date properly posted as required by law.

- Section 2. All meetings shall be open to the public.
- Section 3. Five (5) members shall constitute a quorum for conducting a meeting of the Commission.
- Section 4. All meetings of the Historic District Commission shall be conducted in accordance with Robert's Rules of Order.
- Section 5. An annual written report including financial shall be made to the Commission by the March meeting of each year by the Planning Staff. The report shall be modified and submitted by the Commission to the Mayor and City Council in April consistent with the yearly reporting and budgetary procedures and charter requirements of the City of Flint.
- ARTICLE III. PRESERVATION STANDARDS AND GUIDELINES
- Section 1. The review of all plans (for new construction, addition, alteration, demolition, reconstruction, rehabilitation, repair, restoration, or the moving of district resources in a historic district) shall be based on "The Secretary of the Interior's Standards for Rehabilitation" and the guidelines developed by the Commission.
- Section 2. The district resources to be considered are contained within the historic districts described in Section 2-143(b) of Ordinance No. 2707.
- Section 3. The Commission shall review only exterior features of a district resource; interior arrangements shall not be considered unless they negatively impact exterior features.

Section 4. The Commission shall have the power to issue a “Certificate of Appropriateness” if it approves of the plans submitted for its review.

**ARTICLE IV. PUBLIC HEARINGS**

Section 1. The Commission shall provide for the holding of all public hearings required by law, and the publication of notices thereof, and further, for any public hearing deemed by the Commission to be in the public interest.

**ARTICLE V. ORDER OF BUSINESS**

Section 1. The general order of business of a regular Historic District Commission meetings shall be as follows:

- A. Minutes of the previous meeting and disposal
- B. Orders of Day
- C. Plan Review
- D. Reports
- E. Old Business
- F. New Business

**ARTICLE VI. AMENDMENT OF BY-LAWS**

Section 1. Amendment of these by-laws may be made by the Historic District Commission at any meeting, provided that notice of said proposed amendment is given to all Commissioners at least five (5) days prior to such meeting, and shall be adopted by an affirmative vote of at least four (4) members.

**ARTICLE VII. CANON OF ETHICS**

Section 1. Historic District Commission members shall serve in the interest of the citizens of Flint.

Section 2. The conduct of all Historic District Commission business shall be in accordance with the Canon of Ethics adopted by the Flint City Council, October 29, 1973 and as deemed appropriate by the Standards of Conduct Board.