

HISTORIC DISTRICT COMMISSION OF  
WASHINGTON COUNTY

BY-LAWS

**ARTICLE I Name of Commission**

The name of this organization shall be The Historic District Commission of Washington County, hereinafter referred to as the Commission.

**ARTICLE II Authorization**

The authorization for the establishment of this organization is set forth in Md Code (2012), § 8-201 of the Land Use Article ("LU").

**ARTICLE III Duties**

The Commission shall carry out the listed duties using the powers provided by Section 20.3 of the Washington County Zoning Ordinance in addition to any duties assigned by the Board of County Commissioners. The Commission shall also coordinate and promote the Annual John C. Frye Preservation Awards, and nominate and select persons and/or organizations as prospective award recipients and submit said nominees to the Board of County Commissioners for final selection.

**ARTICLE IV Membership**

Section 1 The Commission shall consist of eleven (11) members, appointed by the Board of County Commissioners of Washington County.

- The Commission shall have at least two (2) voting members who possess professional or academic training in architecture, history, architectural history or archeology in accordance with 36CFR61. A good-faith effort to locate and appoint such professionals, to the extent that they are available in the community, will be made, and documentation as to how this effort was accomplished shall be kept among the Commission's records.
- All Commission members must possess a demonstrated special interest, specific knowledge or professional or academic training in such fields as architecture, history, architectural history, planning, cultural anthropology, prehistoric and historic archeology, folklore, curation, conservation, landscape architecture, historic preservation,

urban design or related disciplines.

- Three (3) members shall be non-voting members and shall meet the member qualifications from Article 20.1 (c) of the Washington County Zoning Ordinance. These members shall not count towards a quorum, and the members shall similarly lack voting rights.
- A member of the Board of County Commissioners shall serve as an eleventh (11th) member of the Historic District Commission in an ex officio capacity concurrent with that member's Board of County Commissioners official term. The ex officio member shall not count towards a quorum, and the member similarly lacks voting rights.
- All Commission members are encouraged to participate in other local or national historical heritage associations in order to serve as liaisons on behalf of the County.

Section 2 The term of each member shall be three (3) years, or until a successor takes office.

Section 3 Members may, after a public hearing, be removed by the local legislative body for inefficiency, neglect of duty, or malfeasance in office. Vacancies occurring otherwise than through the expiration of term shall be filled for the unexpired term by the local legislative body.

Section 4 All members of the Commission shall reside in Washington County.

Section 5 Each voting member of the Commission shall be entitled to one (1) vote.

Section 6 All members shall serve with such compensation as the local legislative body deems appropriate.

#### **ARTICLE V Officers**

Section 1 The Commission shall elect a Chairman and a Vice-Chairman from the appointed members of the Commission and may create and fill such other offices as it deems appropriate.

Section 2 The term of the Chairman shall be for one (1) year, with eligibility for re-election for no more than two (2) additional terms.

Section 3 The Chairman shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary procedure.

Section 4 The Vice-Chairman shall act for the Chairman in his absence.

**ARTICLE VI Election of Officers**

Section 1 At the regular meeting in December of each year, the Commission shall elect from its voting membership a Chairman and a Vice-Chairman, and these elected persons shall take office at the regular meeting in January.

Section 2 Nominations shall be made from the floor of the annual organizational meeting and election of officers shall immediately follow.

Section 3 A candidate receiving a majority vote of the voting membership of the Commission shall be declared elected and shall serve for one (1) year or until his successor shall take office.

Section 4 Vacancies in office shall be filled by the adopted election procedure at the first regular meeting of the Commission following notification of the vacancy.

## ARTICLE VI Meetings

- Section 1 Regular meetings shall be held on the first Wednesday of each month at 6:00 p.m. or at such other time as deemed appropriate by the Commission. In the event of a conflict with holidays or other events, a majority vote shall determine the alternate meeting date.
- Section 2 A quorum shall consist of four (4) voting members of the Commission. A motion to approve any matter before the Commission, or to recommend approval of any request requiring action by the Board of County Commissioners, shall require affirmative votes of a majority of those present and voting. Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting or may hold the meeting to discuss the matters on the agenda without taking any action on those or other matters. This section shall apply to public hearings as well as to all meetings.
- Section 3 A member shall be disqualified from any matter under consideration by the Commission that may affect that member's personal or financial interest. A member may announce disqualification when an applicant, either directly or through another party, has privately sought to influence that member's action in a matter before the Commission.
- Section 4 Special meetings may be called by the Chairman with concurrence of the majority of voting members of the Commission. It shall be the duty of the Chairman to call a special meeting, when requested to do so by a majority of the voting members of the Commission. The Chairman shall notify all members of the Commission three (3) days in advance of such special meeting. Special meetings shall be held at such times and places as determined by a majority of the members.

Section 5 Both Regular and Special meetings may occur by video conference, available and accessible to the public and in accordance with the provisions, herein. Such meetings are permissible where the Chairman deems inclement weather or other circumstances make meeting in person impractical or unsafe. In such circumstances, the Commission must provide sufficient notice to the public that the next-scheduled meeting will occur by video conference, to allow public participation and observation.

If a meeting is held virtually, the contents of such a meeting must be documented in the Minutes of the next regularly scheduled meeting.

Section 6 All meetings or portions of meetings at which official action is taken shall be open to the general public.

Section 7 Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at the meetings of the Commission.

Section 8 Any provision of these rules not governed by State or County law may be temporarily suspended by a favorable two-thirds vote of all voting members of the Commission, which vote shall be entered in the minutes.

## Article VII Order of Business

Section 1 An agenda shall be prepared and shall be approved by the Chairman for all regular meetings. The agenda, along with any supporting documents, shall be sent to all Commission members by no later than the Thursday preceding the regular Wednesday meeting. Agendas for special meetings shall be prepared as deemed necessary by the Commission.

Section 2 The order of business, set forth on the agenda, shall be:

- A. Call to Order
- B. Roll Call
- C. Reading of the Minutes of the previous meetings and action thereof
- D. New Business
- E. Unfinished Business
- F. Other Business
- G. Communications and bills
- H. Reports
- I. Adjournment

Section 3 A motion from the floor must be made and passed in order to dispense with any item on the agenda.

**ARTICLE VIII Hearings**

Section 1 In addition to those required by law, the Commission may hold public hearings when it finds that they will be in the public interest.

Section 2 Notice of the time and place of such hearings on matters of general public interest shall be published once a week for two consecutive weeks in at least one newspaper of general circulation in Washington County, but not earlier than three weeks prior to the hearing. For matters of limited public interest, notice shall be given in such manner as deemed appropriate by the Commission.

Section 3 The matter before the Commission shall be presented in summary by a member of the staff and parties of interest shall have the right to be heard.

Section 4 A record shall be kept of those speaking before the Commission at such hearings and a transcript or recording of all comments shall be made.

**ARTICLE IX Amendments**

Proposed amendments to these bylaws may be made by a majority vote of the voting membership of the Commission provided such amendments are proposed at a prior meeting and made available to all Commission members, in writing, at least three days prior to the meeting at which it is to be considered. Final approval of amendments to these bylaws requires resolution from the Board of County Commissioners.

**ARTICLE X Recordation**

A copy of these By-laws and any amendments thereto shall be filed in the Office of the Clerk of the Circuit Court for Washington County within ten (10) days following the date of adoption.

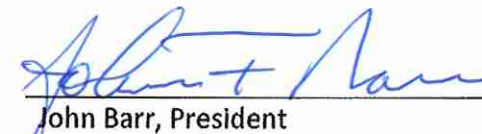
**ARTICLE XI Repealing Clause**

All previously adopted By-laws and all amendments thereto are, upon adoption of these By-laws, repealed.

Restated with amendments, this 24<sup>th</sup> day of March, 2026

ATTEST:

  
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Dawn Marcus, County Clerk

  
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John Barr, President  
Board of County Commissioners of  
Washington County, Maryland

