



WASHINGTON COUNTY HISTORICAL ADVISORY COMMITTEE

BYLAWS

(in accordance with Policy PR-22, Boards and Commissions)

Article I

Name and Principal Office

The name of the committee is the Washington County Historical Advisory Committee (Committee). The principal office is located at 100 West Washington Street, Suite 1101, Hagerstown, Maryland 21740.

Article II

Mission Statement

The Committee serves in an advisory capacity to the Board of County Commissioners of Washington County, Maryland (Commissioners) on all cultural, and structural landmarks of important historical significance in Washington County which are perceived as being imminently endangered, whether through neglect, unawareness, or demolition by land development; and to assist in protecting and preserving those historical landmarks as treasures invaluable to the architectural integrity and heritage of Washington County.

Article III

Priorities

The Committee shall:

- A. Undertake the task of gathering and disseminating information about historical properties in Washington County, Maryland (County);
- B. Advise the Commissioners about historical structures found to be in danger of neglect, deterioration, or destruction; and promote, encourage, and engage in the preservation and restoration of structures of historic importance;
- C. Offer input to the Commissioners relating to methods of saving and preserving such structures, including National Registry listing, restoration grants, maintenance funding, or assistance in finding qualified renters or buyers to reside in, repair, and maintain such structures;
- D. Serve as a liaison between the Committee and other historical heritage associations, such as the Maryland Historical Trust, the Washington County Historical Society, Save Historic Antietam Foundation, the Rural Heritage Museum, the Maryland Room of the Washington County Free Library, and historical societies of the various County municipalities;
- E. Affiliate with State and/or National organizations that share these goals;
- F. Coordinate and promote the annual John Frye Historical Preservation Awards presentation, which is given to persons or organizations that have made extraordinary efforts to preserve and protect the history of Washington County. The Committee will nominate and select person(s) and/or organization(s) as prospective award recipients and submit said nominees to the Commissioners for final selection.

Article IV
Membership

A. **Composition.** The Committee shall be comprised of fifteen (15) individual voting members and one (1) non-voting, ex-officio member. The fifteen (15) individual members shall be appointed by the Commissioners.

1. The fifteen (15) individual members shall be volunteer citizens who have an interest in the historical preservation of buildings, bridges, barns, and fences, particularly those that use 18th and 19th Century construction techniques; and/or representatives of municipalities, and other prominent historical heritage associations in Washington County, Maryland. Members shall be selected so as to represent various regions of Washington County, Maryland.

2. The one (1) ex-officio, non-voting member shall be a Washington County Commissioner.

3. Each individual shall maintain a current membership application on file with the Washington County Clerk's Office.

B. **Terms.** Terms of individual voting members shall be staggered: original term of five (5) members shall be for one (1) year; the original term of five (5) members shall be for two (2) years; and the original term of five (5) members shall be for three (3) years. Subsequent terms of all fifteen (15) members shall be for three (3) years. Members of the Committee shall be eligible for reappointment for one (1) consecutive term only, and, following the second consecutive 3-year term, shall be eligible for reappointment only following an intervening one (1) year period. A one- or two-year term will not be considered a full term for the purpose of these term limits.

C. **Termination of Membership and Vacancies.**

1. Membership on the Committee may be terminated by voluntary withdrawal or by removal by the Commissioners. Any member may withdraw from membership by giving written notice to the Committee chair of such intention.

2. The Committee may recommend to the Commissioners that the membership of an individual member be terminated based on one or more of the following criteria:

- a. inadequate attendance, including excused and unexcused absences;
- b. neglect of duties as set forth in these Bylaws; or
- c. action or behavior that is inappropriate or inconsistent with County policy.

3. The Commissioners shall have the authority to remove any member of the Committee at any time when, in its sole and absolute discretion, the best interest of the community shall be so served.

4. Any vacancy occurring in the Committee for any reason shall be filled for the unexpired term by the Commissioners.

Article V Officers

A. **Elected Officers.** Members of the Committee shall elect from among their members a chair, two (2) co-chairs), and secretary. Notwithstanding any provision of these Bylaws, no member may simultaneously hold more than one office. The officers shall have the duties and powers usually attendant upon such officers and other duties and powers not inconsistent herewith as may be provided by the Committee and/or the Commissioners.

B. **Terms.** The chair and co-chairs shall take office at the close of the Annual Meeting and shall serve for a term of one (1) year. Officers are eligible for reelection or reappointment for one (1) additional year. When a vacancy in the office of the chair occurs, the co-chair shall automatically succeed to the office of chair.

C. **Chair.** The chair shall:

1. Preside as the chief officer of the Committee;
2. Serve as a non-voting, ex-officio member of all sub-committees and appoint the chair of each sub-committee from among the members;
3. Ensure that proper records are maintained;
4. Communicate to the Committee such matters and make such suggestions as may in the chair's opinion tend to promote the achievement of the goals outlined in these Bylaws; and
5. Perform such other duties as are necessarily incidental to the office.

D. **Co-Chair(s).** The co-chair(s) shall perform all duties of the chair during his or her absence.

E. **Secretary.** The secretary shall maintain minutes of the meetings and when necessary, provide notice of meetings to members of the Committee. The secretary shall keep record of the proceedings of each meeting, which shall include the vote of each member on each question, or if absent or failing to vote, indicating such fact; the names and addresses of all witnesses; a summary of facts on which the decision is based; the decision rendered; and other official actions of the Committee. The secretary shall provide copies of all meeting minutes to the Washington County Clerk.

F. **Officer Removal, Resignation, and Vacancies.**

1. The Committee may recommend to the Commissioners that a member serving as an officer be removed from his or her officer position based on one or more of the following criteria:
 - a. inadequate attendance including excused and unexcused absences;
 - b. neglect of duties as set forth in these Bylaws; or; or
 - c. actions or behavior that in the opinion of the Board is inappropriate or inconsistent with County policy.
2. The Commissioners shall have the authority to remove any member from an officer position of the Committee at any time when, in its sole and absolute discretion, the best interest of the community shall be so served.
3. In the event of a vacancy in the office of Chair or Secretary, the Committee shall elect a member to fill the vacancy at its next regularly scheduled meeting. A member elected to

fill a vacancy shall serve out the remainder of the vacated officer's term. The partial term served shall not be applied to the term limits set forth in these Bylaws.

Article VI Meetings

A. **Meetings.** Meetings shall be subject to the Open Meetings Act and members of the public shall be permitted to attend all meetings except as provided by law. General parliamentary rules, as set forth in the most-recent edition of Robert's Rules of Order, Newly Revised, shall govern, when not in conflict with these Bylaws.

1. **Regular Meetings.** Meetings shall occur throughout the year according to a schedule, which shall be established at the annual meeting. Notice of this schedule shall be provided to the Committee members and the County Clerk.

2. **Special Meetings.** Special meetings of the Committee may be called at any time by the chair or, in the chair's absence, by the co-chair(s). One (1) weeks' notice of any special meeting should be given to the members by the chair or co-chair(s), and the notice must state the subject of the meeting.

3. **Annual Meeting.** An annual meeting shall be held each year in July. At the annual meeting, the election and installation of officers shall occur, and a schedule of regular meetings shall be established for the upcoming year.

B. **Attendance.** All members shall be required to attend regularly scheduled Committee meetings. Failure to attend these meetings may, at the discretion of the Committee, result in the following:

1. A third unexcused absence in any fiscal year may result in a letter to the member from the County Clerk regarding the attendance policy; or

2. Disassociation from the Committee by the Commissioners after the third unexcused absence from a regularly scheduled meeting in any fiscal year.

C. **Quorum.** Fifty-one percent (51%) of the total membership shall constitute a quorum. If such a majority is not present when elected officers are selected, membership recommendations are made, or any decision made which may affect the integrity of Washington County, the presiding officer shall adjourn the meeting until a quorum is present.

Article VII Fiscal Year and Budget

A. **Fiscal Year.** The fiscal year of the Committee shall begin on the 1st day of July and end on the last day of June.

B. **Budget.** A budget may be provided to the Committee by the Commissioners to use for operating expenses and the hosting of the Annual John Frye Preservation Awards Banquet.

Article VIII
Amendments to Bylaws


These Bylaws may be amended, repealed, modified, or altered, in whole or in part, by the Commissioners, in their sole and absolute discretion. If such an amendment or change is proposed by the Committee, such proposal must be submitted in writing and approved at a meeting of the Committee. The proposal to amend these Bylaws and the text of the proposed amendment must be included in the notice of the next meeting of the Committee. At that time, the Committee shall vote on the proposed amendment. Such proposed amendments shall be recommended to the Commissioners only if the proposal receives a majority vote. Any amendment to these Bylaws approved by the Committee is not effective until approved by the Commissioners.

Approved and adopted this 15th day of November, 2022

ATTEST:



Krista L. Hart, *County Clerk*



Jeffrey A. Cline, *President*
Board of County Commissioners of
Washington County, Maryland

