

# **BYLAWS OF THE CITY OF ERIE HISTORIC PRESERVATION TASK FORCE OF THE CITY OF ERIE, PENNSYLVANIA**

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## **ARTICLE I – Purpose**

The purpose of the Historic Preservation Task Force for the City of Erie, Pennsylvania are in accordance with Resolution Number 132-301-C that was passed by City Council on March 20, 2019. Through this resolution, it was established that the Task Force shall work within a 24 month time frame to study, analyze, and develop a historic preservation plan for the City of Erie that will identify community supported goals for preservation, identify policy recommendations, and funding opportunities that will be presented to the Planning Commission for review and recommendation to City Council and the Mayor. Members of the Task Force will establish through majority vote at a regular meeting a schedule of deliverables that they believe will meet the expectations and fulfill the purpose of the Historic Preservation Taskforce.

## **ARTICLE II—MEMBERS**

Section 1. The Historic Preservation Task Force shall consist of no less than five (5) nor more than seven (7) members who will be appointed as in accordance with Resolution Number 132-301-C.

Section 2. The Historic Preservation Task Force will establish through majority vote a member to be Chair, Vice-Chair, and Secretary. This vote shall take place at the first regular meeting of the Task Force. Members voted on to assume these positions shall remain in said positions for the time period for which the Task Force has been established. The Chair and the Vice Chair must be appointed from the members of the Task Force and the Secretary may be selected from the regular membership or from a staff person assigned to support the work of the Taskforce.

Section 3. The Chairperson shall preside at all meetings of the Historic Preservation Task Force and shall have the duties normally conferred by usage of such offices.

Section 4. The Vice-Chairperson shall act for the Chairperson in his or her absence. Should the Chairperson step down for whatever reason, the Vice-Chairperson shall assume the Chairperson

role for the remainder of the twenty-four month period, and the Task Force members must vote on a replacement for the role of Vice-Chairperson.

Section 5. The Secretary shall keep the minutes and records of the regular meetings of the Task Force. Additionally, the secretary will prepare the agenda of regular meetings and provide it as well as a notice of meetings to Task Force members one week in advance of regular meetings.

Section 6. Any member may be removed by City Council for malfeasance, misfeasance, or nonfeasance in office, upon recommendation to Council by a majority of the Task Force. Any member removed from his/her position must be replaced by a new member within thirty (30) days by either Council or the Mayor depending upon the manner by which the removed member was selected to the Task Force. If any member is absent without cause for three (3) consecutive meetings or is absent for four (4) meetings in any twelve month period, the member's position shall be deemed vacant. This vacancy must be filled within thirty days by a member selected by either Council or the Mayor depending upon the manner by which the absent member was selected to the Task Force.

Section 7. Members of the Historic Preservation Task force shall refrain from any Conflict of Interest as defined in Section 1103 of the Commonwealth of Pennsylvania's Ethics Act. Failure to avoid a Conflict of Interest shall result in removal from the Task Force.

### **ARTICLE III—MEETINGS**

Section 1. Regular Meetings of the Historic Preservation Task Force shall take place monthly at a set date for each month and set location that will be established at the Task Force's first regular meeting. Changes to the regularly scheduled meeting date must be made at the prior month's regular meeting or at least one week prior to the regular meeting's scheduled date. The Secretary must notify all members of the Task Force of the rescheduled meeting date at least one week prior to the newly scheduled meeting date or the regularly scheduled meeting date, whichever may come earlier.

Section 2. A majority of the Historic Preservation Task Force must be present at a regular meeting to constitute a quorum. Failure of a majority of the Task Force to attend a regular meeting shall result in a reschedule of a regular meeting that must occur within the same calendar month. In the event of a reschedule due to a failure of a majority to attend a regular

meeting, the Chairperson shall select the rescheduled meeting date and members shall receive a notification of the rescheduled date by the Secretary at least one week prior.

Section 3. A record of the regular meetings shall be taken by the Secretary. This record of the regular meetings as well as the minutes of each regular meeting will be submitted along with the historic preservation plan to the Planning Commission on the submission date.

### **ARTICLE IV—AMENDMENTS TO BYLAWS**

These Bylaws may be altered, amended, or repealed and new Bylaws adopted by the affirmative vote of no fewer than five (5) members at any regular or special meeting of the Historic Preservation Task Force.

We, the undersigned, being the current seven (7) members of the Historic Preservation Task Force, do hereby adopt the foregoing as the Bylaws of the Historic Preservation Task Force, this

\_\_\_\_\_.

Chair \_\_\_\_\_

Vice-Chair \_\_\_\_\_

Member #3 \_\_\_\_\_

Member #4 \_\_\_\_\_

Member #5 \_\_\_\_\_

Member #6 \_\_\_\_\_

Member #7 \_\_\_\_\_