



HISTORIC DISTRICT COMMISSION BY-LAWS

ARTICLE I: NAME AND PURPOSE

The name of the Commission shall be the Deadwood Downtown Historic District Commission. The purpose of the Commission is to promote the use and conservation of historic properties in downtown Deadwood for the education, inspiration, pleasure and enrichment of Deadwood and visitors to the area.

ARTICLE II: POWERS

The Commission shall have all of the powers accorded to it by SDCL 1-19B.

ARTICLE III: COMMISSION MEMBERSHIP

The Commission shall consist of seven (7) members who shall be appointed by the Deadwood City Commission, with due regard to the recommendations of the seated members of the Deadwood Historic District Commission. Appointments shall include proper representation of such fields as history, architecture, urban planning, archeology, paleontology and law, and such other persons as have demonstrated special interest, experience, or knowledge in those fields as will provide for and adequate and qualified Commission. All members of the Deadwood Downtown Historic District Commission shall reside within the Deadwood city limits, and, where possible, members shall be selected from the residents of the District.

Appointments to the Commission shall be for a three (3) year term, beginning June 1st of the year of the appointment, with no more than three (3) appointments expiring in each calendar year. If a vacancy occurs during a term of appointment, the vacancy shall be filled for the length of the unexpired term. Members of the Commission may be reappointed at the conclusion of the term but shall not serve more than two consecutive terms. After serving a minimum of two (2) years on the Commission, members shall be granted ex-officio status. An absence of at least two (2) years shall precede any reappointment of any ex-officio member to active status.

Should any voting member of the Commission miss 3 consecutive meetings without adequate excuse, or 25% of the meetings in one calendar year, the Commission shall have the authority to recommend to the City Commission that said member be removed from the Commission. Ex-officio members shall have no attendance requirement, shall not be counted in determining the existence of a quorum, and shall have no voting privileges.

The mayor, or the Mayor's representative, shall be an ex-officio member of the Commission.

ARTICLE IV: OFFICERS

The officers of the Commission shall consist of a Chair and a Vice-Chair. The officers shall be elected from the voting member of the Commission at the first meeting of the Commission in June of each year. Officers shall be elected for a one (1) year term. Officers shall be eligible for re-election but shall not serve for more than two (2) consecutive terms. The City Finance Officer shall act as Treasurer of the Commission. The Chair shall preside at all meetings of the Commission. The Chair shall call meetings of the Commission and may appoint members of the Commission to committees established by the Commission. The Vice-Chair shall perform these duties in the absence of the Chair. If neither the Chair nor the Vice-Chair are in attendance, the remaining members shall select an acting Chair from the members in attendance. Nominations of representatives from the Commission to other local boards shall be made by the Chair, with the approval of the voting members of the Commission. Such representatives may be drawn from the voting and ex-officio member of the Commission. Appointees shall provide the Commission with regular reports on the activities of the Boards to which they have been appointed.

The Historic preservation Officer shall act as the Secretary and shall keep all records of the Commission at their office. Records of all meetings of the Commission shall be available to the public for inspection, but no Commission record shall be removed from the Commission office without prior approval of the Commission. The Finance Officer of the City of Deadwood shall keep regular books which shall be open for inspection by the members of the Commission and the public. The Finance Officer shall make a full report of all receipts and disbursements of the Commission at the end of each fiscal year which shall be submitted to the Commission for their approval.

ARTICLE V: COMPENSATION

The Deadwood Historic District Commission shall be compensated at the rate as set by the City Commission per each meeting attended by a member. If a member does not attend the meeting, no compensation is received.

ARTICLE VI: ACTIVITIES

The Commission may engage in any activities authorized by SDCL 1-19B.

ARTICLE VII: MEETINGS

The Commission shall establish its own regular meeting time, which shall be scheduled at least once every month. The Chair, or any two (2) members, may call a special meeting to consider an urgent matter. All meetings shall be held at times and places specified by the Chair in accordance with applicable law. Public notice shall be given of all scheduled meetings. All meetings shall be open to the public except as provided by law. A quorum shall consist of a majority of the total voting members of the Commission. A majority of the total voting members of the Commission shall be required to take action.

ARTICLE VIII: FINANCES

The Commission may collect fees, donations, grants and other income as authorized by SDCL 1-19B.

The proposed annual budget of the Commission shall be prepared in each calendar year according to the schedule established by the Deadwood City Commission. The Deadwood City Commission shall approve all budgets of the Deadwood Downtown Historic District Commission.

ARTICLE IX: CONFLICT OF INTEREST

No Commission member shall vote on any application in which that member is personally or financially interested. However, Commission members shall be permitted to participate in the hearing of such an application to the same extent as any other member of the community, after stepping down from the Commission table.

ARTICLE X: AMENDMENTS

These by-laws may be amended at any time by a majority of the total voting members of the Historic Preservation Commission. These by-laws and any amendments shall be submitted to the Deadwood City Commission for their approval before becoming effective.

May 4, 2001