

**BYLAWS
of the
BOTETOURT COUNTY CITIZEN COMMISSION FOR
PRESERVATION OF HISTORICAL PROPERTIES**

Approved by Board of Supervisors on September 27, 2022

ARTICLE I - NAME AND GENERAL AUTHORITY

- Section 1 The name of this commission shall be the Botetourt County Citizen Commission for Preservation of Historical Properties, hereinafter known of the "BCCC", and shall be an advisory commission to the Botetourt County Board of Supervisors, hereinafter referred to as "BCBS."
- Section 2 The BCCC shall advise the BCBS on how best to identify, prioritize, and facilitate the preservation of historically important properties and sites throughout Botetourt County, Virginia.

ARTICLE II - MEMBERSHIP

- Section 1 The membership of the BCCC shall be composed of no less than five (5) and no more than nine (9) citizen members who shall be selected and appointed by the Board of Supervisors. Members shall be selected with reasonable geographic diversity to best reflect the interests of all citizens of Botetourt County, Virginia. The Board of Supervisors may appoint one of their members as a non-voting liaison member of the BCCC for a term of one (1) year, renewable at the discretion of the Board of Supervisors. Initial appointments made by the Board of Supervisors shall be staggered such as at least one third (1/3) of the initial members shall be appointed to one-, two- or three-year terms respectively, with succeeding appointments of three (3) years each to maintain a three-year staggered reappointment schedule.
- Section 2 In the case of a vacancy, the voting membership position shall be filled by appointment of the BCBS.

ARTICLE III - MEETINGS

- Section 1 Meetings of the BCCC shall be held in Room 229 of the Botetourt County Administrative Building at 3:00 p.m. on the third Thursday of every month, except when a meeting date falls on a holiday, then the meeting shall be held as determined by the BCCC Chair and the Secretary.
- Section 2 Meetings may be canceled if no business is to be conducted. Notice of cancellations shall be mailed or electronically communicated to each member at least five days prior to the scheduled meeting date.
- Section 3 Special meetings of the BCCC shall be held at the discretion of the Chair.
- Section 4 Notice stating the time, date, place and agenda for all meetings of the BCCC shall be mailed or electronically communicated to each member at least five days prior to the meeting date.

ARTICLE IV - ATTENDANCE

Section 1 Whenever a voting member fails to attend three (3) consecutive meetings, the Secretary of the BCCC shall notify the member by letter. If five (5) consecutive meetings are missed, the Secretary will notify, by letter, both the member and the BCBS, to determine the BCBS's desire to retain the delinquent member or replace them.

ARTICLE V - VOTING RIGHTS AND PROCEDURES

Section 1 Each voting member in attendance shall be entitled to one equal vote on all matters before the BCCC.

Section 2 Except where indicated otherwise in these bylaws, all actions of the BCCC shall be approved by a majority vote of the members present.

Section 3 A majority of voting members present from the entire membership of the BCCC shall constitute a quorum at meetings.

Section 4 In all matters of voting or other procedures not specifically covered by these bylaws, Robert's Rules of Order, latest edition, as modified for small boards, shall be observed.

ARTICLE VI - OFFICERS

Section 1 The officers of the BCCC shall include a Chair, Vice Chair and Secretary who shall be elected from the membership of the BCCC.

Section 2 The officers shall serve for two-year terms or until their successors are elected and shall be eligible for re-election. The election of officers shall be held at the January meeting of every even numbered year and those members elected to office shall assume their duties at the conclusion of the meeting.

Section 3 At least one month prior to the election, the Secretary shall appoint a nominating committee of at least two members. The nominating committee shall mail or electronically communicate to each BCCC member the name(s) of the nominee(s) for the offices of officer one week prior to the meeting at which the election will be held. Additional nominations may be made from the floor at the time the elections are held.

Section 4 The Vice Chair shall serve as Chair in the absence of the Chair.

Section 5 A vacancy in the office of an officer shall be filled for the unexpired term at an election during the next BCCC meeting following occurrence of the vacancy, except that no such action shall be taken unless placed on the agenda mailed or electronically communicated to all members.

Section 6 The Secretary shall prepare and maintain a permanent written record of all BCCC proceedings and shall transmit notices and agenda to the membership and shall transmit a copy of the minutes of each BCCC meeting to each member prior to the next regular meeting.