



Legislation Text

File #: 20-021, **Version:** 1

DATE: January 8, 2020
TO: Members of the Heritage Preservation Commission
FROM: Mikayla Schmidt, City Planner

Heritage Preservation Commission 2020 Election of Officers

SUMMARY AND ACTION REQUESTED:

The Heritage Preservation Commission (HPC) is asked to nominate and elect officers for 2020.

BACKGROUND:

Officer roles are set by the Bylaws of the Heritage Preservation Commission (HPC) and include a Chair and Vice-Chair. The following HPC Commissioners served as officers in 2019:

Chair: Jason Menard
Vice-Chair: Barbara Evans

Included below is Article II, Sections 1 - 4 of the HPC Bylaws, which outline the process for election of officers.

ARTICLE II - OFFICERS

Section 1. Officers. The officers of the *Commission* shall be a Chair and Vice-Chair. The Chair and Vice-Chair shall be members of the *Commission* and shall be elected annually.

Section 2. Election of officers. Within the first two meetings of the calendar year, or as soon as practicable thereafter, voting members of the *Commission* shall select a Chair and a Vice-chair, each to serve throughout the year and until a successor is chosen.

Section 3. Chair. The Chair shall:

- Preside at meetings of the *Commission*;
- Call special meetings as provided in Article 3 of these Bylaws;
- Communicate with City officials as occasion requires;
- Sign the Certificate of Appropriateness;
- Report pertinent findings; and,
- Provide leadership to the *Commission* regarding historic preservation issues in Northfield.

Section 4. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the *Commission* shall select a new Chair. In the absence of both the Chair and Vice-Chair, the Chair shall select a member of the *Commission* preside at the meeting for which he or she is absent.

RECOMMENDATION:

Election of officers shall occur within the first two meetings of the year and all newly elected officers shall assume their positions following the election.