

**BYLAWS FOR THE
COASTAL AFRICAN AMERICAN
HISTORIC PRESERVATION COMMISSION**

*Adopted by the Glynn County Board of Commissioners, October 3, 2013
Adopted by the Commission of the City of Brunswick, October 16, 2013*

**ARTICLE I
Name**

The name of this commission is the Coastal African American Historic Preservation Commission (hereinafter referred to as "CAAHPC" or the "Commission"). It is a commission created and established by the City of Brunswick ("City") and Glynn County ("County") pursuant to a joint resolution adopted by the City and County in 2013.

**ARTICLE II
Purpose**

The purpose of the Commission is to benefit and enrich the citizens and visitors of the City of Brunswick and Glynn County by raising awareness and promoting matters of African American historical significance in the City and County. This purpose and mission shall include, but shall not necessarily be limited to:

- (a) promoting African American history, property, and heritage in and around the City and County;
- (b) pursuing the preservation and revitalization of properties that are of historical and cultural value and significance to the City of Brunswick and Glynn County;
- (c) researching and making recommendations to the board of commissioners of both the City and County regarding the development and implementation of programs designed to enhance and promote African American historic preservation;
- (d) promoting and raising awareness of Glynn County's African American historical assets to others both within and outside of Glynn County;
- (e) developing clear and concise standards for designating properties or land as historically significant to African American history and heritage and to make recommendations to the City and County for approval of same;
- (f) examination and identification of assets of African American historical significance in the City and County using standards adopted by the City and County; and
- (g) building and developing partnerships and relationships with other organizations and associations to further the purpose and mission of the CAAHPC.

ARTICLE III
Membership

(a) **Composition.** Membership of the Commission shall consist of seven (7) citizens of Glynn County to include: Four (4) members to be appointed by the Glynn County Board of Commissioners; two (2) members to be appointed by the City of Brunswick Board of Commissioners; and one (1) member to be appointed by the Glynn County Board Of Commissioners, after providing the Glynn County Board of Education with an opportunity to make a recommendation for such appointment.

(b) **Appointments.**

(i) To achieve staggered terms for continuity of service, appointments to the first Commission, commencing January 1, 2014, shall be made as follows: Glynn County shall appoint two members to a two and a half (2½) year term ending June 30, 2016, and two members to a four and a half (4½) year term ending June 30, 2018; the City of Brunswick shall appoint one member to a two and a half (2½) year term ending June 30, 2016, and one member to a four and a half (4½) year term ending June 30, 2018; and the Glynn County Board Of Education shall appoint one member to a four and a half (4½) year term ending June 30, 2018. Thereafter, all members shall be appointed to staggered terms of four years, which shall begin on July 1 and expire four years later on June 30.

(ii) If, at the end of any term of any member, a successor thereto has not been appointed, the member whose term has expired shall continue to serve as a member until his or her successor is appointed.

(iii) Members may only serve on the Commission for two consecutive four-year terms, after which the member must wait at least two years before again being eligible for appointment. The initial terms of more than four years set forth and described in Article III(b)(i) above shall count as a four year term for purposes of calculating the eligibility of a member for reappointment to the Commission under this paragraph.

(c) **Qualifications.** All members must be residents of Glynn County and shall have been residents of Glynn County for a period of at least twelve (12) consecutive months immediately preceding their appointment to the Commission. Members of the Commission may not be an employee or elected official or member of any of the governmental bodies that make appointments to the Commission, or recommendations thereto, pursuant to these Bylaws.

(d) **Resignation.** A member that seeks to resign from the Commission shall submit a written resignation to the Chairperson of the Commission and the governing authority that appointed such person. If possible, the resignation should allow for a thirty (30) day notice period so that a replacement can be appointed to serve the remainder of the unexpired term.

(e) **Termination.** Members shall serve at the pleasure of the governing authority appointing such member. In addition, failure to attend three (3) consecutive regularly scheduled meetings shall constitute termination from the Commission, unless the Commission votes to waive this attendance provision in each specific instance.

(f) Vacancies. In the event of a vacancy due to a member's death, resignation, termination, or otherwise from the Commission, the vacancy shall be filled in the same manner as appointments are made. The appointing authority shall appoint a member to fill such a vacancy and serve for the remainder of the previous member's unexpired term.

(g) Compensation. Members shall serve without compensation.

ARTICLE IV Organization

(a) The officers of the Commission shall be a Chairperson, Vice-Chairperson, and Secretary, all of whom shall be members of the Commission except that the Secretary need not be a member. The initial officers shall be elected for a term of one and half (1½) years by the members of the Commission at the first meeting in January, 2014. Thereafter, the Chairperson, Vice-Chairperson and Secretary shall be elected for a term of one (1) year by the members of the Commission at the first meeting in July, commencing July, 2015. No member shall be eligible to serve more than two consecutive terms in the same office for the Commission. Members may not hold more than one office at a time. Notwithstanding anything to the contrary in Article II(c) above, the office of Secretary may, at the discretion of the Commission and with the consent of the City or County as applicable, be held by an employee of either the City or County. In the event that a City or County employee is elected to hold the office of Secretary, he/she will be an ex officio member of the commission and will not be eligible to vote on Commission issues.

(b) The Chairperson shall preside at all meetings, call special meetings, render reports and designate a specific member or members to perform Commission functions and distribute agenda as appropriate prior to regular meetings. The Chairperson shall be permitted to vote on matters before the Commission similar to other members and is not restricted to voting only on matters where there is a tie vote.

(c) The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence and assist the Chairperson as requested at other times.

(d) The Secretary shall prepare and post agendas and notices of meetings, prepare and keep summaries and minutes of meetings, prepare and provide notices of special called meetings to the legal organ, notify members of meetings, and provide clerical support to the other officers. The Secretary shall work with City and County staff to ensure compliance with the Georgia Open Meetings and Open Records Laws. Copies of agendas, minutes, notices, reports, documentation, and correspondence should be provided to the City and County Clerks for their files.

ARTICLE V Meetings

(a) Regular. The Commission shall hold a regular meeting at least once per month in accordance with a regular schedule at a time and place designated by the Commission. At the first meeting in July of each year, the Commission should adopt a schedule prescribing the time,

place, and dates of the meetings for the upcoming year ending June 30. Once scheduled, a regular meeting may be canceled or postponed to a day and time certain by the chairperson or by a majority vote of the Commission. The first meeting of July each year shall be held in accordance with the same schedule (i.e. time, place, and day of the month) as the previous year.

(b) Special. Special meetings may be called at the Chairperson's discretion or at the request of three (3) or more members. At least twenty-four (24) hours' notice shall be given of the time and place of such meetings.

(c) Quorum. Four (4) or more members of the Commission shall constitute a quorum. No official business may be conducted at a meeting without a quorum present in person at the meeting.

(d) Agendas. The Chairperson shall determine the agenda for each regular or special meeting and shall give directions to the Secretary with respect thereto; provided, however, any Commission member may place an item on the agenda of a regular meeting by oral or written request to the Secretary at least five days before the meeting. Any member of the Commission, with the approval of a majority of the Commission, may place an item on the agenda at any time prior to the adjournment of the meeting, if the item becomes necessary to address during the course of a meeting. Items requiring action by the Commission which are not part of the posted agenda (or properly added to the agenda by the Commission) shall not be considered or acted upon by the Commission.

(e) Actions of the Commission. Actions of the Commission shall be accomplished at any meeting by a majority vote of the Commission membership. Notwithstanding anything to the contrary herein, the affirmative vote of at least four (4) members shall be necessary for the transaction of any business at any meeting. Votes shall be determined by a show of hands. Neither the Commission nor its members shall be authorized to enter into and/or execute contracts or agreements on its own behalf or on behalf of the City or County, or otherwise bind or obligate the County or City, but rather should develop recommendations and work with City and County staff to present same to the City and/or County for proposed action, as appropriate, as to such matters.

(f) Parliamentary Procedure. Meetings of the Commission should be conducted in accordance with the current edition of Robert's Rules of Order Newly Revised, unless and except when same is in conflict with these Bylaws or other rules of procedure or order as may be adopted by the Commission.

ARTICLE VI Duties

The Commission shall have duties and responsibilities which include, but are not limited to the following:

- (a) to carry out and pursue the purpose of the Commission consistent with these Bylaws and Article II.
- (b) to attend board meetings;

- (c) to recommend policy for the administration of gifts of money and property;
- (d) to notify the appropriate governing authority of a vacancy on the board so that a person may be appointed to complete unexpired or full terms; and
- (e) to develop and recommend goals and objectives for the present and future operations of the Commission.

ARTICLE VII
Open Meetings and Open Records

All meetings of the Commission shall be open to the public and conform to the specifications and requirements of the Georgia Open Meetings Law (O.C.G.A. §§ 50-14-1 et seq.). If there is any conflict between these Bylaws and the Georgia Open Meetings Law, the Georgia Open Meetings Law shall govern. Records of the Commission shall be subject to the Georgia Open Records Law (O.C.G.A. §§ 50-18-70 et seq.). If there is any conflict between these Bylaws and the Georgia Open Meetings or Open Records Laws, the Georgia Open Meetings and Open Records Laws shall govern.

ARTICLE VIII
Amendments

These Bylaws may only be amended upon approval by both the Glynn County Board of Commissioners and the Commission of the City of Brunswick.

ARTICLE IX
Dissolution

The Commission may be dissolved with the approval of either the Glynn County Board of Commissioners, the Commission of the City of Brunswick, or both.

ARTICLE X
Effective Date

These Bylaws shall become effective upon adoption by both the Glynn County Board of Commissioners and the Commission of the City of Brunswick and shall remain in effect unless and until amended pursuant to the procedures set forth in Article VIII, or unless and until any dissolution of the Commission pursuant to the procedures set forth in Article IX.

**A JOINT RESOLUTION OF
THE CITY OF BRUNSWICK, GEORGIA
AND
GLYNN COUNTY, GEORGIA
CREATING AND ESTABLISHING THE
COASTAL AFRICAN AMERICAN
HISTORIC PRESERVATION COMMISSION**

WHEREAS, the City of Brunswick and Glynn County possess a rich and abundant amount of African American history and heritage; and

WHEREAS, the City of Brunswick and Glynn County have determined that there is a need to preserve and promote African American history, property, and heritage in the City and County; and

WHEREAS, the City of Brunswick and Glynn County desire to preserve, revitalize, and promote properties that are of historical and cultural value and significance to the City and County; and

WHEREAS, the City of Brunswick and Glynn County desire to jointly form an African American Historic Preservation Commission to pursue and promote these preservation efforts; and

WHEREAS, the City of Brunswick and Glynn County believe that such a preservation commission will benefit and enrich the citizens and visitors of both the incorporated and unincorporated areas of Glynn County;

NOW, THEREFORE, BE IT RESOLVED by the City of Brunswick, Georgia, acting by and through its Mayor and Board of Commissioners, and Glynn County, Georgia, acting by and through its Board of Commissioners, that the Coastal African American Historic Preservation Commission be and is hereby created;

BE IT FURTHER RESOLVED that the attached bylaws of the Coastal African American Historic Preservation Commission be and are hereby approved and adopted by the Commission of the City of Brunswick and the Glynn County Board of Commissioners.

This Resolution shall be effective upon adoption.

I, Mary Hunt, hereby certify that I am Chairman of the Board of Commissioners of Glynn County, Georgia, and that the foregoing Resolution was duly adopted by the Board of Commissioners of Glynn County, Georgia, at a meeting duly and regularly called and held on October 3, 2013.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Glynn County, Georgia, on this 3rd day of October, 2013.



MARY HUNT
Chairman, Board of Commissioners
Glynn County, Georgia

ATTEST:



CINDEE OVERSTREET, COUNTY CLERK



I, Bryan Thompson, hereby certify that I am Mayor of the City of Brunswick, Georgia, and as such am a member of the Commission of the City of Brunswick, Georgia, and that the foregoing Resolution was duly adopted by the Commission of the City of Brunswick, Georgia, at a meeting duly and regularly called and held on October 16, 2013.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the City of Brunswick, Georgia, on this 16th day of October, 2013.



BRYAN THOMPSON
Mayor, City of Brunswick, Georgia

ATTEST:



NAOMI ATKINSON, CITY CLERK