

By-laws and Rules of Procedure: The Saint Paul Heritage Preservation Commission

Article I: The Commission

Section 1. Name

The name of this commission shall be the Saint Paul Heritage Preservation Commission.

Section 2: Powers and Duties

The function of this commission shall be to observe and carry out the provisions of Chapter 73 and Chapter 74 of the Saint Paul Legislative Code, the Comprehensive Plan for the City of Saint Paul and the Secretary of the Interior's Standards for the Treatment of Historic Properties.

Section 3. Places of Meetings

All meetings of the Commission shall be located within city limits of Saint Paul, Minnesota. All meetings of the Commission shall be open to the public.

Article II: Officers

Section 1: Officers

The officers of the Commission shall consist of a chair, a vice-chair, a secretary and such others as needed from time to time and are elected by official action of the Commission.

Section 2: Election

All officers shall be elected by the first meeting in February of the Commission for a term of one year and until their successors are elected.

Section 3: Nominations

A nominating committee shall be established at a November meeting of the Commission for the purpose of nominating candidates for chair, vice-chair and secretary for the following year. The nominating committee shall also allow non-committee nominations by individual members of the Commission at the meeting in which elections are held.

Section 4: Terms

Officers shall not serve more than three successive one-year terms.

Section 5. Vacancy

Should an office become vacant, the Commission shall elect a successor for the unexpired term of said office. The Commission may, by a two-third vote of the full Commission, declare an office vacant.

Article III: Duties of Officers

Section 1: Chair

The chair shall have the duties and powers usually attendant upon the office of the chair and such other duties and powers as may be provided from time to time by the Commission. The chair shall preside at all meetings of the Commission if he / she is present. At each meeting the chair shall make such reports to the Commission as he / she may deem necessary or as may be required of the chair, and perform such other duties as are incident to the chair's office or are required of the chair by the Commission.

Section 2: Vice-Chair

The vice-chair shall perform the duties of the chair in his / her absence or resignation of the chair until a new chair is elected.

Section 3: Secretary

The secretary shall perform the duties of the office of secretary of the Commission and shall preside at all meetings of the Commission in the absence of the chair and vice-chair.

Article IV: Meetings

Section 1: Annual Report of the Commission and Staff The annual report of the Commission and Staff shall be presented to the Commission by the first meeting in February.

Section 2: Regular Meetings

All business of the Commission shall be conducted at regular meetings except as provided in Article IV, Section 3. Regular meetings shall be held every two weeks unless the date scheduled is a recognized City of Saint Paul holiday in which event an alternative meeting date may be set by the Commission. The meeting shall be held as provided in Article I, Section 3. The staff of the Commission shall determine the agenda for Commission meetings. If the staff determines there is not sufficient business to warrant a meeting, the staff may cancel the meeting provided there is a five-day notice.

Section 3: Special Meetings.

The Commission may provide for a special meeting to deal with a specific item of business. In the event of an emergency, a special meeting of the Commission may be called by the chair by a written notice of time and place to all members at least three days before the meeting. The notice shall state the time, place and purpose of the meeting, and no business shall be considered unless specified in the notice.

Section 4: Notification List

The Commission staff shall keep current a notification list of all interested parties. Any meeting agenda changes shall be addressed to parties on the notification list.

Section 5: Commissioner Packets

Each Commission member shall receive a packet containing the submitted required application materials, information Commission staff feels relevant and any written testimony received. This packet will be sent by staff one week prior to the meeting. The packet will also be posted with the agenda online. Materials received less than one week prior to the meeting, or at the meeting will not be posted online.

Section 6: Absence from Meetings

Each member shall be responsible for notifying the Heritage Preservation Commission staff if he / she must be absent from a regularly scheduled meeting, indicating the reason for the necessary absence.

Section 7: Quorum

The powers of the Commission shall be vested in the commissioners thereof in office at any one time; a majority of whom shall constitute a quorum for all purposes, but a lesser number may adjourn a meeting from time to time until a quorum is obtained. When a quorum is present, action may be taken by the Commission upon a vote of the majority of the commissioners voting except as otherwise proved for in these by-laws.

Section 8: Manner of Voting

The voting on all questions coming before the commission may be a voice vote called for by the chair. The vote shall be entered upon the minutes of each meeting.

All members of the commission present shall be entitled to vote. The chair should only vote to break a tie. A roll call on any questions before the Commission may be taken upon the demand of one or more members of the Commission. A commissioner need not vote on all questions, but may abstain from voting. An abstaining vote shall be accompanied by a statement of the reasons therefore.

Section 9: Minutes

Commission staff shall keep action minutes which record the votes and the actions taken by the Commission of all meetings of the Commission. After approval by the Commission, these records shall be placed on the Commission's website, as a public record. Audio recordings of all proceedings of the Commission shall be maintained by City staff. For any Commission action appealed to City Council, the minutes from that action item shall be transcribed and sent to City Council as part of the review packet.

Article V: Committees**Section 1: Committees**

The Commission may establish committees from time to time to study subject areas and shall be kept informed by the staff of studies and other matters relating to these areas. The Commission shall appoint the members of committees, including the chair by simple majority vote. Such committees will be dissolved when their specific assignment is completed.

Section 2: Executive Committee

An Executive Committee shall comprise the officers of the Commission and the chairs of all the current committees. It may meet periodically to review potential issues affecting the activities of the Heritage Preservation Commission and to consider the Commission's future direction.

Section 3: Design Review Committee

A Design Review Committee shall comprise a minimum of three members of the Heritage Preservation commission. At least one member shall be a professionally registered architect. The committee may meet as requested by the full Commission to review building and other permits. The committee shall make recommendations to the full commission regarding these permit applications.

Article VI: Rules of Policy and Procedure

Section 1: Rules of Policy and Procedure

The Commission shall establish rules of policy and procedure as necessary.

Section 2: Parliamentary Authority

The rules in the current edition of ROBERTS RULES OF ORDER – Newly Revised shall govern the commission in all cases to the extent that they are not inconsistent with the by-laws and any special rules of procedure the Commission may adopt.

Section 3: Conflicts of Interest

Commissioners shall follow the procedures described in Chapter 100 of the Saint Paul Administrative Code, City Committees – Conflicts of Interest.

Article VII: Amendment

These by-laws and rules of procedure may be amended at any regular meeting of the Commission provided that the proposed amendment shall have been sent to the Commission members at least five days before action is taken thereon.

Adopted: July 14, 1988

Amended: February 11, 2019