



BEXAR COUNTY HISTORICAL COMMISSION
Bexar Heritage Department
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San Antonio, Texas 78205
(210) 335-6685 fax: (210) 335-6730
(revised 8/17/16)

BEXAR COUNTY HISTORICAL COMMISSION BYLAWS

ARTICLE I: NAME

The name of this agency shall be the
Bexar County Historical Commission

ARTICLE II: PURPOSE

To initiate and conduct programs suggested by the Bexar County Commissioners Court and the Texas Historical Commission for the preservation of historical heritage of Bexar County.

To preserve, protect and promote county history; conduct continuing programs of historical marker recommendations and placements in accordance with requirements of the Texas Historical Commission.

To encourage public awareness of historic preservation and to plan for the preservation of Bexar County's historic and cultural resources.

To foster history appreciation.

To cooperate with other related and civic organizations in achieving goals of mutual interest.

ARTICLE III: MEMBERSHIP

Membership of the Commission shall consist of fifteen members appointed by Commissioners Court according to Local Government Code 18.003. A minimum of eight Commission members must reside in Bexar County.

The term of office for members of the Commission will be two years. There are no term limits and, therefore, members may serve any number of consecutive terms at the pleasure of the Court.

Appointments to the Commission shall be during the month of January of odd-numbered years.

Members shall be active on at least one committee and shall contribute toward the fulfillment of the purposes outlined in Article II above. Prospective members of the Commissioners Court by the Chair, by individual members of the Commission, or by citizens of Bexar County.

Members shall not receive any salaries or other compensation for their services, but, by resolution of the commission, may be reimbursed for any actual expenses incurred in the performance of their duties for the Commissioners, as long as a majority of disinterested members approve the reimbursement.

The chair shall recommend to Commissioners Court the removal of any member who is absent from three consecutive meetings without an excuse in accordance with a resolution of Commissioners Court dated February 7, 1975. Additionally, with the counsel of the Executive Committee, the Chair shall recommend to Commissioners Court the removal of any member who fails to contribute to the business of the Commission.

At the Chair's discretion and with the advice and consent of the Executive Committee, associate members may be named to the Commission. Associate members will have responsibilities similar to those of "regular" members with the exception that they will serve as non-voting members of the Commission.

ARTICLE V: MEETINGS

There shall be a minimum of ten (10) regular meetings a year. Date, time and place shall be determined by the chair in consideration of the wishes of the Bexar County Historical Commission. The meetings shall be held at noon on the first Monday of the month, unless otherwise stipulated. When a holiday falls on the first Monday, the meeting shall be held on the second Monthly of the month. The chair may designate any place for regular or special meetings. If no designation is made, the place of meeting shall be at 101 W. Nueva, Paul Elizondo Tower, 10th floor, Commissioners Court Suites, San Antonio, TX. 78205.

A quorum shall be a simple majority of the members appointed by Commissioners Court.

Parliamentary procedure shall be according to Robert's Rule of Order, Newly Revised.

Every regular, special or called meeting of the Commission, or any committee thereof, shall be open to the public in accordance with the open meetings law, Texas Government Code Chapter 551.

ARTICLE VI: COMMITTEES

The Executive Committee shall function as an advisory body to the chair.

The Executive Committee shall consist of the chair or each standing committee, the Commission chair, and the vice chair. The vice chair shall serve as presiding officer of the Executive Committee and will report to the general membership on the group's recommendations.

The following are the standing committees of the Commission. These committees shall be continuing.

1. Historical Markers: Study, survey and review subjects and sites for possible marking; prepare and submit to the Commission members appropriate applications, up-date marker lists, secure locations and obtain permission for erecting markers.
2. History Appreciation: Conduct Texas and County History Appreciation Week through appropriate activities, programs, or announcements; publicize Commission work; cooperate with history and related committees; encourage development of Junior Historian programs; sponsor historical tours, commemorations, observances.
3. Oral History: Record and preserve diverse experiences of current or former Bexar County residents from various backgrounds, particularly those experiences deemed rare or in decline: and promote and educate people about the field and value of oral history, especially those students and others who can participate in the process of preserving historical experiences as told by individuals who lived, experienced, or witnessed them.
4. Historic Sites & Structures: Take an active part in support of the preservation of historic structures and places in Bexar County, Texas, by recommending actions to be taken by the Bexar County Historical Commission such as talks, letters of the Commission's position and appearances at forums or other meetings regarding the preservation of historical structures and places in Bexar County.
5. Cemetery Committee: Dispense information on cemeteries in Bexar County regarding location, ownership, and condition of cemeteries within the County; assist the public with applications for the Historic Texas Cemetery designation.

ARTICLE VII: FINANCE

The fiscal year of the Commission shall correspond to that of Bexar County.

Expenditures shall relate directly to the business of the Commission. The Chair is empowered to expend sums of up to \$100.00, at his or her discretion on the business of the Commission. Amounts in excess of \$100.00 will require the advice of the executive committee and the consent of the Commission membership.

ARTICLE VIII: CONFLICT OF INTEREST AND CODE OF ETHICS

Conflicts of Interest Policy

- a. If a member, agent or employee of the Commission has a conflict of interest in any transaction involving the selection, award, or administration of historic preservation funds, historic preservation grants, or museum grants, he or she may not participate in a vote, discussion or decision about the matter.
- b. A person has a conflict of interest in such a transaction if a financial benefit as a result such a transaction is likely to be received by any of the following:
 1. the person;
 2. any member of the person's immediate family, which includes a spouse and any minor children;
 3. a business partner of the person; or
 4. any organization for profit in which the person or any persons of paragraphs 2 or 3 of this subsection is serving or is about to serve as an officer, director, trustee, partner, or employee.
- c. Financial benefit includes, but is not limited to, grant money, contract, subcontract, royalty, commission, contingency, brokerage fee, gratuity, favor, or any other thing of monetary value.

ARTICLE IX: PARLIAMENTARY AUTHORITY

The rules in the current edition of Robert's Rules of Order, newly revised shall govern the Commission in all cases in which they are all applicable and in which they are not inconsistent with these bylaws and any special rules that the commission may adopt.

ARTICLE X: AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the voting membership provided the amendments are submitted in writing to the membership 10 days prior to the meeting.

Amended on July 30, 1992

Amended on September 14, 1998

Approved by Bexar County Historical Commission, August 2, 2010

Amended on August 2, 2010, and approved by Commissioners Court on September 14, 2010.