



Bexar County Historical Commission

BEXAR COUNTY HISTORICAL COMMISSION GUIDELINES

ARTICLE I

NAME

The name of this commission is the Bexar County Historical Commission.

ARTICLE II

PURPOSE

To conduct programs and special projects directed or suggested by the Bexar County Commissioners Court or the Texas Historical Commission for the recognition and preservation of the historical and cultural heritage of Bexar County.

To review requests for approval and placement of historical markers in accordance with the standards and requirements of the Texas Historical Commission.

To preserve and promote Bexar County history.

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

ARTICLE III

MEMBERSHIP

The Commission shall consist of fifteen Regular Members who are appointed in odd numbered years by the Commissioners Court according to local Government Code Section 18.003 and who are residents of Bexar County. The term of office shall be for two years. There are no term limits.

Regular Members shall be active on at least one committee and shall contribute to the fulfillment of the purposes of the Commission outlined in Article II above.

The Chair may recommend to Commissioners Court the removal of any Regular Member who is absent from three consecutive meetings without an excuse or for other good and sufficient cause.

The Chair may appoint non-voting Associate Members to the Commission for a designated term. Associate Members serve at the discretion of the Chair and have the same duties and responsibilities as Regular Members, except the right to vote on matters before the Commission.

Members shall not receive a salary or compensation for their services, but by resolution of the Commission may be reimbursed for reasonable expenses incurred in the performance of their duties upon proof of expenditure.

The Commissioners Court may assign a non-member Administrator to provide administrative assistance to the Commission in the discharge of its responsibilities. Such duties shall include the maintenance of Commission records.

ARTICLE IV

OFFICERS

The Commission shall have the following officers with duties as indicated:

Chair: Appointed by the Bexar County Judge. Presides at all meetings of the Commission. Is responsible for the overall well-being and operation of the Commission.

Vice-Chair: Assumes the duties of the Chair in the absence or unavailability of the Chair and performs such other duties as assigned by the Chair.

Secretary: Prepares and transcribes minutes of Commission meetings. Collects reports of Commission members and Committees.

ARTICLE V

MEETINGS

The Commission shall meet in regular monthly sessions, except for the months of January, July, and August) at a time, date and place determined by the Chair. Normally, meetings will be held on the first Wednesday of the month with appropriate adjustment for holidays. Special meetings may be called at the discretion of the Chair.

A quorum necessary for any meeting shall be a majority of Regular Members. Meetings shall be conducted to the extent feasible according to Robert's Rules of Order. All meetings shall be open to the public in accordance with the open meetings law, Texas Government Code, Chapter 551.

Motions and other business, except amendments of these Guidelines, shall pass by majority vote of members present.

ARTICLE VI

COMMITTEES

The Commission shall have the following standing committees, whose members shall be appointed by the Chair:

Historical Markers.

History Appreciation.

Oral History.

Historic Sites and Structures.

Cemetery.

Archives.

Archeology.

Finance.

The Chair may appoint such other ad hoc committees as deemed appropriate to address special projects or situations of interest to the Commission.

Each standing Committee shall prepare a written statement of responsibilities and procedures for approval by the Commission in February of each year. Unless excused by the Chair, each Committee shall submit to the Chair in February a written report of its activities during the previous year.

ARTICLE VII

FINANCE

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

Expenditures shall relate to the business of the Commission. All requests for funding shall be approved by the Commission, except as provided below, and forwarded to the Bexar Heritage and Parks Department for processing. No funds may be committed or expended without a Purchase Order obtained through the Bexar Heritage and Parks Department.

The Chair, or Vice-chair in the unavailability of the Chair, is empowered to expend sums up to \$100.00 at his or her discretion in furtherance of the business of the Commission. Amounts in excess of \$100.00 require Commission approval. All approvals shall be appropriately documented.

The finance committee shall maintain a grant list and budget for the forthcoming fiscal year and monitor all expenditures.

The Commission may adopt additional Guidelines for requesting funding support for projects in support of the purposes of the Commission.

ARTICLE VIII

CONFLICTS OF INTEREST

A Commission member who has a conflict of interest in any matter pending before the Commission must publicly disclose that conflict of interest to the Commission and may not participate in decision-making on that matter without prior approval of the Commission.

A member has a conflict of interest in such a matter if a financial benefit as a result of a decision by the Commission regarding such matter may be received by any of the following:

1. The member.
2. A member's immediate family, which includes a spouse and any minor children.
3. A business partner of the member or member's immediate family.
4. An organization for profit in which the member, member's immediate family, or business partner has a financial interest.

A 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

AMENDMENTS

These Guidelines shall be reviewed at least every three years and may be amended by a two-thirds vote of the Regular Members of the Commission.

Approved Jelij D. Atmarq V. on 3/4/20