

BY-LAWS OF THE GREENE COUNTY HISTORIC SITES BOARD

Adopted May 12, 1997

Revised January 10, 2023 Approved January 2024

Revised and Approved August 25, 2025

I. MEMBERSHIP

- A. Twelve members, who shall be residents of Greene County.
- B. Nominated by the board, with preference given to candidates that do not reside within the city limits of Springfield.
- C. Appointed by the county commission.
- D. To include a mix of lay and professional persons interested in local history.
- E. Ex-officio members to be appointed by the board at its discretion.

II. TERMS OF MEMBERS

- A. Three-year term, renewable for additional **three-year terms**; however, upon nomination by the board to the Greene County Commission and appointment by the Greene County Commission, up to three board members, of the twelve required members, may be appointed to lifetime membership.
- B. Any non-lifetime member who wishes to be appointed to an additional three-year term upon the expiration of his or her current term of membership, no later than the last business day of the month immediately prior to the month his or her current term expires, must:
 - 1. Inform the chair of the board in writing that the member is seeking the board's nomination to an additional three-year term;
 - 2. Submit to the Greene County Commission a current application stating that the member is seeking the Greene County Commission's appointment to an additional three-year term. Membership for additional three-year terms is subject to the provisions stated in section I.
- C. Terms of members to be staggered.

III. UNEXPIRED TERMS

- A. Nomination and appointment the same as for regular terms.
- B. Members so appointed to be eligible to serve additional full terms after serving out a partial term.

IV. LIFETIME MEMBERS

- A. Appointed as specified in section II, above.
- B. Lifetime members shall have full voting rights and are expected to actively participate in the business of the board, attend a majority of meetings and upon finding that they are unable to perform their duties, shall respectfully resign their lifetime membership.
- C. In the event a lifetime member demonstrates his/her inability to perform their duties and does not voluntarily resign, the lifetime member may be recommended to Green County Commission for removal upon a majority vote of board member.

V. OFFICERS

- A. Officers to be a chair, vice-chair, and a secretary.
- B. Secretary may be an ex-officio member.
- C. Officers shall be elected at the final regular meeting of each calendar year.

VI. DUTIES OF OFFICERS

A. Chair

- 1. Presides at all board meetings.
- 2. Responsible for agenda of meetings.
- 3. Official spokesperson of board.
- 4. Appoints special committees of ad hoc functionaries, with board approval.

B. Vice-Chair

- 1. Assist chair in performance of leadership duties.
- 2. Presides at board meeting in absence of chair.

C. Secretary

- 1. Records, retains and distributes meeting minutes.
- 2. Is primary intra-board correspondent.
- 3. Assists chair as requested.

VII. RESPONSIBILITIES OF THE BOARD

- A. Shall compile and oversee the research of the list of sites and buildings for presentation of the Historic Sites Board for consideration as historic sites.
- B. Shall set up files containing the research done on all sites suggested to the board.

- C. Shall recommend to the Greene County Commission those sites which should be officially listed on the Greene County Register of Historic Sites.
- D. Shall keep a formal listing of all sites which are finally approved for the Greene County Register of Historic Sites.
- E. The Register should include the name and location of the sites, a copy of the formal order by the county commission designating them a historic site, a photo, and a statement of historic significance.
- F. Create historic sites map to visually record all sites approved for the Register and sites under review.

VIII. MEETINGS

- A. The Historic Sites Board shall meet monthly at a time and place to be established by the board. Regular attendance by members is expected. Absence from more than ½ of the regular meetings during the year (except where there has been reasonable explanation) shall constitute automatic resignation from the board, and their term of office shall be refilled by the Greene County Commission.
- B. Special meetings may be called by the chairperson or any four members of the board

IX. QUORUM

- A. Fifty percent of the current members shall constitute a quorum for all meetings and for all purposes.

X. RULES OF ORDER

- A. Roberts Rules of Order shall govern the proceedings of all meetings when not in conflict with these bylaws.

XI. AMENDMENTS

- A. These bylaws may be amended by a majority vote of the board at any regular or special meeting, providing prior notice has been given to the members of the proposed changes.