

# CITY OF DANVILLE BOARD OF ARCHITECTURAL REVIEW

## BY-LAWS

### SECTION I. OBJECTIVES

The Board shall seek to perform its duties and powers enumerated in City of Danville Ordinance Section 4 in an effort to promote the educational, cultural, economic and general welfare of the citizens of the City of Danville by safeguarding the City's history and heritage as embodied and reflected in its historic districts and landmarks.

### SECTION II. POLICY

Whenever an application for a certificate of appropriateness is being considered, the Board shall afford an opportunity for all interested persons to present opinions and shall adapt, as far as they may be consistent with the written guidelines established for a historic district, all reasonable recommendations from any source. Board members shall be impartial, and shall freely disclose that a special or financial interest in any matter brought before the Board exists, and refrain from discussion or official action thereon.

### SECTION III. ORGANIZATION

#### A. Members

The Board shall consist of seven (7) members, which are appointed by the Mayor and approved by the City Commission. The members shall have demonstrated an interest in historic preservation, and at least two (2) members shall have training or experience in a preservation-related profession. When one or two professional members are not available, it is understood that the Mayor may appoint other persons interested in historic preservation to serve. Members shall serve without compensation, but may be reimbursed for expenses incurred in the performance of their duties. Members are required to attend at least one (1) educational meeting on historic preservation per year that has been approved by the state historic preservation officer. Failure of a member to complete at least one (1) educational meeting on historic preservation in any calendar year shall result in the immediate removal of the member on January 1<sup>st</sup> of the immediately following year and create a vacancy. Members shall serve a term of three (3) years, but may serve until the appointment and qualification of a successor. Any vacancy on the Board should be filled within sixty (60) days of such a vacancy. In the event a member is absent from three (3) consecutive meetings, said member shall be immediately removed, thus creating a vacancy.

#### B. Officers

The Board shall elect members to serve as chairman, vice chairman and secretary. The Chairman shall preside at the meetings of the Board and be the spokesman for the Board.

In his absence, the Vice Chairman shall perform these duties. The Secretary shall prepare the minutes of the Board's meetings which will be available for public inspection.

#### SECTION IV. MEETINGS

The Commission shall conduct regular monthly public meetings at such times as it may determine. Special meetings may be held at any time, upon the call of the Chairman or any four (4) members.

#### SECTION V. QUORUM

A majority of Board members shall constitute a quorum for the transaction of business. A majority of members present and voting may take any action.

#### SECTION VI. AMENDMENT

Amendment of these by-laws shall be by majority vote of the total membership of the Board.