

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: CJO TODAY'S DATE: 10/31/22

DEPARTMENT: CJO

SIGNATURE OF DEPARTMENT HEAD: _____

REQUESTED AGENDA DATE: 11-14-2022

SPECIFIC AGENDA WORDING:

Consideration of Johnson County Historical Commission Bylaws

Revision to be effective January 1, 2023

COMMISSIONERS COURT

NOV 14 2022

Approved

PERSON(S) TO PRESENT ITEM:

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: 2 minutes
(Anticipated number of minutes needed to discuss item)

ACTION ITEM:
WORKSHOP:
CONSENT:
EXECUTIVE:

STAFF NOTICE:

COUNTY ATTORNEY:

AUDITOR:

PERSONNEL:

BUDGET COORDINATOR:

IT DEPARTMENT:

PURCHASING DEPARTMENT:

PUBLIC WORKS:

OTHER:

This Section to be completed by County Judge's Office

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE:

COURT MEMBER APPROVAL:

DATE:



FROM: Johnson County Historical Commission

**TO: Hon. Roger Harmon and
Johnson Co. Commissioners' Court**

Attached is a copy of the Revised JCHC Bylaws approved by unanimous vote at the JCHC meeting on October 24, 2022.

A copy of the minutes of that meeting has been provided to Judge Harmon's office.

JCHC asks that this revision be presented to and approved by Johnson County's Commissioners' Court so that it can become effective January 1, 2023.

All revisions and additions are printed in **bold** and **underlined**.



Johnson County Courthouse - County Judge's Office - 2 North Main Street - Cleburne, Texas 76031

BYLAWS

Revisions effective January 1, 2023

ARTICLE 1-Authority:

The existence, operation and authority of the county historical commissions is authorized under Chapter 318, Local Government Code, Vernon's Texas Codes Annotated

ARTICLE 2-Name:

The agency designated to coordinate and supervise historical preservation in Johnson County as authorized in Texas State Law (Chapter 318, Local Government Code, Vernon's Texas Code Annotated) and operating under the direction of the Johnson County Commissioners Court (hereafter referred to as the JCCC) shall be known as the Johnson County Historical Commission (hereafter referred to as the JCHC)

ARTICLE 3-Purpose:

To coordinate and supervise the aims, goals and programs administered under state law by Texas Historical Commission (hereafter referred to as the THC) and the JCCC in Johnson County, Texas.

To research, document, and preserve the various historic resources of Johnson County.

To promote understanding and education about the heritage of Johnson County.

To encourage involvement by the public in preservation activities.

To create interest in the conservation of historic resources through individual and group participation in preservation activities.

To assist in the education of young people about local, state, and national heritage.

To assist in the development of tourism by helping the county's citizens become aware of the economic benefits derived from the preservation and promotion of cultural resources.

To promote economic development through increased tourism to Johnson County's historical sites, areas, and resources.

To furnish information and leadership in cooperative efforts between heritage associations, historical societies, genealogical associations, cemetery groups, local preservationists, and individuals who are interested in the preservation of the county's cultural and historical resources.

JCHC Bylaws

ARTICLE 4-Membership:

The membership **must** be composed of at least seven (7) residents of Johnson County, Texas. The membership should attempt to represent the citizens in Johnson County by including a cross section of the county's population and include as far as is possible **adults at least 18 years of age**, all sexes, cultures, religions, ethnic groups and areas of residence.

In addition, a potential appointee who does not reside in or own property in Johnson County, Texas may apply for appointment provided that the individual has an interest in and understanding of Johnson County, Texas history and resources.

Lifetime Member Emeritus shall be a category of membership awarded in honor of an appointee's longtime service to JCHC upon the recommendation of the JCHC Executive Committee. They shall retain all rights and privileges of membership in JCHC.

Prospective appointees shall make their request known in person at a regularly scheduled meeting of the JCHC **after having attended 3 meetings within the previous 6 months.** The Secretary shall submit their name, address, etc. to JCCC for approval.

(a) Term and Appointment: The members are to be appointed by the JCCC during January of odd numbered years for a term of two years.

If the JCCC fails to appoint the JCHC by April 1 of odd numbered years, the JCHC shall be appointed by the **Texas Historical Commission** (THC) as provided by State law.

Additional members may be appointed during the term to **serve** for the remainder of the term by following the procedure stated above.

An appointee may resign by a written resignation delivered to the Chair who should forward it to the office of the Johnson County Judge who should inform the JCCC of the vacancy in the next report made to the JCCC.

Unless otherwise specified, all appointees are voting members.

All JCHC appointees shall be required to attend at least 2/3 (two-thirds) of the annual meetings. Attendance will be considered when reappointments are submitted prior to January of odd numbered years.

(b) Officers and Their Election: The officers of the JCHC shall be elected to office at the first meeting at which there is a quorum present following the commissions appointment in odd numbered years as provided by State law. Any term of office or vacancy of an office of the JCHC may be elected by a simple majority of members present at a meeting at which there is a quorum present. The term they shall **serve** as an officer shall run for the same term as their appointment or the remainder of that term as provided by State law. Officers may be re-elected to consecutive terms. If an officer is not able to continue to serve, that officer may resign from the commission or the officer may resign from that office but may continue to serve as a member by a written notification delivered to the Chair or to the office of the Johnson County Judge. It may be judged that an officer is unable to continue serving in office if that officer has not been in attendance at three (3) consecutive meetings and there has been no reason or notification for the absence. JCHC membership may then consider the office vacant.

JCHC Bylaws

ARTICLE 4, item b, continued

The JCHC may fill any vacated office at any regular meeting after notification at a prior regular meeting. The JCCC and the THC shall be informed of these changes.

(c) Officers and Their Duties

The officers of the Johnson County Historical Commission shall be Chair, Vice-Chair, Secretary and Treasurer, also referred to herein as the "Executive Committee", per Section 6.

The candidates receiving the largest number of votes at the first meeting of odd-numbered years shall be elected. Their term shall be for two (2) years. They shall take office immediately following their election.

Section 2. Chair - The Chair shall have executive supervision over the activities of the commission within the scope provided by these bylaws. The Chair shall preside at all meetings, submit an annual report of the activities of the JCHC to the Johnson County Commissioners Court, and submit a general budget request with assistance from the Executive Committee to the Johnson County Commissioners Court and serve or designate a representative to serve on any board, commission or committee as requested to represent the JCHC to all other organizations. (Also see Article. 5, item (f) and Article 6 items (e) and (f)

Section 3. Vice-Chair - The Vice-Chair shall perform such duties as the JCHC or the Chair may direct and shall assume the duties of the Chair in the event of absence, incapacity, or resignation of the Chair.

Section 4. Secretary - The Secretary shall keep the minutes of the meetings of the commission and provide a copy to the Johnson County Commissioner's Court for inclusion in the JCHC records and meeting notice; work with the Chair and JCHC committees to develop the meeting agenda and provide same to the JCCC for approval and inclusion in the JCHC records and meeting notice; maintain current membership/address lists and provide same to the JCCC for inclusion in the JCHC records; submit new appointees to the JCCC for approval and perform such other duties as may be prescribed by the JCHC or Chair. (Also see Art. 5, item (e)

Section 5. Treasurer -. The Johnson County Treasurer (if also an appointee to JCHC) shall serve as Treasurer of JCHC. Should the Johnson County Treasurer prefer not to serve as JCHC Treasurer, a Treasurer shall be elected from among the appointees. The Treasurer shall make financial reports at each meeting, work with the Chair and Executive Committee to develop the annual budget, submit bills and expenses for payment and perform such other duties as may be prescribed by the JCHC or Chair.

Section 6. Executive Committee shall consist of the Chair, Vice-Chair, Secretary and Treasurer. The Executive Committee shall decide questions of policy that for any reason cannot be acted upon at a meeting of the JCHC and perform such other functions as designated in the bylaws or otherwise assigned to it. Three (3) members shall constitute a quorum at any meeting of the Executive Committee.

JCHC Bylaws

ARTICLE 5-Meetings:

- (a) The JCHC shall meet at least four (4) times per calendar year. Public Notice shall be given of all meetings. Such notices shall satisfy the provisions of the Texas Open Meetings Act. [Chapter 551, Government Code, Vernon's Texas Codes Annotated]. An effort should be made over the terms of office to vary the location of the meetings within the county so as to make the meetings available to citizens of all sections of the county. At least one meeting per year shall be held at the county seat. Regular monthly meetings may take place at a time of each month that allows for the greatest participation by the membership. Special meetings may be called by the Chair as needed or required by the JCHC.
- (b) A minimum of seven (7) appointed members shall constitute a quorum which shall then be authorized to transact business for the JCHC at any regular or specially called meeting
- (c) Each member present shall be entitled to one (1) vote on each motion submitted for a vote to the JCHC.
- (d) Each meeting shall be conducted according to Robert's Rules of Order-Revised.
- (e) Written minutes will be kept of all JCHC meetings to reflect accurately the activities, findings and decisions of the JCHC and its committees. All minutes will be maintained and made available for public review by the Secretary or a designee of JCHC.
- (f) The Chair shall make at least one (1) appearance per year before the JCCC reporting the activities, findings, recommendations and decisions of the JCHC. This shall be done once during the yearly county budget proposal hearings.
The JCHC can make as many reports and recommendations as the JCHC deems necessary as authorized by Texas State Law.

ARTICLE 6-Functions and Duties:

- (a) The JCHC shall institute and carry out a continuing survey of the Johnson County's historic buildings, sites, objects, and structures which shall be maintained in an inventory of historic resources, places and objects of Johnson County, Texas, as mandated by state law. The JCHC shall make reports and recommendations of these findings as it deems necessary.
- (b) The JCHC shall document, research, coordinate, and supervise participation in the Texas Historical Marker program and the National Register program, which shall promote an understanding of the heritage of Johnson County.
- (c) With the approval of the Commissioner's Court, JCHC may designate as "Historic Trails" roads that link historic sites in the county.

JCHC Bylaws

ARTICLE 6, continued:

(d) The JCHC may operate, supervise and manage a museum owned or leased by Johnson County and archive and may acquire by purchase, possession or donation objects, collections, artifacts, photographs, and museum paraphernalia of any kind that are of historical significance to the county.

The acceptance of any donations of real property or museum collections shall be done with the permission of the JCCC **after acceptance by JCHC at a regularly scheduled meeting.**
The Museum Director shall make a monthly report to JCHC.

(e) The Chair shall serve as the Johnson County's Historic Preservation Officer as provided for in state law.

(f) The duties of the officers shall be those normally assigned to the respective positions. It shall be the responsibility of the Chair to coordinate and delineate the duties of all officers following the recommendations and suggestions found in the latest available THC Handbook for County Historical Commissions.

(g) The JCHC account was set up in the General Fund of Johnson County and operated as any other County department until September 30, 1996.

Beginning with the County fiscal year, October 1, 1996, a separate fund was opened or a department in the County General Fund created for JCHC accounts. This fund or department accounts will continue to follow the same procedures as set forth herein and operate as any other County department. All donations of money must be accepted by the Commissioner's Court and then deposited by the Johnson County Treasurer.

State laws and local county policies will apply to all procedures of operation for this account or fund. County purchasing procedures shall be followed including the use of vendors who hold the County bid. All funds and accounts of Johnson County are under the control of the Johnson County Treasurer and Auditor in regards to signature authority, audit, reporting, reconciliation, etc. as required by the Local Government Code. The JCHC Treasurer has no authority to open or maintain bank accounts for JCHC.

The expense accounts can be increased by the amounts of donations approved and received by the Johnson County **Auditor**. Remaining balances at year-end will be carried forward as available budget for the next year. The JCHC Treasurer shall receive monthly reports of the accounts of JCHC or more often if requested in a timely manner.

Routine expenditures that are part of an approved yearly budget and other expenditures up to \$250 may be approved by the Executive Committee. Expenditures over \$250 shall be approved by a simple majority at any meeting at which there is a quorum present. All activity in JCHC accounts shall be reported to the JCHC Treasurer in a timely manner.

JCHC Bylaws
ARTICLE 6, continued

(h) Reimbursement for attendance at workshops, conferences etc. shall be limited to the JCHC Executive Committee (Chair, Vice-Chair, Treasurer and Secretary) and the current Texas Historic Marker Chair.
Other appointees may attend but would not be reimbursed for any fees related to the event.

ARTICLE 7 - Endorsements:

Any project which forms a 501(c)3 corporation as a result of its affiliation with Johnson County Historical Commission (JCHC) should have official endorsement from JCHC. Upon receipt of this endorsement (by majority vote at a regularly scheduled JCHC meeting) said project shall then add the following notation to all its documents – stationery, brochures, web sites – any time the 501(c)3 organization’s name is used in print: “Endorsed by the Johnson County Historical Commission”.

JCHC endorsement also is available for projects not originating within JCHC if the project has historical significance in Johnson County and is deemed worthy of JCHC endorsement, providing the above voting procedure is followed. Letters of endorsement from JCHC are available upon request.

The above “endorsed by” statement shall apply to all JCHC endorsed projects voted upon and already underway at the time these Bylaws become effective.

Said endorsement may be withdrawn at any time by majority vote at a regularly scheduled JCHC meeting. If endorsement is withdrawn, the 501(c)3 organization shall remove the JCHC endorsement statement from its documents within thirty (30) days.

Non-501(c)3 projects that originate within JCHC shall include the statement that they are
“A project of the Johnson County Historical Commission”

ARTICLE 8 - Committees:

Standing Committees shall be appointed by the Chair as needed following the recommendations and suggestions found in the latest available THC Handbook for County Historical Commissions. Some of these may be: Historic Markers and Research; Historical Preservation; Museum and Archives; Cemetery; Budget and Finance; Archaeology; Certified Local Government; Oral History; and a Steering or Planning Committee, **Publicity and other committees as needed.**

The Chair shall appoint a Texas Historic Marker Chair and a Chair for Johnson County Historic Landmark Plaques.

ARTICLE 9 – Amendments:

The Bylaws may be amended by two-thirds of a quorum vote at any JCHC meeting where notice of such pending change has been submitted to the membership **30 days** prior to the meeting where the vote shall be made.

JCHC Bylaws – Signature Page


JOHNSON COUNTY HISTORICAL COMMISSION BYLAWS REVISION

APPROVED BY JOHNSON COUNTY COMMISSIONERS' COURT:

DATE: 11-14-22

COUNTY JUDGE 

COMMISSIONER PCT. 1 

COMMISSIONER PCT. 2 

COMMISSIONER PCT. 3 

COMMISSIONER PCT. 4 