

**BOARD OF SUPERVISORS
COUNTY OF NEW KENT
VIRGINIA**

R-42-07

At the regular meeting of the Board of Supervisors of the County of New Kent in the Boardroom of the Administration Building in New Kent, Virginia, on the 10th day of September 2007:

Present:

Vote:

D. M. Sparks
James H. Burrell
W. R. Davis, Jr.
Mark E. Hill
Stran L. Trout

Aye
Aye
Aye
Aye
Aye

Motion was made by Mr. Burrell, which carried 5:0, to adopt the following resolution:

**A RESOLUTION CHARTERING
THE HISTORIC COMMISSION OF
NEW KENT COUNTY, VIRGINIA**

WHEREAS, the Board of Supervisors recognizes that New Kent County has a rich and extensive history; and

WHEREAS, the Board of Supervisors wishes the citizens of New Kent County to be aware of and involved in the acquisition, preservation, display, and interpretation of historic artifacts of New Kent County; and

WHEREAS, the Board of Supervisors desires to incorporate the County's history into the tourism component of economic development;

NOW THEREFORE, the Board of Supervisors charts the New Kent Historic Commission.

Charter

The Commission shall be known as the "The New Kent County Historic Commission."

Purpose. The Commission's purpose is to preserve and protect historic sites, structures, and areas within New Kent County.

Public Body. The Commission is a public body for the purposes of the Virginia Freedom of Information Act.

Duration. Either the Commission shall exist until February 28, 2012 by which time the Board of Supervisors shall renew the Commission's charter or the Commission shall cease operation in an orderly fashion by that date.

Membership. Each District Supervisor shall nominate one member to the Commission. Upon the Board of Supervisor's confirmation of the nomination, that member shall nominate an alternate to serve in their absence. Alternate members must be confirmed by the Board of Supervisors. In addition, the Board of Supervisors shall appoint two at-large members. The Board of Supervisors shall appoint one of its members to serve on the Commission *ex-officio* and without the power to vote on matters before the Commission.

Each district member and each at-large member shall serve four years. The terms of the membership shall be staggered. To achieve these staggered terms following the initial appointments under this Charter, the District 1 and District 2 members shall serve for one (1) year. The District 3 and District 4 members shall serve for two (2) years. The District 5 member and both at-large members shall serve for three (3) years.

No alternate may serve longer than the member that sponsored him or her. Vacancies shall be filled by appointment by the Board of Supervisors for the unexpired term only. Members shall serve without compensation, but may be reimbursed for expenses necessarily incurred in the performance of Commission business.

Staff Sponsorship and Liaison. The Director of Community Development shall sponsor the Historic Commission and shall designate a member of his staff to serve as the liaison to the Commission.

Duties of the Historic Commission. The Historic Commission has a duty to the citizens of New Kent County to faithfully present the County's history without bias or favor. The Commission also has the duty to:

- Identify significant sites and structures and document historic events.
- Advise the Board of Supervisors and citizens on development affecting historical sites and structures.

Powers of the Historic Commission. The Historic Commission may engage in the following activities in order to fulfill their duties:

- Increase public awareness of the existence and value of sites, structures, and events.
- Prepare brochures, documents, and exhibits for distribution and display.
- Acquire and preserve artifacts, books, papers, documents, and other material pertaining to the history of New Kent County.
- Spend public funds for the acquisition of artifacts, the preservation of historic property, and the essential processes to accomplish those acts.
- The Commission may create its own internal rules and regulations.

Officers. The Historic Commission shall have two (2) officers: a Chairman and a Vice Chairman. Officers will be nominated by the Commission at the first meeting of each calendar year, and each officer shall serve a one (1) year term.

Duties and Powers of Officers. The Chairman shall preside at all meetings, make committee appointments, work closely with or serve as the local coordinator for historic programs within New Kent County. The Chairman shall also carry out other duties as may be assigned by the Commission. The Vice Chairman shall perform any of these duties in the Chairman's absence or incapacitation.

Meetings. Regular meetings of the Historic Commission shall be held bi-monthly on the fourth (4th) Tuesday of the month at 4:00 p.m. beginning with the Annual Meeting of the Commission which shall be the first meeting of the calendar year. The Commission shall have the power to postpone or reschedule a regular meeting as needed. The Chairman shall give ten (10) days notice before calling a special meeting unless a two-thirds (2/3) majority of the members present at such a special meeting agree to bypass this notice requirement.

Quorum. A majority of the members of the Historic Commission shall constitute a quorum. When an alternate succeeds a member to the Commission, the alternate shall also count toward quorum.

Voting. A decision on new business shall be made by a majority of all members of the Historic Commission at a meeting subsequent to the addition of the item to the agenda. All other decisions shall be made by a majority of members present and voting. All votes shall be made by voice vote with the Chairman casting the last vote.

Procedure. Except as otherwise specified, proceedings of the Historic Commission shall be governed by the most recent edition of Robert's Rules of Order. An appeal from a ruling of the chair may be taken by any member and shall be determined by a majority of those members present. The Chairman shall be permitted to make motions and vote on all questions. Meetings of the Commission shall proceed in the following order: Call to order, Roll Call, Approval of Minutes, Unfinished Business, New Business, Adjournment.

Subcommittees and Working Groups. The Chairman shall appoint a Chairman of all committees established by the Commission within thirty (30) days of that committee's creation. The Chairman of each committee shall then appoint the members of that committee. Before becoming members, the committee chairman's appointees will need a majority vote of the Commission.

Funding. The Historic Commission shall have the authority to spend public funds.

Fiscal Year. The Fiscal Year of the Historic Commission shall run from July 1-June 30.

Budget. The Historic Commission shall prepare and submit a budget request to the Board of Supervisors at the regular meeting of the Board in January of each year.

Required Reports. Accompanying the budget request, the Historic Commission shall include an annual report of the Commission's activities to the Board of Supervisors.

Amendments. Any amendments to the Charter shall be submitted to the Board of Supervisors for approval.

Effective Date. This Charter of the Historic Commission is effective upon passage.

John A. Budesky
County Administrator

Stran L. Trout
Chairman