

RESOLUTION 09-62

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ALACHUA COUNTY, FLORIDA, RE-ESTABLISHING THE ALACHUA COUNTY HISTORICAL COMMISSION; ESTABLISHING THE MEMBERSHIP AND QUALIFICATIONS; ESTABLISHING THE RESPONSIBILITIES AND DUTIES; ESTABLISHING PROVISIONS FOR OPERATION; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on March 19, 1991, the Board of County Commissioners of Alachua County adopted Ordinance 91-3 re-establishing the Alachua County Historical Commission; and

WHEREAS, the Board of County Commissioners has decided to dissolve and re-establish the Alachua County Historical Commission;

NOW THEREFORE, LET IT BE RESOLVED BY THE ALACHUA COUNTY BOARD OF COUNTY COMMISSIONERS:

**Section 1. Advisory Board Established.** The Board of County Commissioners of Alachua County, Florida (Board) hereby re-establishes the Alachua County Historical Commission (Advisory Committee).

**Section 2. Designated Special Committee.** This Advisory Committee is designated as a Special Committee. The sunset date for the Advisory Committee is April 30th, 2011.

**Section 3. Membership and Qualifications.** The Advisory Committee shall consist of no more than eleven (11) voting members appointed by the Board plus one alternate member, staggered so that approximately one-third of the positions identified in subsection 3.A. below will be appointed each year. All appointments shall be for three (3)-year terms. Current members may continue to serve until their term expiration date, including those in positions that are to be eliminated.

A. **Voting Members.** Vacancies for the eleven (11) positions plus the alternate member position shall be advertised and appointed by the County, and shall represent the following categories:

- 1) Alachua County resident (at large) – Eleven (11) members
- 2) Alachua County resident (at large) – alternate member

Knowledge of local history is the main criteria for appointment. Applicants are encouraged from local history organizations. A list of historical organizations in Alachua County is available at <http://web.dcp.ufl.edu/juna/HistoricPreservation/historg.htm>.

**Section 4. Responsibilities and Duties.** The responsibility of the Advisory Committee shall be to:

1. Promote, preserve and protect Alachua County's historic resources; it shall be the duty of the Historic Commission to (1) represent Alachua County in matters pertaining to the history, and (2) provide leadership in advancing the identification, protection, preservation, and interpretation of Alachua County's cultural heritage.
2. Provide historical research and provide documentation as needed for exhibits, educational programs and pamphlets about County history. The Historical Commission shall encourage, and may assist, local organizations such as museums, libraries and archives, historical, archaeological, and genealogical societies, and other institutions having historical objectives.
3. Provide assistance and advice on the following matters as related to County history:
  - A. Review and make recommendations to the Board of County Commissioners regarding proposed modifications and/or revocations to scenic road corridor designations;
  - B. Review requests for letters of support regarding applications to Florida Communities Trust and other grant programs requiring review and documentation of historic resources;
  - C. Review of sites proposed for nomination to the National Register of Historic Places;
  - D. Review all applications for the preparation and erection of historical markers, tablets or monuments, to commemorate historical sites, events, or individuals.
4. Review all nomination proposals to the Alachua County Historic Structures Survey.
5. Assist the Board of County Commissioners in locating grant funding and, when directed by the Board of County Commissioners, assist in the preparation of grant applications.

**Section 5. Operations.** The Advisory Committee shall be guided by the by-laws approved by the Advisory Committee and the Alachua County Commission's Rules of Procedure. The by-laws shall include the following provisions and such other provisions as the Advisory Committee may deem appropriate:

1) Elections. The Advisory Committee shall annually elect one of its members as Chair, one member as Secretary, and such other officers as the Advisory Committee deems necessary to meet its needs. Vacancies in offices shall be filled by election at the next regular meeting following the date the vacancy occurred.

2) Meetings. Meetings of the Advisory Committee or any subcommittee thereof, shall be open to the public and the media, and shall be conducted in compliance with the Sunshine Law, Section 286.011, Florida Statutes. The County Manager or his or her designee shall produce minutes of the meetings which shall be submitted to the Advisory Committee for approval.

The Chair shall preside and conduct meetings of the Advisory Committee according to the most recent edition of Alice Sturgis' Standard Code of Parliamentary Procedure. Regular meetings are scheduled and announced by the County Manager or designee (staff liaison). Special meetings may be called by the Chair or by any three (3) members of the Advisory Committee upon forty-eight (48) hours written notice to all members and to the County Manager or his/her designee.

3) Agenda. The Chair shall be responsible for the meeting agenda. The County Manager or designee shall serve as staff liaison to the Advisory Committee and shall aid in preparing and distributing the agenda prior to the meeting. The County Manager or designee, or any member of the Advisory Committee may place an item on the agenda by notifying the Chair prior to the preparation of the agenda.

4) Subcommittees. Subcommittees comprised of members of the Advisory Committee may be appointed by the Chair.

5) Quorum. A majority of the Advisory Committee membership positions filled shall constitute a quorum. Recommendations and decisions of the Advisory Committee must be made by a majority vote of those present and voting.

6) Attendance. The attendance policy for the Advisory Committee shall be in accordance with the attendance policy for boards and committees set forth in the Alachua County Commission's Rules of Procedure.

7) Compensation. Members of the Advisory Committee shall receive no compensation for the performance of their duties and responsibilities.

8) Reports. The Advisory Committee shall submit all reports and communications directly to the County Commission Chair with a copy to the County Manager or designee. Any Advisory Committee reports required by the Alachua County Commission's Rules of Procedure shall be submitted in accordance with said Rules.

**Section 6. Effective Date.** This resolution shall take effect 10 days after its adoption. DULY ADOPTED in regular session, this 14<sup>th</sup> day of July, A.D., 2009.

BOARD OF COUNTY COMMISSIONERS OF  
ALACHUA COUNTY, FLORIDA

By: Mike Byerly  
Mike Byerly, Chair

ATTEST:

J. K. "Buddy" Irby  
J. K. "Buddy" Irby, Clerk

(SEAL)

APPROVED AS TO FORM:

D. Ward  
Alachua County Attorney