

NEVADA COUNTY HISTORICAL LANDMARKS COMMISSION

P.O. Box 1300

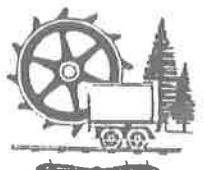
NEVADA CITY, CALIFORNIA 95959

CONSTITUTION AND BY-LAWS

REVISED 1992

A COMMISSION FOR THE PRESERVATION OF THE HISTORICAL RESOURCES OF THE COUNTY OF NEVADA IS BY THIS ORDINANCE (NO. 69-102) ESTABLISHED AS A PART OF THE GOVERNMENTAL STRUCTURE OF THE COUNTY.

- I. **NAME:** THIS COMMISSION IS HEREBY DESIGNATED THE NEVADA COUNTY HISTORICAL LANDMARKS COMMISSION.
- II. **PURPOSE:** THE PURPOSE OF THIS COMMISSION SHALL BE TO PROMOTE THE GENERAL WELFARE OF NEVADA COUNTY AND ITS CITIZENS THROUGH OFFICIAL RECOGNITION, RECORDING, MARKING, PRESERVING AND PROMOTING THE HISTORICAL RESOURCES OF NEVADA COUNTY.
- III. **COMPOSITION AND DUTIES:** THIS COMMISSION SHALL BE COMPOSED OF TEN MEMBERS, TWO TO BE APPOINTED BY EACH COUNTY SUPERVISOR FROM THE REGISTER OF VOTERS IN HIS DISTRICT. MEMBERS OF THE COMMISSION SHALL BE CHARGED WITH CARRYING OUT THE GENERAL PURPOSE OF THE COMMISSION SET FORTH ABOVE, AND SHALL SERVE AT THE PLEASURE OF THE BOARD OF SUPERVISORS.
- IV. **ORGANIZATION:** THIS COMMISSION SHALL DESIGNATE FROM AMONG ITS MEMBERS AT THE BEGINNING OF EACH FISCAL YEAR (JULY 1) A CHAIRMAN, VICE-CHAIRMAN, SECRETARY-TREASURER AND PROMOTION DIRECTOR, EACH OF WHOSE GENERAL DUTIES AND RESPONSIBILITIES ARE OUTLINED BELOW:
 - A. **CHAIRMAN:** THE DUTIES OF THE CHAIRMAN SHALL BE TO PROVIDE GENERAL OVERALL DIRECTION AND SUPERVISION OF ALL WORK OF THE COMMISSION, TO PRESIDE AT MEETINGS, UNDER ROBERTS RULES OF ORDER, AND TO REPORT REGULARLY TO THE BOARD OF SUPERVISORS ON THE WORK OF THE COMMISSION; TO KEEP A COMPLETE FILE OF ALL CORRESPONDENCE BETWEEN THE COMMISSION AND OTHER GOVERNMENTAL AGENCIES, SOCIETIES, CLUBS OR INDIVIDUALS; TO WORK COOPERATIVELY WITH THE CALIFORNIA DEPARTMENT OF PARKS AND RECREATION, THE NATIONAL PARK SERVICE AND THE UNITED STATES FOREST SERVICE WITH THE OBJECT OF PRESERVING AS A STATE HISTORIC PARKS, NATIONAL MONUMENTS OR HISTORIC TRAILS AREAS WITHIN NEVADA COUNTY WHICH ARE DEEMED WORTHY OF SUCH PRESERVATION; AND TO MAINTAIN COOPERATIVE LIAISON BETWEEN THE COMMISSION AND SUCH STATE OR NATIONAL ORGANIZATIONS AS THE CALIFORNIA HERITAGE COUNCIL AND THE NATIONAL TRUST FOR HISTORIC PRESERVATION.



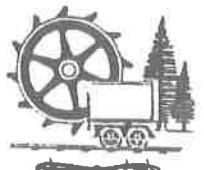
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- B. VICE-CHAIRMAN: IT SHALL BE THE DUTY OF THE VICE-CHAIRMAN TO ASSUME THE DUTIES OF THE CHAIRMAN IN THE ABSENCE OF THE CHAIRMAN. FURTHER, THE VICE-CHAIRMAN SHALL ACT AS LIAISON BETWEEN THE COMMISSION AND ALL SOCIETIES, ORGANIZATIONS OR GROUPS WITHIN NEVADA COUNTY WHO ARE ENGAGED IN THE WORK OF HISTORIC PRESERVATION AND TO MAKE AVAILABLE TO THESE GROUPS SUCH FACILITIES AND SERVICES OF THE COMMISSION AS MAY AID THEM IN CARRYING OUT SUCH WORK.
- C. SECRETARY-TREASURER: THE DUTIES OF THE SECRETARY-TREASURER SHALL BE TO KEEP ACCURATE MINUTES OF ALL MEETINGS OF THE COMMISSION, TO FORWARD COPIES OF SUCH MINUTES TO ALL COMMISSIONERS FOR ADDITIONS OR CORRECTIONS AND TO SEND ONE COPY OF THE CERTIFIED MINUTES TO THE BOARD OF SUPERVISORS, AS WELL AS KEEPING ONE OR MORE COPIES ON FILE; TO KEEP ACCURATE RECORDS OF ALL RECEIPTS AND EXPENDITURES; AND TO DISBURSE FUNDS ALLOTTED TO THE COMMISSION.
- D. PROMOTION DIRECTOR: IT SHALL BE THE DUTY OF THE PROMOTION DIRECTOR TO PROMOTE AND COORDINATE ALL MEDIA PUBLICITY; TO DIRECT TOURISTS AND VISITORS TO HISTORICAL LANDMARKS, STATE PARKS AND AREAS OF HISTORICAL INTEREST IN NEVADA COUNTY; TO ASSIST THE COMMISSION CHAIRMAN IN SUPERVISING THE PRODUCTION AND INSTALLATION OR PLACEMENT OF HISTORICAL MARKERS ON ALL COUNTY ROADS AND CITY STREETS, IN COOPERATION WITH THE COUNTY AND CITY DIRECTORS OF PUBLIC WORKS AND/OR OTHER AGENCIES INVOLVED.

IN ORDER TO ENCOURAGE THE WIDEST POSSIBLE PARTICIPATION BY ORGANIZATIONS IN THE MARKING AND PRESERVATION OF HISTORIC SITES AND STRUCTURES, IT SHALL BE THE POLICY OF THE COMMISSION TO INVITE THESE ORGANIZATIONS TO FINANCE THE PRODUCTION AND PLACEMENT OF SUCH HISTORICAL MARKERS AT SITES OR BUILDINGS IN WHICH THEY MAY HAVE A SPECIAL INTEREST AND TO ASSIST ORGANIZATIONS IN APPLICATIONS FOR GRANTS AND OTHER SUPPORT PROGRAMS FROM STATE AND FEDERAL AGENCIES AND FROM PRIVATE AND CORPORATE FOUNDATIONS. IN RECOGNITION OF SUCH FINANCING AND PARTICIPATION, THE ORGANIZATION INVOLVED IN EACH SUCH HISTORIC MARKING SHALL BE GIVEN OFFICIAL RECOGNITION ON THE MARKER AS ITS DONOR AND SPONSOR AND THE MARKER SHALL BE LISTED ON RECORD AS AN OFFICIAL NEVADA COUNTY POINT OF HISTORIC INTEREST.



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- V. **FUNDING:** ITEMS OF GENERAL OVERHEAD EXPENSE FOR THE COMMISSION WILL BE LISTED IN THE COMMISSION BUDGET FOR APPROVAL BY THE BOARD OF SUPERVISORS. AS A PART OF COUNTY GOVERNMENT IT IS ASSUMED THAT THE COMMISSION WILL BE GIVEN ACCESS AT COST TO THE COPYING AND PRINTING FACILITIES OF GENERAL SERVICES AND PURCHASING DISCOUNTS FOR NEEDED SUPPLIES THROUGH THE COUNTY PURCHASING AGENT. SINCE THE ECONOMIC PURPOSE BEHIND THE FORMATION OF THIS COMMISSION IS THE PROMOTION OF TOURISM IT IS LOGICAL THAT TAXES PAID BY TOURISTS WITHIN NEVADA COUNTY SUCH AS THE MOTEL-HOTEL TAX BE A SOURCE OF REVENUE FOR FINANCING THE WORK OF THIS COMMISSION. FUNDS OR GRANTS OBTAINED BY THE COMMISSION FROM PRIVATE OR CORPORATE FOUNDATIONS OR FROM STATE OR FEDERAL AGENCIES FOR THE PURPOSE OF HISTORIC PRESERVATION OR MARKING SHALL BE AVAILABLE ONLY TO THIS COMMISSION AND SHALL NOT BE DIVERTED TO OTHER COUNTY NEEDS.
- VI. **MODE OF OPERATION:** REGULAR MEETINGS OF THE ENTIRE COMMISSION SHALL BE HELD MONTHLY, WITH THE CHAIRMAN BEING AUTHORIZED TO CALL SPECIAL MEETINGS IN CASES WHERE IT IS ESSENTIAL THAT ALL COMMISSIONERS BE PRESENT.
- VII. **PROJECT CONSULTANTS:** IN THE FURTHERANCE OF CERTAIN COMMISSION PROJECTS, THE CHAIRMAN OF THE COMMISSION WITH THE APPROVAL OF A MAJORITY OF THE COMMISSIONERS MAY APPOINT ONE OR MORE PERSONS AS PROJECT CONSULTANTS. PROJECT CONSULTANTS SHALL SERVE AT THE PLEASURE OF THE COMMISSION.



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NCHLC BY-LAWS AMENDMENT NO. I

Revised 11-20-92

WHEN A MEMBER OF THE BOARD OF SUPERVISORS LEAVES OFFICE, THE RESPECTIVE APPOINTEES TO THE NCHLC SHALL CONTACT THE NEW INCOMING SUPERVISOR, REQUESTING THAT HE/SHE BE ALLOWED TO CONTINUE SERVING OR RESIGN AS THAT SUPERVISORS DISTRICT NCHLC COMMISSIONER. IF THE NEW SUPERVISOR WISHES TO REPLACE A NEW COMMISSIONER OF THEIR DISTRICT, SAID COMMISSIONER WILL THEN SUBMIT A LETTER OF RESIGNATION TO THE CLERK OF THE BOARD OF SUPERVISORS.

