

NEVADA COUNTY HISTORICAL LANDMARKS COMMISSION
P. O. BOX 1300
NEVADA CITY, CALIFORNIA 95959

CONSTITUTION AND BYLAWS

A Commission for the preservation of the historical resources of the County of Nevada is by Resolution 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 (10) 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 appointing member of the Board of Supervisors.

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 Supervisor's District NCHLC Commissioner. If the new Supervisor wishes to replace the appointee with a new Commissioner from their District, said Commissioner will then submit a letter of resignation to the Clerk 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: The Chairmanship shall be limited to two consecutive terms, and then, if other members are unwilling to serve as the chair, the current chair may continue to serve on a year-to-year basis.

A. **Chairman:** The duties shall be to provide general overall direction and supervision of all work, to preside at meetings, using Roberts Rules of Order, to report regularly to the Supervisors; 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 buildings, bridges, land, monuments, trails, etc., within Nevada County which are deemed worthy of such preservation; and maintain cooperative liaison between the Commission and such State or National organizations such as the California Heritage Council, and the National Trust for Historic Preservation, etc.

B. **Vice Chairman:** It shall be the duty of the Vice Chairman to assume the duties of the Chairman in the absence thereof, act as liaison with all societies, organizations or groups within the County which are engaged in the work of historic preservation and make available such facilities and services which may aid them in carrying out such work and responsibilities.

- 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 Historic 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.

- 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 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:** Meetings of the NCHLC will be held on the third Friday of every month of the calendar year. The Chairman is authorized to call special meetings. All NCHLC meetings will be publicly posted per the requirements of the Brown Act.
- 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.

Ratified by the Nevada County Board of Supervisors at its meeting of February 10, 2000

By: Cathy Johnson
Clerk of the Board

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