

# Historic Preservation and Historical Programs Advisory Task Force Bylaws

[Approved — October 13, 2009]

## Administrative Procedures

1. Minutes for this committee will reflect votes taken, consensus decisions, policy direction, requests for information and research, and follow-up on those requests.
2. A quorum for this committee will consist of 5 voting members.
3. Voting:
  - Process issues will require 60% of the members present and voting to concur (at least three yes votes if the minimum quorum is present).
  - Policy decisions and recommendations of the Task Force will require an affirmative vote by five voting members to be approved.
  - Members attending the meeting via conference call are allowed to vote on issues as long as members physically present at the meeting are convinced it is actually the member on the phone.
  - A minority report can be produced with the support of at least three members.
4. Task force requests for information or research, including County departments and staff, should be approved by the Task Force as a process decision, and be conducted through the staff liaison.

## Code of Conduct

Committee members will conduct themselves in a professional manner, treating staff and each other with respect. Members will give everyone an opportunity to participate and be heard.

## Spokesperson for the Task Force

The chair will serve as the official spokesman for the Task Force regarding media contacts or inquiries from any other source. Individual Task Force members may respond to media or other inquiries and speak on behalf of themselves, or their nominating organizations, making it clear that they are not speaking for the Task Force.