

# BY-LAWS OF THE WEBB COUNTY HISTORICAL COMMISSION

## ARTICLE 1: NAME

The name of this organization shall be the Webb County Historical Commission in accordance with Article 6145.1 of Vernon's Texas Civil Statutes.

## ARTICLE II: PURPOSE AND POLICY

Section 1: The purpose of the Webb County Historical Commission (hereinafter called the "WCHC") shall be to preserve, protect, and promote history within the County of Webb, and to that end, shall: a) conduct continuing programs of historical marker recommendations and placements in accordance with the Texas Historical Commission requirements; b) make recommendations to the County Commissioners Court for property acquisition, real or personal, which is of historic significance; c) record and promote Webb County History through research, publication, oral histories, maps, brochures and educational programs; d) cooperate with other historical heritage organizations; and e) support, whenever possible, the programs of the Texas Historical Commission.

Section 2: It shall be the policy of the WCHC that historical markers to be placed on private property will be paid for, whenever possible, by the property owners, but will be purchased through the Webb County Historical Commission.

## ARTICLE III: MEMBERSHIP

Section 1: Eligibility. Any adult resident of Webb County, recommended by the WCHC or by the County Commissioners Court, and approved by the Commissioners Court, shall be eligible for membership in the Webb County Historical Commission. The WCHC shall consist of at least seven (7) members.

Section 2: Term. Members of the Webb County Historical Commission shall be appointed for two-year terms, beginning on January 1 of odd numbered years. In-term appointees shall serve until the next regular appointment date. Unless otherwise specified, all WCHC members are voting members. If any member is absent from three consecutive meetings without notifying the WCHC Secretary in advance, that member may be removed from the WCHC by action of the County Commissioners Court.

Section 3: Texas Historical Foundation. In that the Texas Historical Foundation is a supportive organization to the Texas Historical Commission, it is recommended that every member of the WCHC become a member of the Foundation.

Section 4: Resignation. Resignation from the WCHC may be accepted after the letter of resignation has been read into the official minutes by either the Chairman or the Secretary, and forwarded to the County Commissioners Court.

## BY-LAWS OF THE WEBB COUNTY HISTORICAL COMMISSION

Section 5: Ex-Officio Members. Ex-officio, non-voting members of the WCHC, shall include the County Judge, the County Commissioners, sponsors of Junior Historian chapters, and representatives of related organizations.

### ARTICLE IV: OFFICERS

Section 1: Enumeration, election, and term. The officers of the WCHC shall be a Chairman, a Vice-Chairman, a Secretary, and a Treasurer. These officers shall be elected by a majority vote of the voting members present at the Annual Meeting. Their terms shall be for one year.

Section 2: Chairman. The Chairman shall be the Executive Officer for the WCHC. The WCHC Chairman shall call and preside at regular meetings; appoint standing committees, task forces and chairmen; report annually to the County Commissioners Court and to the Texas Historical Commission on the activities and progress of the WCHC; and serve on or designate a representative to such additional boards, commissions, or committees as requested and deemed appropriate by the WCHC members.

Section 3: Vice-Chairman. The Vice-Chairman shall preside at meetings in the absence of the Chairman. He/she shall possess all the duties and responsibilities of the Chairman in the event of resignation or death of the Chairman.

Section 4: Secretary. The Secretary shall record the minutes of all WCHC meetings; arrange for notification of members of the time and place of such meetings; attend to all necessary correspondence and reports; cosign with the Chairman any contracts or instruments designated by the WCHC; and perform such other duties normally pertaining to the office.

Section 5: Treasurer. The treasurer shall receive any monies given to or earned by the WCHC; shall act as custodian for these monies and deposit them in the WCHC bank account; present accurate accountings of these funds at every regular and Annual Meeting; disburse funds upon approval of the WCHC; and perform such other duties as normally pertain to the office.

Section 6: Nominations and Election. Nominations for the offices noted in Article IV. Sections 1-5, preceding, shall be made by a Nominating Committee composed of three elected members. Nominations shall be made and presented to the members at the regular meeting immediately preceding the Annual Meeting. Nominations may also be accepted from the floor from any voting member with the consent of the nominee. Election shall be by written ballot unless there is only one candidate, and a motion to elect by acclamation is made and passed. A majority vote of the qualified voting members present shall constitute election. Proxy or absentee voting will not be allowed in officer elections.

Section 7: Resignation and Vacancy. Any officer may resign the office, while not necessarily resigning membership in the WCHC, by submitting a letter of resignation to

## BY-LAWS OF THE WEBB COUNTY HISTORICAL COMMISSION

the WCHC. Such letter will be read into the official minutes. Vacancies occurring in any office other than that of the Chairman shall be filled for the remainder of the term as the WCHC sees fit, either by authorizing the Chairman to appoint a replacement, or by electing same at the next regular meeting following the resignation.

### ARTICLE V: FINANCIAL ADMINISTRATION

Section 1: Fiscal Term. The fiscal term of the WCHC shall coincide with that of the County Commissioners Court.

Section 2: Budget. The proposed budget for the ensuing year shall be prepared by the Finance and Budget Committee, and presented in writing to the general WCHC membership at the ~~May~~ April meeting for adoption. Membership of the Budget Committee shall consist of the WCHC Treasurer as Chairman, and one elected member.

Section 3: Allocations. Funds authorized by the WCHC shall be disbursed by the Treasurer with the written concurrence of one other elected officer.

Section 4: Receipt of Gifts. The WCHC shall be authorized to accept gifts of money or other property from any source for use in the furtherance of its lawful purposes.

### ARTICLE VI: MEETINGS

Section 1: Regular Meetings. There shall be a minimum of six regular meetings of the general membership as specified by the Texas Historical Commission. Dates, times and places shall be determined according to the wishes of the WCHC. Notification shall be by mail, telephone, or email. In accordance with the Open Meetings Act, Article 6252-17(VACS), all meetings shall be open to the public and notice of a meeting shall be registered with the County Clerk and shall be posted in a place readily accessible to the general public at all times for at least 72 hours preceding the scheduled time of the meeting. In the case of emergency or urgent public necessity, which shall be clearly identified in the notice, it shall be sufficient if the notice is posted two hours before the meeting is convened.

Section 2: Annual Meeting. The Annual Meeting shall be the first scheduled meeting of the calendar year. Specific date, time, and place shall be set according to WCHC recommendations. Business for the Annual Meeting shall include: a) election of officers, b) the annual financial report, c) recommendations of programs for the coming year, and d) any appropriate additional business.

Section 3: Quorum. A quorum of a simple majority of the membership shall be required for the transaction of business at any WCHC meeting.

Section 4: Parliamentary Procedure. All WCHC meetings will be conducted in accordance with Roberts Rules of Order.

## BY-LAWS OF THE WEBB COUNTY HISTORICAL COMMISSION

Section 5: Special Meetings. The Chairman may call special meetings as necessary to conduct business between regular meetings.

### ARTICLE VII: COMMITTEES

Section 1: Chairmen. The Chairman of the WCHC shall appoint a chairman for each of the standing committees as needed. The chairmen of these committees shall serve the same one-year term as the elected officials. Committee chairmen may recruit additional members for their committees from the general membership. Outside advisors or counselors may also be recruited to serve, as non-voting members, of the WCHC committees.

Section 2: Standing Committees. In accordance with the recommendations of the Texas Historical Commission, the following five (5) committees shall be constant and on-going:

- (a) Finance and Budget Committee. The Finance and Budget Committee is responsible for all matters relating to the WCHC's fiscal responsibilities. This includes management of the WCHC's budget and funds in accordance with county government procedures. The committee's activities include the following:
  1. Determine when the county budget is prepared, and request, both personally and in writing, that the commissioners court provide funds for the work of the WCHC and present a detailed program of work to substantiate the request.
  2. Determine the total amount of WCHC expenditures for the year and prepare a budget for adoption at the May meeting.
  3. If necessary, raise private funds to supplement county appropriations. Ensure private funds are managed in accordance with county government regulations.
  4. Use the WCHC budget to guide expenditures made in carrying through the year's program of work. Make necessary reports to county officials.
- (b) Executive Committee. The Executive Committee generally is composed of WCHC officers and others assigned on the basis of demonstrated leadership ability. Activities of the committee might include the following:
  1. Act as a liaison between the WCHC and the Texas Historical Commission.
  2. Make interim decisions regarding WCHC work as might be provided for in the bylaws.
  3. Act as liaison between the WCHC and individuals or organizations seeking advice on, assistance with, support for, or sponsorship of preservation projects.
  4. Make visitation arrangements with neighboring county commissions to exchange ideas and programs and to work on joint projects.
- (c) History Appreciation Committee. The History Appreciation Committee is responsible for coordinating projects that seek to disseminate information about local history. Potential projects include the following:
  1. Conduct Texas and County History Appreciation programs.
  2. Work with schools and civic organizations in presenting programs on the county's history.

## BY-LAWS OF THE WEBB COUNTY HISTORICAL COMMISSION

3. Sponsor historical dedications, commemorations, and observances.
  4. Organize activities with Junior Historian chapters in the county.
- (d) **Publicity Committee.** The Publicity Committee is responsible for making sure that WCHC activities are well-publicized, so that citizens of the county are aware of the commission and its responsibilities in the field of preservation. This committee would be responsible for the following:
1. Publicize commission work through news media, speeches, and contacts with chambers of commerce, civic and study clubs, and tourist and history-related groups.
  2. Publish a newsletter; prepare articles and feature stories for local media; and cooperate in the research, preparation, publication, and distribution of maps, guides, and pamphlets.
- (e) **Research and Markers Committee.** The Research and Markers Committee is responsible for all matters related to Official Texas Historical Markers. This responsibility includes the following:
1. Survey subjects and sites for possible historical marking.
  2. Update landmarks list for county.
  3. Secure locations and obtain permission to erect markers.
- This committee might also be responsible for other official listing programs, such as the National Register of Historic Places and State Archeological Landmark designations.

Section 3: Special Committees. The Chairman of the WCHC may appoint a chairman and members of special committees which will serve to accomplish a specific goal or project. Such committees will be terminated at the completion of the goal or project, unless otherwise directed by the WCHC.

### ARTICLE VIII: AMENDING

These by-laws may be amended by a two-thirds vote of the qualified members present at any regular meeting, provided that the amendments were submitted, in writing, to the general membership at the previous regular meeting.

**BY-LAWS OF THE WEBB COUNTY HISTORICAL COMMISSION**

Adopted by the membership of the Webb County Historical Commission on April 2, 1979, and approved by the Webb County Commissioners Court on April 9, 1979. Amended on September 10, 1999, February 16, 2006, and April 17, 2008 by the membership of the Webb County Historical Commission.

Gail Moreno J  
Chairman

Felicia Espinosa  
Secretary

The signatures below signify the unanimous adoption of amendments to the By-Laws by the voting members present at the April 17, 2008 meeting of the Webb County Historical Commission.

Gail Moreno J.  
Chairman

Felicia Espinosa  
Secretary

Treasurer

Ann Marie Miller Hall

Stanley C. Green

Phyllis H. Hays  
Ronnie Hall

Margaret Arango  
Ch. Thompson

Betsy Hill

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