

Matthews Historic Preservation Advisory Committee

BYLAWS

ARTICLE I - NAME

The Matthews Historic Preservation Advisory Committee, hereinafter referred to as "HPAC".

ARTICLE II - MISSION STATEMENT

The mission of HPAC is to research, preserve, protect and promote the historic heritage of Matthews. HPAC will focus on the preservation of properties and artifacts, education of the community and partnerships with municipal and civic organizations, including the Matthews Historical Foundation and the Charlotte-Mecklenburg Historic Landmarks Commission, to advance the cause of historic preservation.

ARTICLE III - SCOPE OF WORK

HPAC will focus its activities on the following areas:

- (1) To research and analyze the viability of creating a local Downtown Historic District; including expanding the current overlay to create wider area boundaries that would clearly define where a Downtown Historic District would be and which historic properties should be included in this new, expanded designation.
- (2) To examine the potential of historic downtown Matthews as an economic catalyst for the Town.
- (3) To initiate discussions about creating a unified area to serve as an attractive historic downtown district to showcase Matthews' history of farming, railroads and mercantile.
- (4) To develop community education and public support for Matthews' history.
- (5) To research and catalogue historic properties that could be protected, preserved and adapted for reuse either by the Town, by commercial developers, or by private owners or investors.
- (6) To seek funding, either from public or private sources, to support historic preservation activities.

ARTICLE IV - MEMBERSHIP

Any member appointed to HPAC does not necessarily have to be a resident of the Town of Matthews. However, a majority of members should be town residents. HPAC shall be comprised of 12 members appointed by the Town Board of Commissioners, 3 of whom would be board members of the Matthews Historical Foundation. A Town staff member will serve as the Liaison to HPAC. Each citizen shall be appointed to a two-year term, and may serve an unlimited number of terms. If a vacancy shall occur then that open position can be filled by the Town Board of Commissioners, upon the recommendation of the HPAC Liaison and Chairperson.

ARTICLE V - CONFLICT OF INTEREST

In order to avoid the appearance of a conflict of interest, members of HPAC shall refrain from voting on issues that can have a direct and narrow fiduciary effect on an organization by whom they are employed or for whom they serve as director. Members of HPAC shall be prohibited from applying for, or receiving, grants from the Town as individuals.

ARTICLE VI - OFFICERS

HPAC shall elect a Chairperson, Vice-Chairperson, and a Secretary; the latter office need not be a member of HPAC.

ARTICLE VII - MEETINGS

In accordance with the North Carolina Open Meetings Law (General Statute 143-318.10), all meetings of HPAC will be open to the public. A quorum of seven (7) members shall be necessary to take any official action authorized or required by the ordinance. The Staff Liaison is considered a non-voting position.

ARTICLE VIII - ATTENDANCE

In order for HPAC to carry out its duties and responsibilities, it is necessary for all members to attend the meetings. Any member who shall fail to attend at least 75% of the regular and special meetings of HPAC, during any one-year period, may be removed. The Chairperson shall notify the Town Board of Commissioners of any member who shall so fail to attend. The vacancy can be filled, upon recommendation of the HPAC Staff Liaison and Chairperson, by the Town Board of Commissioners.

ARTICLE IX - ORDER OF BUSINESS

The Order of Business at meetings shall be:

- * Roll Call and Determination of Quorum
- * Approval of Minutes from Previous Meeting
- * Unfinished Business
- * New Business
- * Adjournment

Meeting agendas will be developed by the HPAC Chairperson and the Staff Liaison and distributed to members for review in advance of each scheduled meeting.

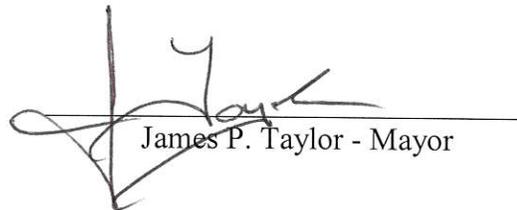
ARTICLE X - ADOPTION

These bylaws are adopted by a majority vote of the Mayor and Town Board of Commissioners. Amendments/revisions to these rules shall only be made by the Mayor and Town Board of Commissioners.

Amended/revised bylaws adopted this 14th day of May, 2012



Jill Pleimann, Town Clerk



James P. Taylor - Mayor