

Alamance County Historic Properties Commission

By-Laws and Meeting Procedures

Article I Meetings

Section 1.1 Purpose

The Alamance County Historic Properties Commission is charged with safeguarding the heritage of the county by preserving property that embodies important elements of its cultural, social, economic, and political, or architectural history.

The commission has these main functions:

- To make recommendations to the local governing board to designate selected properties as historic landmarks.
- To make recommendations to the local governing board to designate selected areas as historic districts.
- To review and act upon applications by property owners to make changes to locally-designated historic landmarks or properties in a locally-designated historic district, to ensure that inappropriate changes are not made.
- To educate the public about the county's history and the value of its preservation.
- To advise and assist the county government in preservation planning.

Section 1.2 Annual Meetings

The annual meeting of the Alamance County Historic Properties Commission shall be in January. At each annual meeting, the Commission shall elect members to the office of Chair and Vice-Chair. The Commission shall also adopt a meeting schedule for the entire year; including the meeting date of the annual meeting for the next calendar year.

Section 1.3 Regular Meetings

Regular meetings of the Alamance County Historic Properties Commission shall take place on the second Tuesday of each month. Meetings will be held at 6:00 PM at the Alamance County Office Building located at 124 W. Elm Street in Graham, North Carolina, in the Board of County Commissioners room.

Section 1.4 Special Meetings, Change of Meeting Date, Time, or Location

In the event that a special meeting of the Alamance County Historic Properties Commission is necessary, Commission members shall be notified, either verbally or in writing, no less than forty-eight (48) hours prior to the time of the meeting.

Notification of any change in meeting date, time, or location shall be done in accordance with applicable North Carolina General Statutes which regulate such notification. While not required by Statute, reasonable efforts should be made to post such changes on the County website.

Section 1.5 Quorum

No votes or official action may be taken at any Historic Properties Commission meeting without the presence of a quorum of members. A quorum shall consist of a majority of sitting members.

Section 1.6 Lack of Quorum

In the event that there is a lack of a quorum, the Chair shall adjourn the meeting. Unless otherwise directed by the Chair at the meeting, all agenda items shall be placed on the next regular meeting agenda.

Section 1.7 Order of Proceedings

All Historic Properties Commission meetings shall follow, in general, the following order of proceedings:

1. Call to order
2. Roll Call
3. Approval of Minutes
4. Public Comments
5. Old Business
6. New Business
7. Announcements
8. Adjournment

The Chair of the Historic Properties Commission may, at their discretion, make changes to the order of the agenda to accommodate the public.

Section 1.8 Public Comments

Anybody that attends a Historic Properties Commission meeting shall have the opportunity to make public comments on any agenda item. Prior to speaking, each person shall give their name and address for the minutes of the meeting. Time limitations may be placed on speakers, at the discretion of the Chair, based upon the number of those wishing to address the Commission.

Section 1.9 Disruptions

Disruptions or disruptive behavior during a Historic Properties Commission meeting shall not be tolerated. All disruptive behavior shall be enforced pursuant to N.C.G.S. 143-318.17 which states:

"A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor."

Section 1.10 General Rules of Procedure

All meetings shall follow the general guidelines for procedure:

1. All Historic Properties Commission members shall be recognized by the Chair prior to asking questions of Staff or citizens.
2. Staff shall direct all comments to the Chair and request recognition before addressing the Board on any issue.
3. Prior to opening the floor for discussion among the members of the Commission, the Chair may, at their discretion, solicit comments from the public.
4. Prior to taking any motions, the Chair shall open the floor for discussion among the members of the Commission.
5. No vote may be taken without a motion and a second. In the event that a motion fails to garner a second, the motion shall be considered dead and reported as such in the minutes of the meeting.
6. All votes shall require a simple majority to carry.

Article II Officers

Section 2.1 Officers

The officers of the Alamance County Historic Properties Commission shall consist of a Chair and a Vice-Chair, each of whom shall serve for a term of one year.

Section 2.2 Election of Officers

The officers of the Historic Properties Commission shall be elected for the ensuing year at the annual meeting of the Historic Properties Commission. Elections will be determined by a simple majority.

Section 2.3 Duties of Officers

The duties and powers of the officers of the Historic Properties Commission shall be as follows:

- a. Chair:
 1. To preside over the Commission at all meetings.
 2. To call special meetings in accordance with these By-Laws.
 3. To sign all official documents of the Historic Properties Commission.
- b. Vice-Chair:

1. During the absence, disability, or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

Section 2.4 Clerk to the Historic Properties Commission

The Planner shall serve as the Clerk to the Historic Properties Commission. The clerk shall be responsible for the following:

1. Preparing all agenda packets for the Historic Properties Commission.
2. Ensuring that accurate minutes of the meeting are taken and reported.
3. Maintaining an archive of agendas and minutes for public review.

Article III Voting and Conflicts of Interest

Section 3.1 Commissioner Preparation

Each Historic Properties Commission member will familiarize himself or herself with the applications under consideration.

Section 3.2 Conflicts of Interest

No Historic Properties Commission member may deliberate or vote on any matter in which they have a direct financial interest or may benefit from. In the event that a Commission member does have a conflict of interest, the Commission member shall request recusal from the Chair. Recusal must occur before deliberation of an agenda item begins. Once recused, the member may not take part in any discussion regarding the issue being considered.

Section 3.3 Voting

Each Historic Properties Commission member may cast one vote on any given item. A simple majority is necessary for any motion to carry.

Section 3.4 Decision Making

The COA review process carried out by the Historic Properties Commission requires judgment of each application based on the design guidelines as well as historical, archival, and archaeological information about the property.

Article IV Board Membership

Section 4.1 General

All Historic Properties Commission members shall be appointed by the Alamance County Board of Commissioners in accordance with the Alamance County Historic Properties Ordinance. The

Historic Properties Commission shall consist of at least eleven (11) members but no more than fifteen (15).

Section 4.2 Terms

In accordance with the Alamance County Historic Properties Commission Ordinance, Commission members shall serve three (3) year terms, with the opportunity for reappointment at the end of term.

Section 4.3 Requirements for Appointment

All members must reside in Alamance County, and on a parcel of land under the jurisdiction of the county's Historic Properties Commission. Applicants living within specific geographical boundaries that are governed by a separate historic properties commissions shall not be considered for appointment. The majority of members shall have demonstrated special interest, experience, or education in history, architecture, archaeology, or a related field.

Section 4.4 Recruitment

The Alamance County Historic Properties Commission may utilize a number of means to recruit new members to fill positions of members who resign. Such means should include advertisement on the County website and, if necessary, in the local newspaper.

Interested parties will be required to fill out a Commission Membership application, which includes a brief summary of their qualifications or special interest. Applications will be kept on file in the Planning Department for a period of two (2) years.

Section 4.5 Review of Applications

Applications for the Historic Properties Commission will be reviewed by the Planner to determine basic eligibility based on residency. If eligible, applications will be given to the Historic Properties Commission when a position becomes available for review at a regular meeting. The Historic Properties Commission will then make a formal recommendation of appointment to the Board of Commissioners.

Section 4.6 Meeting Attendance

All Historic Properties Commission members are expected to attend monthly Historic Properties Commission meetings. If a member has more than three (3) unexcused absences in a calendar year, the Chair of the Historic Properties Commission may request disciplinary action, including but not limited to removal from the Commission. A Commission member will be granted an excused absence if they inform planning staff at least twenty-four (24) hours prior to the meeting that they cannot attend. Any and all removals must be approved by the Alamance County Board of Commissioners.

Section 4.7 Vacancies Due to Resignation, Death, Disability, etc.

In the event that a Historic Properties Commission vacancy occurs due to resignation, death, disability, relocation out of the County, or any other reason other than normal expiration of term, the Planner shall immediately make the Clerk to the Board Commissioners aware of the vacancy. Attempts to fill the position shall begin with applications that are kept on file by the Clerk to the Historic Properties Commission. If a replacement cannot be found in applications that are kept on file, active recruitment shall begin pursuant to Section 4.4 of these By-Laws.

Should such a vacancy be the office of Chair, the Vice-Chair will become the Chair and a new Vice-Chair will be elected at the next regular meeting.

Article V Miscellaneous

Section 5.1 Communication to the Commission

All communications to the Commission, including applications, petitions, emails (when specifically directed to the Commission or appropriate for the Commission’s information, at the reasonable discretion of Staff), or other referrals, shall be directed to the Planning Department and shall thereafter be provided to the Commission.

Section 5.2 Board Requests

All requests for information (maps, ordinances, etc.) from the Planning Staff by a Historic Properties Commission member shall be directed to the Planner. Any response by the Planner shall be directed to the Historic Properties Commission as a whole.

Section 5.3 Amendments

The Historic Properties Commission may adopt, amend, repeal, or alter, in whole or in part, these By-Laws by a majority vote at any regular meeting, provided that any changes requested have been placed on the Commission’s regular meeting agenda.

Adopted by the Alamance County Historic Properties Commission on this the 13th day of January, 2026.

Chair

Attest, Planner