



# CASS COUNTY HISTORICAL COMMISSION

CASS COUNTY, MICHIGAN

## BYLAWS

AMMENDMENTS ADOPTED - MARCH 9, 2023

### ARTICLE I - NAME

The name of this commission shall be the CASS COUNTY HISTORICAL COMMISSION, hereafter referred to as the COMMISSION.

### ARTICLE II - OBJECTIVES

The objectives of this commission shall be:

1. To promote and foster an understanding and appreciation of Cass County and to identify the heritage of Cass County.
2. To interact with the local Historical Society, historic preservation departments and County departments in order to promote interest in and preserve Cass County's rich history and heritage.
3. Identify local preservation concerns.
4. To educate and encourage Cass County residents about the benefits and importance of preserving this history of Cass County for future generations.
5. To reprint or create materials illustrative of the history of Cass County and to distribute or sell same materials to the public.
6. Seek funding such as grants and endowments (501C3) in conjunction with the Cass County Historical Society.

### ARTICLE III - MEMBERSHIP

1. The Commission shall be composed of nine members with staggered three-year terms.
2. Members shall be appointed by the Cass County Board of Commissioners, as recommended by the Cass County Historical Commission.

3. A member's term shall end on June 30<sup>th</sup>, and begin on July 1<sup>st</sup>, of each third year.
4. Members are subject to compensation, as per the rules established by the Cass County Board of Commissioners. Members may decline compensation (in writing), with the understanding that unused funds will remain in the CCHC fund and may be redirected for other uses by the Cass County Historical Commission.
5. Members shall not miss more than three (3) consecutive regularly scheduled meetings. If a member becomes unable to attend meetings on a regular basis, he/she will inform the Historical Commission Board Chairperson; at which point the Board shall review the circumstances surrounding the absences.

If it is determined that the absences will be short-lived, and do not excessively limit the Board's ability to function, the Board may vote to accommodate the absences for an additional period of time. If the absences will be excessive, and/or it is determined that they will limit the Board's ability to function, the Board may decide that replacement is in order, and shall direct the Chair to begin a candidate search.

6. Vacancies on the Board shall be appointed by the Cass County Board of Commissioners as recommended by the Cass County Historical Commission.
7. The Commission shall be responsible for the inventory and sales of publications.

#### **ARTICLE IV - MEETINGS**

1. Dates - Meetings shall be held on the second Thursday of each month.
2. Time - Meeting times shall be established on an annual basis, but are subject to change as deemed necessary by the Historical Commission. Dates and times shall be publicly posted as required by the Open Meetings Act.
3. Quorum - Five members shall constitute a quorum. Motions shall require a majority vote of the members present.
4. Annual Meeting - An Annual Meeting shall be held in August. Officers shall be elected at this meeting.

#### **ARTICLE V - Officers**

1. Terms - officers shall be elected for one-year terms, but may be re-elected for successive terms. Terms shall begin at the first meeting after the Annual Meeting.

2. Titles - Officers elected shall be Chairperson, Vice Chairperson, and Secretary/Treasurer.

3. Duties of Officers -

A. Chairperson -

- a. The Chairperson shall preside at all meetings using parliamentary procedures as described in Robert's Rules of Order, and shall perform all duties ordinarily incident to the office. These shall include appointment of committees and recommendations of such actions as he/she deems proper.
- b. The Chairperson shall be an ex-officio member of all committees, and shall represent the Commission at meetings of the County Board of Commissioners to present an annual report, and when otherwise requested to do so.
- c. The Chairperson will prepare an Annual Budget request and submit it to the Cass County Board of Commissioners.

B. Vice Chairperson

- a. The Vice Chairperson shall act in the capacity of the Chairperson in his/her absence - including all duties typically assigned to the Chairperson. These duties include, but are not limited to generation of agendas, chairing of all meetings, and corresponding on behalf of the Board. While the Chair is present, the Vice Chair shall assist the Chairperson in the performance of his/her duties.

C. Secretary/Treasurer

- a. The Secretary/Treasurer shall prepare and keep minutes of the Commission.
- b. He/She shall assemble and maintain records of Historical Commission financial activity as provided by the County Finance Director - including but not limited to records of all monies budgeted by the Board of Commissioners, monies collected and deposited from sales and/or donations, and expenditures made on behalf of the Cass County Historical Commission.

## **Article VII - Offices**

1. The Commission will maintain an office in the Cass County Building, 120 N. Broadway, Cassopolis, Michigan.

2. Such office shall provide a physical place of contact for members of the public to communicate and interact with the Commission.
3. At the discretion of the Historical Commission, Commission's collections, publications, and records may be housed in varying quantities (as determined by the CCHC) at the County Building, as well as other approved locations - in order to support easy access and dissemination.

### **Article VII - Amendments**

1. These bylaws shall be adopted, amended, or rescinded by a 2/3 majority vote of the members present having voted at any duly called meeting of the membership at which a quorum is present.
2. Correction of typographical and/or grammatical errors (assuming no change in meaning or intent) shall not require a vote of the Board. However, such changes shall be brought to the attention of the Board at the next scheduled meeting.
3. Notice of any proposed changes in the Bylaws shall be distributed to the members at least seven (7) days prior to voting.

Last Adopted - November 2018  
Amendments Adopted - March 9, 2023