

Historical Commission Bylaws

A. AUTHORITY

1. The Historical Commission shall have the following powers and duties as delegated by the Board of Selectmen:
 - a. The Historical Commission shall help coordinate historical activities relating to the Town of Lanesborough, including buildings and documents in the Town of Lanesborough.
 - b. The Historical Commission shall advise the Board of Selectmen on all matters relating to historical issues in the Town of Lanesborough.
 - c. Any funds raised by the Historical Commission to additionally support its function shall be properly accounted for and reported to the Town Accountant, as shall expenditures from the funds.
 - d. Additional ad hoc powers and duties may be requested by the Board of Selectmen and will be delegated in writing by the Board of Selectmen.

B. MEMBERSHIP

1. The Historical Commission shall consist of five (5) members appointed for three (3) year staggered terms.
2. The Historical Commission shall elect a Chairperson and Secretary at the first meeting held after the Annual Town Election. The officers shall serve until the next Annual Town Election.
3. Chairperson: The Chairperson shall preside at all Historical Commission meetings. The Chairperson shall have the responsibility of posting notices of meetings as required by law. In the absence of the Chairperson, the Historical Commission shall appoint an acting Chairperson. The Chairperson shall call for a vote on all motions that have been proposed and seconded. The Chairperson shall submit a summary report for inclusion in the Annual Town Report.
4. Secretary: The Secretary shall keep the Historical Commission's records of attendance, meeting Minutes, agendas and motions. The Secretary shall also process all correspondence required by the Historical Commission and will file meeting Minutes with the Town Clerk after Historical Commission approval. The Secretary will also maintain any necessary files and records of the Historical Commission.
5. When a member voluntarily vacates his/her position in the Historical Commission, the following procedures shall be followed:
 - a. The Historical Commission will make it known to the community and the Town Manager that a vacancy exists and thereby solicit interested parties.
 - b. A new member may be recommended by the remaining members of the Historical Commission and brought before the Board of Selectmen for an interview.
 - c. Should a Historical Commission member miss more than six (6) absences within a consecutive 12 month period without cause, the Historical Commission Chair shall notify the Town Clerk, who shall mail a notice to the Historical Commission member stating that said member is considered to have vacated the position.

C. MEETINGS

1. The Historical Commission shall meet monthly or as needed. Meetings shall be run according to parliamentary rules of order. Additional meetings as required shall be scheduled by the Chairperson.
2. The Historical Commission shall give notice of any meeting for posting by the Town Clerk at least 48 Town Hall working hours prior to said meeting. All Historical Commission members will be individually notified by email or phone, also 48 hours prior to said meeting by the Chairperson.
3. All meetings of the Historical Commission shall follow Open Meeting laws.
4. The presence of three (3) members shall constitute a quorum. Endorsement of a motion requires a vote of at least three (3) members.