

# **NEW JERSEY HISTORIC SITES COUNCIL**

## **PREAMBLE**

We, the members of the New Jersey Historic Sites Council, created pursuant to Chapter 124 of the Session Laws of 1967 (as amended by Chapter 268, 1970, and Chapter 562, 1984) do hereby adopt the following:

## **BY-LAWS**

### **Article I**

The membership and terms of office are as prescribed in Section 1 of Chapter 124 of the Session Laws of 1967. The Council will suggest the resignation of any member who fails to attend three regularly scheduled, consecutive meetings.

### **Article II**

#### **Purpose**

The purpose of the Council is to advise on historic preservation matters in accordance with Section 3 of Chapter 124 of the Session Laws of 1967 and Chapter 268 of the Sessions Laws of 1970. The Council is to advise the Commissioner of the Department of Environmental Protection, the Director of the Division of Parks and Forestry, and others on:

- a. The acquisition, development, use, improvement and extension of historic sites, including archaeological sites.
- b. The development of a broad historic sites preservation program on a State-wide and local basis.
- c. The identification, authentication, protection, preservation, conservation, restoration, and management of all historic sites within the State.
- d. The establishment of criteria for entering areas, sites, structures and objects into the New Jersey Register of Historic Places.
- e. Projects which will encroach upon, damage, or destroy any area, site, structure or object included in the New Jersey Register of Historic Places.

Approved October 19, 2006

## **Article III**

### **Meetings**

1. Council meetings will be regularly scheduled and will not be fewer than six meetings during the year, including the annual re-organization meeting.
2. Members who cannot attend the meeting in-person may participate by conference call and/or other means of electronic communication.
3. Special meetings may be called by the Chair for such purpose as site visitations. All members will be notified, by the Chair of special meetings at least five days in advance.
4. Meetings will be held at such places as from time to time may be designated by the Council or determined by the Chair.
5. The order of business of regular meetings will be:
  - Public Notice
  - Roll Call
  - Minutes of Previous Meeting
  - Communications
  - Reports of Officers
  - Report of Standing Committee
  - Report of Special Committees/Liaisons
  - Report of Administrative Office
  - Unfinished Business
  - New Business
  - Adjournment
6. The rules contained in Robert's Rules of Order shall govern the Council in all cases where they are applicable, and in which they are not inconsistent with the by-laws or the special rules of order of this Council.
7. In formulating advice to the Department, the Council shall apply the criteria as set forth in N.J.A.C. 7:4-7.4

## **Article IV**

### **Officers and Committees**

1. The Chair of the Council shall be elected annually for a term of one year. The Vice Chair of the Council shall be elected annually, serving a term of one year.
2. A Secretary shall be appointed as prescribed in Section 1 of Chapter 124 of the Sessions Laws of 1967. The Secretary may not be a member of this Board.
3. All Committees and liaisons will be appointed by the Chair as needed to perform the following functions:
  - a. Encroachments Committee: to advise staff on difficult encroachment applications, to make site visits, and to make recommendations to the Council. Members will be appointed based upon geographic regions of the state and upon area of expertise required.
  - b. Sites Committee: to study, develop, and evaluate methods and procedures for restoration, management and maintenance of state-owned historic sites with proposals to the Council to be furnished for guidance and assistance of departments, organizations and individuals concerned as more fully described in Article II above, paragraphs a to c.
  - c. Nominating Committee: to solicit candidates to be considered for elections as officers; prepare report for full Council consideration in time for the first regularly scheduled meeting in the new year. Committee to be appointed by Chair at the last regularly scheduled meeting of the calendar year.
  - d. Special Projects Liaison(s): to assist the administrative staff in the selection of annual historic preservation awards; selection of certified local

- government annual grant awards; and annual conference planning or any other as may become identified.
- e. Legislative Liaison: to follow and make recommendations on pending legislation dealing with historic preservation; to initiate and pursue proposals for legislation; to work with staff on the revision of State Register rules and regulations.
  - f. Other: as may be deemed necessary by the Chair.
4. Membership of committees will not be restricted to Council members but may include other persons known for their competence and experience in matters relevant to the work and responsibilities of the Council. Such members shall be appointed by the Chair with approval of the Council.

## **Article V**

### **Duties of the Chair**

The Chair will preside at all meetings of the Council and exercise supervision over its affairs. The chair shall also:

1. Act as liaison between the Council and the administrative staff of the Historic Preservation Office, NJ Department of Environmental Protection.
2. Represent the Council at various functions and meetings as may be necessary.
3. Appoint members of committees, sub-committees and/or designate liaisons as deemed necessary. He/she will designate Chairs of committees or sub-committees.
4. Notify the Department of any member who has failed to attend three regularly scheduled, consecutive meetings and request a replacement.
5. Generate and respond to correspondence as may be required.

## **Article VI**

### **Duties of the Vice Chair**

In the absence of the Chair, the Vice Chair shall assume his/her duties.

## **Article VII**

### **Secretary**

The Secretary shall keep the minutes of the Council meetings and shall mail them to each member at least one week in advance of the succeeding meeting. The Secretary shall notify each member of encroachment applications at least one week in advance of the meeting at which such applications are to be considered. The Secretary shall attend to the service of all meeting notices and shall keep a record of the terms of office of each member. The Secretary shall report at each meeting on the disposition of encroachment applications and shall perform such other duties as may be required by the Council.

## **Article VIII**

### **Council Year**

The Council will follow a fiscal year of July 1 through June 30 and will hold its Annual Meeting and election and organization at its first regularly scheduled meeting of the new year.

## **Article IX**

### **Amendment of By-Laws**

These By-Laws may be amended by majority vote of the Council, notice of the substance of the proposed amendment having been given not less than 30 days previously in writing to the members.

March 1981, Amended: March 1983, January 1988, January 1989, October 2006; June 2019