



HISTORIC RESOURCES BOARD

BY-LAWS

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Article 1. Creation and Authority

The Manassas Historical Committee was established by a resolution adopted by the Manassas City Council on August 27, 1973, and reestablished with an expanded mission by Council Resolution R-90-48 on June 11, 1990. The Committee was reconstituted as the Manassas Historic Resources Board (“HRB” or “Board”) by Resolution R-99-154, adopted by the City Council on June 14, 1999. It is an advisory body pursuant to Virginia Code § 15.2-1411 and subject to City of Manassas Code § 2-301 and City Council Policies related to advisory bodies.

Article 2. Location

The principal office of the Board shall be located at Manassas City Hall, 9027 Center Street, Manassas, Virginia.

Article 3. Purpose

The purposes of the Board are as follows:

1. To advise the City Council as appropriate on matters of historical interest to the City. These include, but are not limited to, historic preservation, educational and cultural programs, and tourism promotion.
2. To act as an advisory board to The Manassas Museum System. In this capacity, the Board shall formulate policy recommendations for approval by the City Council. These include, but are not limited to, strategic planning, admission and other policies, business planning, programming, and the accession/de-accession of artifacts.
3. To work in cooperation with such community organizations as the City of Manassas Architectural Review Board, Historic Manassas, Inc., Manassas Business Council, Manassas Museum Associates, Old Town Business Association, and other groups for the general benefit of the citizens of Manassas.
4. To foster wider awareness of the City’s historic legacy and promote responsible stewardship of historic resources both public and private.
5. To consider and comment on other matters of general community interest as requested by the City Council and, or other organizations or groups as listed above.

Article 4. Membership

Section 4-1. Appointment and Tenure

Membership shall consist of nine (9) voting members and two (2) alternate members. The Council of the City of Manassas appoints all 11 (eleven) members of the Board, who serve at the pleasure of Council. Persons eligible for appointment to the Board include citizens of the City of Manassas and Prince William County, Virginia. At least two-thirds of the Board membership (six members) should be City residents. Members serve four (4) years and may seek reappointment upon the conclusion of any term. Terms of office shall begin on July 1.

Section 4-2. Attendance

Pursuant to Section 2-301 (b) of the Manassas City Code of Ordinances: If any member of a board, commission, committee or authority shall be absent from three regular meetings consecutively, except under emergency circumstances approved by the City Council or shall be absent from 50 percent of the meetings held during any six-month period for any reason, that member's seat may be deemed vacant by resolution of the City Council, and there upon the unexpired term shall be filled according to law.

Section 4-3. Honorary Membership

The Board may recommend to the City Council persons for appointment as Honorary Members of the Board. Such members shall not be voting members nor constitute a body for quorum purposes. Such membership shall be in recognition of past service to the City on matters of historical interest to the City and may include deceased members in memoriam.

Section 4-4. Staff

City staff shall be assigned by the City Manager to provide administrative and technical support, including agenda preparation and taking of minutes at meetings.

Section 4-5. Council Liaison

A Member of the City Council shall act as a liaison to the Board. The Council Liaison shall be appointed by the Mayor and shall serve in an ex officio non-voting capacity.

Article 5. Meetings

Section 5-1. Number

The Board shall hold at least six (6) monthly meetings each year. Notice of all regular meetings shall be given to each member at least five (5) days prior to the date of such meeting. The Chair, upon notice to each member, may call special meetings.

Section 5-2. Quorum

The majority of members then serving on the board (not counting honorary members, alternate members or the council liaison) shall constitute a quorum.

Section 5-3. Participation by Remote Electronic Communication

The following policy is established pursuant to Virginia Code §2.2-3708.2 to allow members of the City of Manassas Architectural Review Board to participate in a meeting through electronic communication means from a remote location that is not open to the public, subject to the conditions and requirements of this Section. The following provisions shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

- A. On or before the day of a meeting, the member who wishes to participate through electronic means must notify the Chair, or in the Chair's absence the member who will chair the meeting, that the member is unable to attend the meeting due to (1) a temporary or permanent disability or other medical condition that prevents the member's physical attendance; or (2) a personal matter, and identifies with specificity the nature of the personal matter. Remote electronic participation by a member because of a personal matter is limited each calendar year to two meetings.
- B. Following receipt of notification as required by subsection (A), remote participation by electronic communication is authorized if (1) a quorum of the Board is physically assembled at one primary or central meeting location; and (2) the Board arranges for the voice of the remote participant to be heard by all persons at the primary or central meeting location.
- C. At the start of the meeting the Chair, or other presiding officer, shall advise the Board of the member's request for participation by remote electronic communication. If the conditions and requirements of this Policy have been met, the Board shall approve the member's request by majority vote. If participation by a member through electronic communication means is approved, the Clerk shall record in the minutes of the meeting the remote location from which the member participated. If participation is approved because of the member's temporary or permanent disability or other medical condition, the Clerk shall also include in the minutes of

the meeting the fact that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition that prevented the member's physical attendance. If participation is approved due to a member's personal matter, the Clerk shall also include in the minutes of the meeting the specific nature of the personal matter cited by the member.

- D. If a member's participation from a remote location is disapproved because such participation would violate this Policy, such disapproval shall be recorded in the minutes with specificity.

Section 5-4. Order of Business

Unless the Board has adopted a different order of business after notice to the membership, the order of business shall be as follows:

1. Roll Call
2. Approval of Minutes
3. Announcements and Special Reports
4. Museum System Report
5. Committee Reports
6. Old Business
7. New Business
8. Adjournment

Section 5-5. Parliamentary Procedure

Meetings of the Board shall be conducted in accordance with Robert's Rules of Order Newly Revised, current edition.

Article 6. Officers

Section 6-1. Officers

Officers of the Board shall be a Chairperson and a Vice-Chair, who shall at all times are members of the Board and such other officers as the Board may from time-to-time create by Resolution.

Section 6-2. Term

The Board shall elect officers and each shall hold office for one (1) year unless he or she shall sooner resign or be removed or otherwise disqualified to serve. Officers are eligible for re-election.

Section 6-3. Time for Elections

Election of officers shall take place at the first meeting of the Board following the first day of the City of Manassas fiscal year.

Section 6-4. Resignation/Removal

Any officer may resign at any time by giving written notice to the Board and City Council. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein. The acceptance of such resignation shall not be necessary to make it effective.

Section 6-5. Vacancies

A vacancy in any office may be filled by appointment through a majority vote of the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he or she replaces. If both the Chair's and the Vice Chair's offices are vacant, then the Council Liaison shall serve as President pro tem for the purposes of conducting elections, and in the absence of the Council Liaison the Museum Director shall serve as President pro tem for purposes of conducting elections.

Section 6-6. Multiple Offices

No person shall simultaneously hold more than one Board office, except as a temporary measure until a vacant office is filled permanently by majority vote of the Board.

Section 6-7. Duties

The duties of the officers are as follows:

- (a) Chairperson or Chair. The Chair shall preside over all meetings, exercise general supervision over all affairs of the Board, and see that orders and resolutions of the Board and directives of the City Council are carried out.
- (b) Vice-Chairperson or Vice-Chair. The Vice-Chair shall act in the place and stead of the Chair in the event of the latter's inability or refusal to act, and shall exercise and discharge such other duties as may be required of him or her by the Board or City Council. In the absence of both the Chair and the Vice-Chair, the Board shall elect a President pro tem who may be either a member or a liaison.

Article 7. Committees

The Board shall appoint such Standing and Ad-Hoc Committees as deemed appropriate in carrying out its purpose. Standing Committees shall include:

1. Strategic Planning Committee. Duties: Prepare, monitor, and update the Museum System Strategic Plan and the Business Plan.
2. Collections Committee. Duties: Review and approve artifact acquisitions and de accessions and make recommendations to the Board. Address collections management issues.

The Board Chair will appoint all standing and ad hoc committee chairs as needed to include the designation of a committee of the whole. Committee recommendations will be presented to the full Board for discussion and appropriate action.

Article 8. Records and Official Papers

The records and official papers of the Board shall at all times, during reasonable business hours, be subject to inspection by any Board member, City Council or members thereof, or members of the general public pursuant to the Virginia Freedom of Information Act. The records and papers of the Board shall be retained and disposed of in accordance with the Virginia Public Records Act.

Article 9. Amendments

These By-Laws may be amended at a regular or special meeting of the Board by a majority vote, a quorum being present, and such amendment shall become effective upon approval by the City Council.