

BYLAWS AND PROCEDURES

Zachary Historic Village Advisory Board

ARTICLE I: Name

Section 1: The name of this organization will be ZACHARY HISTORIC VILLAGE ADVISORY BOARD. ("The Board") (Zachary Historic Village may also be referred to as ZHV, or The Village.

ARTICLE II: Purpose

Section 1: The purpose of this Board shall be to act in an advisory capacity to the Mayor and Council and to the staff of the Museum; to act as Ambassadors to the citizenship, the educational community, and among Museum peer groups.

Section 2: The Board shall also participate in the development, facilitation and implementation of policy, goals and objectives, and in the planning and development of ways and means to provide necessary funding to accomplish goals and objectives.

ARTICLE III: Membership

Section 1: The Board shall consist of nine members appointed by the Mayor, with concurrence of the council as follows:

- The Mayor shall recommend two members.
- Each Council Member shall recommend one member from their district.
- Executive Director of the Zachary Historic Village.
- Executive Director recommendation of one member.

Section 2: Appointees will serve a term of four-years. Successive terms are permitted at the discretion of the Mayor and Council.

Section 3: The Director of the Zachary Historic Village shall be a voting member of the Board. Other ZHV Staff members may attend meetings and participate in discussion with no power to vote.

ARTICLE IV: Attendance

Section 1: The missing of two consecutive regular meetings of the Board, or four non-consecutive meetings shall be cause for attendance review by the Executive Committee of the Board (comprised of the officers and the Board). The Mayor and Council, upon recommendation from the Board, may have the option to require a statement of commitment and/or intention from the member in question.

ARTICLE V: Officers

Section 1: Officers of the Board shall consist of a Chairman, Vice Chairman, Secretary and Funding Officer, to be elected annually at the January meeting to serve one year each. The Officers shall constitute the executive committee of the Board. Consecutive terms are permitted at the discretion of the Board.

Section 2: Officers shall begin their terms of office immediately following the close of the meeting at which they are elected.

Section 3: Except for the initial meeting of the new Board, a nominee for the office of Chairman shall have served at least one year on the Board before being eligible to serve.

Section 4: Resignation of an officer shall be in writing and presented at a regular meeting of the Board.

Section 5: Vacancy in the office of the Chairman shall be filled for the unexpired term by the automatic advancement of the Vice Chairman.

Section 6: Vacancies in other offices shall be filled by the Board at a special election at the next regular meeting after the vacancy occurs.

ARTICLE VI: Meetings

- Section 1: The Chairman shall preside at all meetings of the Board. In the Chairman's absence, the Vice Chairman and the Secretary shall preside in descending order.
- Section 2: Meetings shall be held at a frequency, and at a time and place decided by the Board. The Board shall hold at least one regular meeting per year. Changes in meeting time or place shall be posted on the front door of the meeting place at least 24 hours prior to the meeting. All discussion and action shall be limited to those items indicated on the agenda of the meeting.
- Section 3: A special meeting may be called by the Chairman at any time with 24 hours posted notice to all members. All special meeting notices shall include the agenda items to be discussed and all discussion and action shall be limited to those items indicated on the agenda of the special meeting.
- Section 4: A majority of current members on roll shall constitute a quorum.

ARTICLE VII: Function

- Section 1: The following shall be the functions of the Zachary Historic Village Advisory Board;
- To hold regular meetings at the appointed place and time.
 - To make recommendations to the Mayor and Council Concerning museum policies, operation, programs and activities.
 - To participate in the setting of policy, goals, objectives and procedures for the operation of Zachary Historic Village.
 - To make recommendations to the Mayor, Council and Museum Staff regarding the general policies and operation of the museum, taking into account such considerations as the budget and staff limitation.

Section 2: The Director of the Museum shall operate and administrate the museum in accordance with the job description on file in the personnel office of the City of Zachary.

ARTICLE VIII: Purchasing Procedures

Section 1: The Director shall present a financial report monthly to the Board, showing budget and expenditures of the preceding period as Requested by The Board.

ARTICLE IX: Standing and Special Committees

Section 1: The standing committees of the Board shall be:

- Bylaws and Procedures: To make recommendations regarding the bylaws; to review and supervise the administration of the bylaws; and act as parliamentary authority for the conduct of meetings.
- Collections Management: Acquisition and de-accessioning of objections in and for the Collections; to recommend regarding the preservation, conservation, care and keeping of collections.
- Funding and Finance: To research and develop ways and means to assist in funding of museum programs and projects.
- Facility Management: To recommend regarding the use, maintenance and governance of the facilities and grounds belonging to and falling under the general administration of the Museum.
- Long Range Planning and Goals: To aid in setting of long-term goals and programs; to recommend regarding facility management and use as it relates to budget capital outlay planning.
- Programs and Projects: To recommend and assist in formulation of programs, presentations and themes; to recommend relating to interpretation of owned collections.

- Public Relations: To recommend in the area of community relations. Marketing, maps, brochures.
- Volunteers and Personnel: To recommended to Mayor and Council regarding Staff and Volunteers.

ARTICLE X: Amendments

Section 1: These bylaws maybe amended by a two-thirds vote of the entire appointed membership at a regular meeting of the board upon notice to the Mayor with consent of the City Council. Copies of the proposed amendment shall have been submitted to members of the Board at least one regular meeting prior to voting.