

The Lewes African American Heritage Commission
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The Mayor and City Council appointed the Lewes African American Heritage Commission on January 13, 2020.

Article I. Membership

- A. The African American Commission also known as the (LAAHC) shall consist of not fewer than five (5) or more than nine (9) members appointed by the Mayor, subject to confirmation by a majority vote of the elected members of the City Council.
- B. Initial voting members of the commission shall serve as follows: three members will serve 3 years, two members will serve (2) years, and two members will serve (1) year terms. Terms subsequent to the initial terms shall be three (3) years Ex-Officio members will serving one year and will be appointed each year.
- C. Members of the commission may be reappointed by the Mayor and City council for additional terms
- D. All members of the LAAHC shall serve without compensation, but may be reimbursed for actual expenses incurred in connection with their official duties
- E. Vacancies in the LAAHC occurring other than by term expiration shall be filled for the unexpired term by appointment by the Mayor, subject to confirmation by a majority of the elected members of the City Council.

Article II. Attendance

- A. Each member of the LAAHC shall attend regularly scheduled meetings or notify the Chair or Secretary at the earliest opportunity and in any event, prior to 4:00 p.m. on the day of the meeting.
- B. A quorum shall be a majority of the voting members currently appointed to the Commission.
- C. The Chair shall discuss the failure of any member to attend three (3) consecutive unexcused meetings with the member and may be asked to vacate the commission by a majority vote as unable to fulfill their obligation to the LAAHC.

Article III. Officers

- A. The officers of the LAAHC shall consist of a Chair, Vice Chair, and Secretary.
- B. Duties of Planning Commission Officers:

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- a. Chair
 - i. Preside at all meetings of the LAAHC.
 - ii. Call special meetings as necessary
 - iii. Verify that all actions of the Commission are executed
- b. Vice Chair
 - i. Act for the Chair in his or her absence or disability
- c. Secretary
 - i. Keep the records of all meetings of the Commission
 - ii. Maintain and keep all records, receipts, disbursements and correspondence of the Commission
 - iii. Sign documents of the Commission under the direction of the Chair
 - iv. Act as Chair in the absence of both the Chair and Vice Chair

Article IV. Election of Officers

- A. An annual organizational meeting shall be held at the first regularly scheduled meeting in January of each year.
- B. At the annual organizational meeting, nominations shall be made, and officers shall be elected as specified in Article III, Section A.
- C. The candidates receiving the majority vote of a quorum of the LAAHC shall be declared elected and shall serve for one (1) year. Candidates may be elected to serve consecutive years.
- D. The Vice Chair shall automatically succeed the Chair if he or she vacates the office before the completion of the term of offices. A new Vice Chair shall be elected at the next regularly scheduled meeting of the LAAHC.

Article V. Meetings

- A. LAACH shall be held on the third Thursday of the month at 6:00 pm or at a time to be determined in the Lewes Chambers or other designated location. Public notice shall be posted in accordance with the Delaware information of Freedom Act. In the event of a conflict with holidays, or other official town business, the meeting shall be rescheduled, and appropriate public notice shall be made.
- B. Special meetings may be called by the Chair. It shall be the duty of the chair to call a special meeting when requested by the majority of the Commission. The Secretary shall notify all members of the Commission; likewise, appropriate public notice shall be provided.

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- a. Committees and Ad Hoc Committees
 - i. All Committees including but not limited to Ad Hoc's shall be appointed by the Chair
 - ii. Committees and Ad Hocs shall be assigned specific missions, duties or tasks
 - iii. Committees and Ad Hoc's shall report updates to the LAAHC at a regular scheduled meetings
 - iv. A member of the LAACH shall be assigned to oversee the activities of each Committee or Ad Hoc
 - v. Committees and Ad Hocs may be discharged after completion of assigned
 - vi. All meetings or portions of meetings, excluding executive sessions, of each Committee or Ad Hoc shall be open to the public

- C. All meetings or portions of meetings, excluding executive sessions, of the LAACH shall be open to the public.

- D. An agenda item shall be submitted to the City Manager's Office at least two (2) weeks in advance of the regularly scheduled meeting of the Commission

- E. Meeting minutes shall be stored and maintained at City Hall

Article VI. Procedures at Meetings

- A. Approval of previous LAACH minutes

- B. Agenda Items
 - a. Presentation / Comments if applicable
 - b. LAACH may ask questions regarding topic
 - c. LAACH may take comments / questions from the public
 - d. The LAACH may discuss, take action, or both, defer or table.

- C. Adjournment

Article VII. Consideration of Agenda Items

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- A. LAACH may motion that an agenda item to either be approved, denied, or tabled
- B. Voting shall be by majority. If a roll call is requested, the Chair will vote last.
- C. All members of the LAACH except ex-officio members are entitled to vote

Article VIII. Bylaws

- A. These bylaws may be amended at any meeting of the LAACH by a majority of all members of the Commission providing that notice of said proposed changes, amendments or additions be given to each member in writing at least 10 days prior to said meeting and appropriated public notice is made.
- B. These bylaws shall be reviewed by LAACH minimally annually in January or as needed for necessary updates or changes.
- C. Any changes, amendments or additions to the bylaws shall be submitted to the Mayor and City Council for review and approval
- D. If any portion of these bylaws shall be held to be invalid, such holding shall not in any way invalidate the remaining provisions of these bylaws.

The undersigned acknowledges that these bylaws have been reviewed and amended according to Article XXXXXXXXXX ?? and as approved by a majority vote of all members of the LAACH at the regularly scheduled meeting held on XX / XX / XXXX, as approved by the Mayor & City Council at their XX / XX / XXXX meeting