

Replaces Ordinance of Dec 15, 1993

Revised January 20, 2010

Commissioner Keefe moved the approval of the following resolution.
Seconded by Commissioner Clarke.

**ORDINANCE
OF THE
COUNTY OF EATON, MICHIGAN**

An Ordinance to create a Historical Commission, provide for its appointment and prescribe its functions pursuant to Act 213 of the Public Acts of 1959, MCL 399.171, et seq. as amended.

The Eaton County Board of Commissioners ordains to:

1. Create the Eaton County Historical Commission (hereinafter called "the Commission") consisting of nine (9) members to be appointed by the Chairman of the Board of County Commissioners and approved by the Board of County Commissioners (hereinafter called: "the Board"); vacancies shall be filled in the same manner for the unexpired term. Such terms shall be for a three year period.
2. In making appointments, the Chairman of the Board shall endeavor to secure representative persons who have demonstrated their interest in the County's history and their ability to render valuable services in historical and civic matters. Members of the Board may be appointed to the Commission.
3. The Commission shall have the following functions, powers and duties:
 - a. To study and advise the Board with respect to all matters pertaining to history, to act as liaison on historical matters between the Board and other organizations and persons, to keep a record of its proceedings and actions, and to report to the Board in writing at least annually its activities and recommendations.
 - b. To develop, promote, conduct and participate in historical projects, programs, activities and services.
 - c. To perform such duties pertaining to historical matters as the Board by resolution may prescribe.
 - d. To accept, hold, control, administer and disburse property and money for historical purposes in the name of the County, subject to the approval of the Board.
 - e. To negotiate and enter into or recommend contracts pertaining to historical purposes in the name of the County, subject to the approval of the Board.

f. Adopt by-laws which shall be approved by the Board and shall include but are not limited to the following:

- 1) All Commission meeting shall comply with the Open Meeting Act PA267 of 1976, as amended and the Freedom of Information Act PA442 of 1976, as amended.
 - 2) The Commission shall elect a President, Vice President, Secretary and Treasurer each year at its first meeting following the appointment of members.
 - 3) A majority of the members appointed and serving shall constitute a quorum for the transaction of business.
 - 4) The Commission may establish standing and special committees, to be appointed by the President subject to the approval of the Commission.
 - 5) Robert's Rules of Order, newly revised, shall govern the Commission's proceedings, except as otherwise prescribed by law, by County Ordinance or by the Commission's by-laws.
 - 6) These by-laws may be amended by a majority of the members of the Commission, appointed and serving. Such amendments must be approved by the Board.
4. If any section, sentence, clause or application of this Ordinance is held void by a court of competent jurisdiction, the remainder of the Ordinance and its other applications shall not be affected thereby.
5. This Ordinance supersedes and repeals previous Ordinances creating the Eaton County Historical Commission adopted on March 16, 1977, March 15, 1988 and December 15, 1993.

At the regular meeting of the Eaton County Board of Commissioners on January 20, 2010 the above Ordinance was adopted. Carried.



M. Frances Fuller
Clerk of the Board of Commissioners

By-Laws
Eaton County Historical Commission

Purpose: Commissioners of the Eaton County Historical Commission shall promote, preserve and record Eaton County History.

Membership: The Commission shall consist of nine (9) members and shall include eight (8) residents of Eaton County and I County Commissioner, as provided by ordinance of the Eaton County Board of Commissioners.

Officers and Their Duties: The Eaton County Historical Commissioners shall elect a Chairperson, Vice Chairperson and a Treasurer yearly at the September meeting. The secretary for Courthouse Square Association will serve as secretary to the Historical Commission. The Chairperson shall conduct the meetings, appoint committees and direct the activities of the Historical Commission. The Chairperson shall prepare an annual budget for approval by the Historical Commission at the January meeting.

The Secretary shall maintain minutes of the meetings and maintain a file of these minutes at the county seat for public inspection. He/she shall conduct correspondence as directed by the Historical Commission.

Any vacancy occurring in the officers shall be filled at the next regular meeting.

Meetings: The Eaton County Historical Commission shall meet the first Tuesday of each alternating month, starting in January, at 7:30 p.m. There will be six (6) meetings a year (January, March, May, July, September and November). The Eaton County Historical Commission shall meet in the 1885 Courthouse in Charlotte, Michigan and can meet at alternate locations if so designated by the Chairperson. Special meetings may be called by the Chairperson or two Commissioners. Meetings shall be conducted according to Roberts Rules of Order, revised.

Quorum: Five (5) members of the Commission shall constitute a quorum.

Vacancies: In the event a vacancy arises on the Historical Commission, the Commission shall make recommendations to the Eaton County Board of Commissioners that an interim appointment be made. A vacancy shall be filled any time a Commissioner resigns or otherwise leave the Commission.

Duties and Powers of Commissioners: The Historical Commission shall:

1. Accept gifts and donations that conform with the aims and purpose of the Historical Commission.
2. Establish a calendar of events at the January meeting.
3. Conduct meetings open to the public and maintain a schedule of such in the County Clerk's Office.

Amendments: These by-laws may be amended by a majority vote of the Eaton County Historical Commission, except an amendment relating to the membership of the Commission, which may be amended by a majority vote of the Board of Commissioners, provided the amendments have been proposed at the previous meeting.