Purpose and Responsibilities

The Historic Marker Committee (“Committee”) is a standing committee of the Forsyth County Historic Resources Commission (“Commission”). The purpose of the Historic Marker Committee shall be to administer the historic marker program for the City of Winston-Salem, the unincorporated portions of Forsyth County, and other Forsyth County municipalities if requested.

The Historic Marker Committee shall have the following responsibilities:

- Meet annually to receive and vote upon historic marker applications
- Recommend historic marker sites to the Commission
- Review historic marker text
- Plan and attend marker dedication ceremonies

Membership

The Committee shall have the following membership:

- Four (4) members from the Commission, one of whom shall be elected to be Chair of the Committee and one of whom shall be elected to be Secretary of the Committee. These members shall be appointed by the Chair of the Commission.
- Three (3) members from the community-at-large appointed by the Chair of the Commission.
- One (1) ex officio member appointed by the African American Heritage Initiative Committee.
- One (1) ex officio member appointed by the Human Relations Commission.
- Terms shall be two (2) years for all appointees. Members may be reappointed for no more than one (1) additional term, serving no more than two (2) consecutive terms. If a Committee member begins serving, or ceases serving, as a member of the Historic Resources Commission during their Committee term, said Committee member may serve the unexpired Committee term in their appointed capacity. The members will be subject to removal from the Committee upon the same grounds as are applicable to members of the Commission. The Commission grants the Committee the authority to form subcommittees or task forces as needed to assist with the completion of the Committee’s duties.
**Officers, and Duties**

**Chair**

The Chair shall be a Committee member that is a member of the Commission. The Chair shall preside at meetings of the Committee, make Committee appointment recommendations to the Commission Chair, and decide all points of order and procedure subject to these *Rules of Procedure* unless directed otherwise by a majority of the Committee in session at that time. The Chair shall be a voting member of the Committee. The Chair shall report on the activities of the Committee to the Commission.

**Vice-Chair**

The Vice-Chair shall serve as acting Chair in the absence of the Chair, and at such times shall have the same powers and duties as the Chair.

**Secretary**

The Secretary shall be a Committee member that is a member of the Commission. The Secretary shall keep all records, conduct all correspondence, and generally supervise the clerical work of the Committee. The Secretary shall keep the minutes of every meeting of the Committee. The Secretary shall, in consultation with the Chair or Vice-Chair and staff, prepare all agendas for meetings of the Committee.

**Election of Officers**

The Chair, Vice-Chair, and Secretary shall be elected at the Committee’s first regular meeting in each odd numbered year. Officers shall serve terms of two (2) years and shall be eligible for reelection.

**Vacancy**

A vacancy in the office of Chair, Vice-Chair, or Secretary shall be filled by the election of a Chair, Vice-Chair, or Secretary from the Committee for the balance of the unexpired term.

**Meetings**

**Regular Meetings**

All meetings shall be open to the public, subject to the provisions of the North Carolina Open Meetings Law, N.C.G.S. §143, Article 33C. The Committee will serve as a standing committee of the Commission. The Committee will meet annually on the third Thursday of November, provided that meetings may be held at some other convenient time if directed by the Chair or a majority of the Committee in advance of the meeting.

**Special Meetings**
Special meetings may be called by the Chair. Written or oral notice of special meetings shall be given to all members at least forty-eight (48) hours prior to the meeting and shall state the time, place, and purpose of the meeting.

**Cancellation of Meetings**

Whenever there is no business to come before the Committee, the Chair may dispense with a regular meeting by giving notice to all members not less than twenty-four (24) hours prior to the time set for the meeting.

**Quorum**

A quorum shall consist of a majority of the current membership of the Committee.

**Attendance**

Faithful and prompt attendance at all meetings of the Committee and conscientious performance of the duties required of members is expected. A member who will be unable to attend the regular meeting of the Committee shall contact the Chair or Secretary and staff at least twenty-four (24) hours before the scheduled meeting. Should a member fail to attend two (2) consecutive regular meetings of the Committee, the Chair, with the concurrence of a majority of the entire Committee, may recommend to the Commission that the member be replaced.

**Decisions**

The vote of a majority of those members present and voting shall be sufficient to decide any matter before the Committee.

**Amendment**

These *Rules of Procedure* may, within the limit allowed by law, be amended at any time by an affirmative vote of not less than eight (8) members of the Commission provided that such amendment shall have first been presented to the membership in writing prior (at least one week) to the meeting at which the vote is taken.