

SAVANNAH-CHATHAM COUNTY HISTORIC SITE AND MONUMENT

COMMISSION

BYLAWS

**Adopted June 1, 2006
Revised November 7, 2019**

ARTICLE I

NAME

The name of the organization is the Savannah-Chatham County Historic Site and Monument Commission.

ARTICLE II

CREATION

The Savannah-Chatham County Historic Site and Monument Commission was created by the General Assembly of Georgia with the passage of Senate Bill No. 68, Act No. 229 and was approved February 25, 1949.

ARTICLE III

DUTIES AND PURPOSE

The powers and duties of the Savannah-Chatham County Historic Site and Monument Commission are those prescribed by Georgia Act No. 229 (Senate Bill No. 68), Section 8-601 through 8-613 of the Municipal Code of Savannah, and the Policy adopted by Mayor and Aldermen on May 20, 1993, and all amendments thereto, are as follows: to ensure that existing monuments, markers, and works of art are restored and/or repaired;

to ensure that new appropriate commemorative monuments, markers, and works of art are erected in the City of Savannah; and that appropriate rules and ordinances or resolutions be adopted and enforced governing these matters.

The Commission will establish procedures for receiving and processing applications to place monuments, markers, and works of art on public lands within the City of Savannah and Chatham County; and on private lands within National Register Historic Districts and locally designated Historic or Conservation Districts within the City limits, if visible from public rights-of-way. Such procedures will include where applications will be received and how they will be processed. Furthermore, the Commission will establish guidelines as to how these proposed monuments, markers, and works of art will be evaluated.

The purpose of the Savannah-Chatham County Historic Site and Monument Commission is to ensure that public spaces continue to enhance the lives of the residents of Chatham County and the City of Savannah

ARTICLE IV

Commission

1. **Composition:** The Commission consists of five (5) members appointed by the Mayor and Aldermen of the City of Savannah. All members must be residents of Chatham County. The Chairman of the Park and Tree Commission or their designee, serves as an ex-officio member of the Commission.

2. Terms of Office and Limitation on Number of Terms: Members of the Commission shall serve five (5) year terms. No member shall serve more than two successive terms on the Commission.
3. Design Administrator: The City Manager, or his designee, serves as Design Administrator and receives and reviews all applications for approval of monuments, markers, and works of art and makes recommendations for approval or disapproval of the applications to the Commission. The Design Administrator, or his designee, shall serve as Assistant Secretary to the Commission and shall maintain the records and minutes of the Commission.
4. Officers: The officers of the said Commission shall consist of a Chairman, a Vice-Chairman, and a Secretary.
 - A. Election of Officers: Officers shall be elected from among the members of the Commission.
 - B. Terms of Office and Limitation of Number of Terms: Officers shall be elected for a one-year term. No member shall serve for more than three successive terms in the same office. Terms of officers shall begin in January.
5. Serve without pay: Members shall not receive a salary, although they may be reimbursed for necessary expenses upon prior approval by the City Manager under the City Expense Policies.
6. Jurisdiction: The Commission shall have no authority to erect monuments or to make restoration thereof without approval by the Mayor and Aldermen, and whenever it shall think it desirable that any monument be erected, or any

substantial restoration made upon any monument within the jurisdiction of said authority, it shall be the duty of the Commission to submit to the City Manager for evaluation and submission to the Mayor a plan or written description of its proposal, accompanied by an estimate of the costs of the same and such monument shall be erected or restoration made only in the event of the approval by the Mayor and Aldermen.

7. Meetings: All meetings shall be public, except in those instances where closed meetings may be held pursuant to the laws of the State of Georgia.
 - A. Regular Meetings: The Commission shall meet at regular sessions, not less than once in every sixty days. Regular meetings of the Commission shall be held in the Metropolitan Planning Commission Arthur A. Mendonsa hearing room, 112 East State Street, Savannah, Georgia or in any other designated meeting place, provided the location is specified in all notices required by law. Except in the case of an emergency or a special called meeting, all Commission members will be notified of the specific date and time at least seven (7) days prior to the meeting.
 - B. Special Called Meetings: If a quorum is not present at a regular meeting of the Commission, a special called meeting shall be held within fourteen (14) calendar days from the scheduled meeting. Special called meetings shall be called for other specific purposes and only the items stated in the call shall be discussed at the meeting. A special called meeting may be

called if the Chairman requests it, or if two Commission members submit a written request to the Chairman.

C. Meeting Protocol: All meetings shall be conducted as follows:

- (1) Record of Action Taken: A record shall be kept of all actions of the Commission meeting. Such record shall describe the subject considered, the motion made, a brief summary of the discussion, if any, and the results of the vote on the motion noting the vote by each member, those absent so marked.
- (2) Rules: All meetings of the Commission shall be conducted in accordance with the most recent edition of “Robert’s Rules of Order Newly Revised.”
- (3) Agenda: The Design Administrator, or his designee, shall prepare an agenda for each meeting listing the items to be considered, information relating to such items, and for each item, when appropriate, the Design Administrator’s recommendation. The tentative agenda shall be emailed to each member at least seven (7) days prior to the meeting.
- (4) Quorum: A majority (3) of the members of the Commission shall constitute a quorum for the transaction of business.
- (5) Attendance at Meetings: Commission members are expected to attend all meetings. Any Commission member who fails to attend any three (3) consecutive Commission meetings or any four (4) meetings in any twelve (12)-month period without a written excuse

filed with the Chairman may be forwarded to the Mayor and Aldermen.

(6) Conflict of Interest: The Commission shall be subject to all conflict of interest laws set forth in Georgia Statutes and in the City Ordinance, the provisions of which are hereby incorporated by reference. The Commission shall further abide by the National Alliance of Preservation Commissions Code of Ethics for Commissioners and Staff, the provisions of which are hereby incorporated by reference.

8. Committees: The Commission may have a standing Technical Advisory Committee and such other Ad Hoc Committees that the Chairman may create.

A. Technical Advisory Committee: The Technical Committee will consist of ten members or their designees as follows:

1. Director of the City of Savannah's Greenspaces
Department
2. Director of the City of Savannah's Department of Cultural
Affairs
3. President and CEO of the Historic Savannah Foundation,
Inc.
4. A professor of art from Georgia Southern University
Armstrong Campus
5. A professor of history from Savannah State University

6. Director of the King-Tisdell Cottage Foundation/Beach Institute
7. Director of the Telfair Museum of Art
8. Director of the Georgia Historical Society
9. The MPC Historic Preservation Officer
10. Professor of building or visual arts from the Savannah College of Art and Design

Upon request of the Savannah-Chatham County Historic Site and Monument Commission the Technical Advisory Committee shall provide a technical review of a proposed monument, marker, or work of art . The Technical Advisory Committee shall provide recommendations as to the appropriateness of the theme, appropriateness of the location, and the aesthetic quality of the proposed monument, marker, or work of art to the Historic Site and Monument Commission. The Technical Advisory Committee may invite representatives from the neighborhood in which the public piece is to be placed, to review and comment on the proposal; and may, as appropriate, invite persons with special knowledge about an event or person being commemorated to comment on the proposal.

9. Amendments: These By-Laws, within the limits allowed by law, may be amended at any time by an affirmative vote of the majority of the Commission, provided that the proposed amendment has been sent to all members at least ten (10) days before the vote.