

**NEW BERLIN LANDMARKS COMMISSION  
BYLAWS**

**ARTICLE I  
THE COMMISSION**

**SECTION 1. Name of the Commission.**

The name of the Commission shall be the "New Berlin Landmarks Commission."

**SECTION 2. Office of the Commission.**

The Commission shall meet in public buildings in the City of New Berlin. The official records of the Commission shall be maintained in the Office of the Mayor of the City of New Berlin.

**ARTICLE II  
OFFICERS**

**SECTION 1. Officers.**

The officers of the Commission shall be a chairman, a vice chairman, a secretary, and a treasurer. All officers shall be members of the Commission.

**SECTION 2. Chairman.**

The chairman shall, whenever possible, preside at meetings and legally required public hearings of the Commission and shall perform such duties as are customarily exercised by a presiding officer. In addition, the chairman may appoint general or special committees if and when the occasion requires.

**SECTION 3. Vice Chairman.**

The vice chairman shall perform all of the duties of the chairman in the absence or incapacity of the chairman. In case of resignation, removal, or death of the chairman, the vice chairman shall succeed to the duties of the chairman for the balance of the term for which the chairman was elected. The Commission may select an acting chairman to perform the duties of the chairman: (a) In the absence of the chairman and vice chairman during meetings: or (b) Upon the resignation of both the chairman and the vice chairman.

#### **SECTION 4. Secretary.**

The secretary of his/her designee shall keep the records of the Commission, including minutes of all the meetings, and shall perform the duties customarily carried out by such officer and, in addition, the functions and duties imposed by applicable statutes and ordinances.

#### **SECTION 5. Treasurer.**

The treasurer shall keep financial records of the Commission and shall perform duties customarily carried out by such officer and, in addition, the fees, etc.

#### **SECTION 6. Commissioners. (Municipal Code Chapter 12.52)**

Composition and Terms. The Commission shall be composed of 9 members who are residents of the City. Such persons shall be competent and informed in the historical, architectural and cultural traditions of the community. Eight members shall be appointed by the Mayor, subject to confirmation by the Common Council. The ninth commissioner shall be appointed by the Common Council President who shall be a member of the Common Council. Two of the initial members shall be appointed for a term of one year, 2 for 2 years and 3 for 3 years and subsequently members shall be appointed for terms of 3 years as terms expire, except the Common Council member shall be for one year. Members of the Commission shall be appointed for succeeding terms. A vacancy occurring in the membership for any cause shall be filled by a person appointed by the appointing authority and confirmed by the Common Council for the unexpired term. The members of such Commission shall receive no compensation except for necessary expenses sustained in carrying out their duties, which expenses shall be paid by the City as may be authorized by the Common Council. The Commission may appoint up to 4 nonvoting consultants familiar with matters of historical significance, whose qualifications to serve as consultants shall be determined by the Commission.

#### **SECTION 7. Election of Officers.**

All officers shall be elected during the first meeting in October. The term of office for each shall be one (1) year which shall begin at the meeting following the one at which they were elected.

### **ARTICLE III**

#### **MEETINGS**

#### **SECTION 1. Regular Meetings.**

When deemed necessary by the Commission, regular meetings shall occur at least once a month. The Commission shall hold its regular meetings at such times and places as determined by the Commission. The Commission chairman or majority of the voting members

of the Commission may, at least 48 hours prior, decide to change the location and/or starting time of a regular meeting. All meetings at which an official action is taken shall be open to the public except those specified in Section 14.90 Wisconsin Statutes.

## **SECTION 2. Special Meetings.**

Whenever the chairman of the Commission, because of the business requirements of the Commission, shall deem it necessary to call a special meeting, such special meeting may be called for a designated time and place by furnishing written notice to each of the commissioners at least 48 hours prior to the time of such special meeting. The call for such special meeting shall specifically state the purpose for which the meeting is held. If added in compliance with the State open meetings law, business other than that which falls within the call may be considered by the commissioners, but not acted upon. If a majority of members shall request of the chairman in writing that a special meeting be called, such meeting shall be called, and if the chairman shall refuse to call such meeting, the secretary shall thereupon give notice and call such meeting.

## **SECTION 3. Quorum.**

At all meetings of the Commission, the continued presence of a majority of the members then serving shall constitute a quorum for the purpose of transacting business; provided, however, that a smaller number of commissioners may meet as a committee for consideration of commission matters, such matters to be reconsidered when a quorum is attained.

## **SECTION 4. Voting.**

A simple majority of all members is required for an issue to win approval. All Commission members shall abstain from voting during the consideration of any issue if such voting could reasonably be construed as involving a conflict of interest. In Any case, where a vote of the Commission does not result in an official action of the Commission, the application will automatically be redocketed and heard at the next regularly scheduled hearing of the Commission.

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