

# THE CITY OF MURRAY



*ARCHITECTURAL REVIEW BOARD  
BY – LAW'S*

# **CITY OF MURRAY ARCHITECTURAL REVIEW BOARD BY – LAWS**

The City of Murray Architectural Review Board (“Board”) is established as provided in Ordinance NO. 2003-1334. The Architectural Review Board function is the protection and preserving places and areas of historical and cultural importance and to promote renovation and rehabilitation. It has primary responsibility in guiding the overall activities of the City of Murray’s Historic Districts.

## **ARTICLE I**

### **MEMBERSHIP**

#### **Section I:**

The Board shall consist of five (5) members appointed by the Mayor and approved by the Council. The members shall have demonstrated interest in historic preservation, and at least two members shall have training or experience in a preservation-related profession; architecture, history, archaeology, architectural history, planning or related fields. When one or two professional members are not available, the Mayor may appoint other persons interested in historic preservation to serve. When the Board reviews an issue that is normally evaluated by a professional member and that field is not represented on the Board, the Board shall seek expert advice before rendering its decision. Each member shall be encouraged to attend pertinent local educational meetings on historic preservation on an annual basis. Meetings approved by the State Historic Preservation Officer shall be given priority consideration.

#### **Section II:**

The terms of office of the members shall be three (3) years, except the terms of two (2) members of the original Board shall expire after two years and the terms of two (2) members of the original Board shall expire after one (1) year. Each member shall serve until the appointment and qualification of his successor. Vacancies on the

Board shall be filled within sixty (60) days, and the person selected shall be appointed for the unexpired portion of the term.

**Section III:**

Members of the Board shall be compensated fifty dollars (\$50) per meeting attended. They shall be reimbursed for expenses incurred in the performance of their duties in accordance with the rules adopted by the Board.

**ARTICLE II**

**OFFICERS AND DUTIES**

**Section I:**

The Board shall meet on first Thursday in January of each year to elect from its membership a Chairman and Vice Chairman to serve for a term of one (1) year. Nomination of officers shall be made from the current Board and elected by voice vote.

**Section II:**

The Chairman's duties are: to open and call the meeting to order having ascertained that a quorum is present; to announce the business to be conducted; to preside over the meeting; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved or necessarily rise in the course of proceedings and to announce the result of the vote; to require order and sincerity in meetings; and to authenticate, by his signature all necessary documents as may be required on behalf of the Board.

Upon the absence of the Chairman, the Vice-Chairman shall automatically become the presiding officer of the Board and have the same duties as the Chairman.

## **ARTICLE III**

### **MEETINGS**

#### **Section I:**

The Board shall conduct meetings at the call of the Chairman (or his designee) who shall give written or oral notice to all members of the Board at least seven (7) days prior to the meeting, and the subject or subjects which will be discussed. All meetings with the exception of the January meeting will be held on a special called meeting basis unless otherwise notified. Meeting dates and times shall be determined by the Chairman or his designee and shall be at Murray City Hall. The January meeting shall be on the first Thursday in January of each year at 5:00 p.m. at Murray City Hall. All meetings shall have a previously available agenda and shall comply with the Kentucky Open Meeting Statute, KRS 61.805. A simple majority of the membership of the Board shall be required for decisions involving historic districts and landmarks.

#### **Section II:**

Special meetings may be called by the Chairman or by a quorum of the Board following the same procedures as a regular meeting. A majority of the Board members present shall constitute a quorum. The Chairman (or his designee) shall notify all members of the Board by written notice not less than seven (7) days in advance of such special meetings. This notice shall contain the date, time, place and subject of discussion.

#### **Section III.**

The Board shall hold public hearings when required by law and may hold additional hearings at its discretion when it is apparent that such hearings will be in the interest of the general public. Notice of such hearings shall be published as required by Kentucky Revised Statutes Chapter 424.

**ARTICLE IV**  
**ORDER OF BUSINESS**

**Section I:**

The order of business at regular meetings shall be:

- (a) Call to Order and Welcome Guests
- (b) Roll Call of Members
- (c) Approval of Minutes of Previous Meeting
- (d) Old Business
- (e) New Business
- (f) Public Comments
- (g) Adjournment

**ARTICLE V**  
**TRANSACTION OF BUSINESS**

**Section I:**

Any member of the Board who has any financial interest in any questions called to vote affecting the property, income or business interest of that member shall notify the Board of such interest and thus disqualify himself from voting on the matter.

**Section II:**

Any member of the Board, who fails to notify the Board of his or her financial interest in the question called to vote, shall have his voting qualification judged by the Board as to his amount of interest in the question and his right to vote on it.

**Section III:**

Any member of the Board found to have any financial interest in a question called to vote shall not be considered in a quorum count prior to voting.

**Section IV:**

A simple majority vote of all members present where there is a properly constituted quorum shall be necessary to transact any official business, except that a vote of a simple majority of the total membership of the Board shall be necessary for the adoption or amendment of the Board's By-laws.

**Section V:**

Any procedural matters in the conduct of business not covered in these By-laws shall be governed by "Robert's Rules of Order".

**Section VI:**

All minutes and records of all proceedings, including regulations, transactions, findings and determinations shall be electronically recorded and filed in the Planning Department. A transcript of the entire proceedings of the Board meeting shall be provided, if requested, by a party at the expense of the requesting party, and the transcript shall constitute the record.

**ARTICLE VI**  
**AMENDMENTS**

**Section I:**

These By-laws may be amended by a vote of a simple majority of the total membership of the Board.

Adopted By: **City of Murray Architectural Review Board**

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Chairman

Date: July 25, 2017

(Amended by Board on July 25, 2017)