

## **BYLAWS OF THE LUBBOCK COUNTY HISTORICAL COMMISSION**

### **ARTICLE I**

#### **Name and Establishment**

Section 1. The name of this organization shall be the Lubbock County Historical Commission, hereafter referred to as the Commission, in accordance with Article 6145.1 of *Vernon's Texas Civil Statutes*.

Section 2. The Texas Local Government Code, Chapter 318, empowers the commissioners' court of each county to appoint a county historical commission and specifies duties of such a commission. Pursuant to that authority, the Lubbock County Commissioners' Court originally established the Lubbock County Historical Commission at its meeting of 12 November 1956.<sup>1</sup>

### **ARTICLE II**

#### **Purpose and Policy**

Section 1. As described in Texas Local Government Code, Chapter 318, the general purpose of county historical commissions is to initiate and conduct programs suggested by the commissioners' court and the Texas Historical Commission.

Section 2. The purpose of the Commission shall be to identify, protect, interpret, and promote the history of Lubbock County. These goals shall be accomplished through:

- A. Conducting continuing programs of historical marker recommendations and placements in accordance with Texas Historical Commission requirements;
- B. Making recommendations to the Lubbock County Commissioners' Court regarding the acquisition, curation, or disposal of real property, artifacts, or other items that are of historical significance;
- C. Cooperating with local museums, archives, and historical groups in establishing public education programs and exhibits of historical interest;
- D. Preserving the written and oral history and heritage of Lubbock County;
- E. Supporting the programs of the Texas Historical Commission; and,
- F. Researching, surveying, and setting up a system for recording historical buildings, sites, and cultural resources in accordance with Texas Historical Commission statewide preservation plan and Certified Local Government requirements.

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<sup>1</sup> The Texas State Historical Survey Committee asked counties to establish County Historical Survey Committees as a function of the state organization's mandate in its creation (S.C.R. 44, 53rd Regular Session of Texas Legislature, 1953; continued by S.C.R. 28, 54th Regular Session, 1955; created permanently by S.B. 426, 55th Regular Session, 1957). The Legislature formally designated County Historical Survey Committees in statute in 1963 (S.B. 241, 58th Regular Session). The Legislature changed the organizations' official designation to County Historical Commissions in 1975 (S.B. 353, 64th Regular Session).

Section 3. In accordance with Section 318.0101 of the Texas Local Government Code, the Commission should work in partnership with other preservation entities in Lubbock County to prepare a plan for the preservation of the county's historic and cultural resources, using the Texas Historical Commission's statewide preservation plan for guidance.

Section 4. Pursuant to Rule §15.6 (Rules and Procedures for Certified Local Governments) of the Texas Administrative Code, Title 13, Part 2, Chapter 15 and the Lubbock County Certified Local Government Agreement, authorized by the Lubbock County Commissioners' Court at its meeting of 9 January 2006, the Commission functions as Lubbock County's Certified Local Government Committee. The Commission shall have a standing Certified Local Government Committee, whose membership and duties are further described in Article V, Section 8.

### ARTICLE III

#### Members

Section 1. Composition. In accordance with Section 318.003 of the Texas Local Government Code, the Commission shall be composed of at least seven (7) residents of Lubbock County, its members should broadly reflect the age, ethnic, and geographic diversity of the county, and each member should have an interest in historic preservation and an understanding of local history and resources.<sup>2</sup>

- A. The statute does not provide for a maximum number of members, so the Texas Historical Commission suggests the commissioners' court appoint a number of members appropriate to handle effectively the work assigned to the Commission; the outgoing Commission Chairperson should advise the County Commissioners' Court on this point at the time appointments are made.
- B. In accordance with Section 318.004 of the Texas Local Government Code, if the County Commissioners' Court fails to appoint a Commission by 1 April of each odd-numbered year, the Texas Historical Commission may appoint members to the Commission after thirty (30) days' written notice to the County Commissioners' Court of its intention to do so.
- C. In accordance with Section 318.004 of the Texas Local Government Code, the Lubbock County Judge shall serve as Chairperson of the Commission during any interim period.

Section 2. Terms of Appointment. In accordance with Section 318.003(b) of the Texas Local Government Code, the Lubbock County Commissioners' Court shall appoint members to the Commission during the month of January of odd-numbered years for a term of two (2) years. If a vacancy occurs, the Commissioners' Court shall appoint a replacement to complete the unexpired term.

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<sup>2</sup> According to a November 2014 interpretation provided by attorney David B. Brooks to Amy Hammons, Texas Historical Commission ([http://www.thc.texas.gov/public/upload/publications/Brooks-Memo\\_co-govt-info\\_11-12-14.pdf](http://www.thc.texas.gov/public/upload/publications/Brooks-Memo_co-govt-info_11-12-14.pdf), accessed January 2018, hereafter cited as the Brooks Memo), there is no prohibition against a county official being appointed as a member of a commission, and there would be no conflict of interest prohibition or dual office-holding bar by appointing a county clerk or county treasurer to the commission.



- A. In accordance with the Lubbock County Board Appointment Policy adopted by the Lubbock County Commissioners' Court on 24 January 1994, no individual may serve more than four (4) full consecutive terms, as defined in Section 2, unless it is in the best interest of Lubbock County and the Commission.
- B. The outgoing Commission or Commission Chairperson may recommend prior to the end of its term names of individuals eligible for the County Commissioners' Court to consider appointing at the start of the next term.

Section 3. Vacancies and Removal. Any member of the Commission may submit their resignation to the Commission Chairperson, who shall inform the County Commissioners' Court of the resignation. The Commission may recommend to the County Commissioners' Court the removal of any Commission member who fails to attend at least half of the meetings and activities of the Commission without valid excuse or who is not fulfilling the duties of members described in Section 4.

Section 4. Duties of Commission Members. Each member of the Commission is obligated to actively participate in the meetings, activities, and projects. Specific duties may include:

- A. Participating actively in projects which foster the purpose of this Commission, e.g., conduct tours of historic areas, deliver lectures or present programs on topics of local history;
- B. Attending Commission meetings, programs, and activities, including marker dedication ceremonies;
- C. Serving and actively participating on one or more committees;
- D. Doing any substantial work for the commission in the field of Lubbock County history to further the purpose and policy outlined in Article II;
- E. Recording at least fifty (50) hours of volunteer service each calendar year performing the above activities; and,
- F. Submitting summary information of activities and hours of service to the Commission Chairperson for inclusion in the Commission's annual report.

Section 5. In accordance with Section 551.005 of the Texas Government Code, each appointed member of the Commission shall complete a course of training of one to two (1-2) hours regarding the responsibilities of the governmental body and its members not later than the ninetieth (90<sup>th</sup>) day after the member takes the oath of office. Applicable training is available from the Office of the Attorney General, which shall provide a certificate of course completion to persons who complete the training required by Section 551.005. The Commission member shall provide a copy of the certificate to the Commission's county-paid staff, which shall maintain and make the record available for public inspection.

Section 6. Members Emeritus. Upon majority recommendation of the Commission, the County Commissioners' Court may bestow an active or retired member of the Commission with the honorific title of Member Emeritus. The designation may be afforded to any individual who has served on the Commission for at least three terms but can no longer be active or to any resident who has made outstanding contributions to the collection and preservation of Lubbock County history.

Section 7. In accordance with Section 318.003(d) of the Texas Local Government Code, the County Commissioners' Court shall provide a list of appointed members and the mailing address of each Commission member to the Texas Historical Commission.

Section 8. In accordance with the Texas Certified Local Government Handbook, 2012 edition and other statutory and regulatory documents, Lubbock County shall appoint a County Historic Preservation Officer (CHPO) that satisfies the Secretary of the Interior's Professional Qualification Standards. It is recommended that the CHPO, whether a paid county staff member or an unpaid volunteer appointee, be an appointed member of the Commission.

## ARTICLE IV

### Meetings

Section 1. In accordance with Section 318.005(a) of the Texas Local Government Code, the Commission shall meet at least four (4) times annually and may meet as often as the Commission may determine. The Chairperson shall designate the specific date, time, and place for regular meetings, and if only meeting quarterly, one (1) meeting shall be held during each quarter of the calendar year.

Section 2. A quorum shall be a simple majority of the appointed membership of the Commission.<sup>3</sup>

Section 3. In accordance with Section 318.005(b) of the Texas Local Government Code, all meetings of the Commission shall be conducted in accordance with the Texas Open Meetings Act, as described in Chapter 551 of the Texas Government Code. This includes that all meetings shall be open to the public and that written notice of the date, hour, place, and subject of each Commission meeting be posted by the guidelines and practices set by Lubbock County. The agenda for each meeting shall include an item for comments from the general public, notice of disability access that satisfied the requirements of Article II of the federal Americans with Disabilities Act, and any other notices required by the Texas Open Meetings Act.

Section 4. At its first meeting after appointment, the Commission will choose a Chairperson, a Vice-Chairperson (who may act as chair during the excused absence of the Chairperson at a regular meeting of the Commission), and other officers as the Commission deems necessary.

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<sup>3</sup> According to the Brooks memo, the appointment of non-voting members or persons serving in an ex officio capacity are without any legal effect and would not impact the number of individuals necessary to have a quorum.



## ARTICLE V

### Committees

Section 1. The Chairperson of the LCHC shall appoint a chairperson for each of the Standing Committees and Special Committees. The chairperson of a Standing Committee shall serve for a two-year term. Each committee chairperson shall present a report of the committee's activities at each regular meeting of the Commission. Commission members shall be active on at least one committee and shall contribute toward the fulfillment of the purpose and policy outlined in Article II.

Section 2. Standing Committees shall be Marker, Historical Resources, Community Relations, Survey, and Certified Local Government, the duties of which are described below in sections of this Article. The Commission shall determine the members of and size of each Standing Committee at its first regular meeting in odd-numbered years.

Section 3. The Commission shall create any Special Committee as needed. When establishing a Special Committee, the Commission shall define the goals, objectives, and deadlines for the Special Committee's work. A Special Committee will cease to exist with the completion of the assigned goal or project or at the end of even-numbered years; the continuation of a Special Committee's task requires an affirmative action of the Commission at its first regular meeting in odd-numbered years.

Section 4. Marker Committee. In accordance with Section 318.010 of the Texas Local Government Code, the Marker Committee shall review applications for Official Texas Historical Markers to determine the accuracy, appropriateness, and completeness of the application, as well as to establish system for the periodic review, assessment, and maintenance of Official Texas Historical Markers in Lubbock County.

- A. The committee will: study, survey, and review subjects and sites for possible future markers; prepare and submit marker applications; update marker lists and their condition, including making recommendations for renovation, restoration, or replacement as needed; and secure locations and obtaining permissions for erecting markers.
- B. Payment for or contributions towards historical markers from property owner(s) or a sponsoring organization are encouraged.

Section 5. Historical Resources Committee. The duties and functions of this committee include:

- A. Researching and documenting the history and heritage of Lubbock County, and if appropriate the nearby region;
- B. Writing or updating local history and publishing or reprinting historical materials and publications;
- C. Identifying, promoting, and directing others to resources for historical research and preservation;
- D. Providing assistance to other historical researchers and preservationists; and

- E. Referring and facilitating the donation of historical papers, records, photographs, oral histories, and objects to appropriate agencies in Lubbock County, including the Southwest Collection/Special Collections Library of Texas Tech University and any of the local museums.

Section 6. Community Relations Committee. The Community Relations Committee shall carry out activities to fulfill the educational directive described in Section 318.007 of the Texas Local Government Code to create countywide awareness and appreciation of historic preservation and its benefits and uses. This committee may:

- A. Provide speakers on historical topics;
- B. Publish educational articles of a historical or historic preservation nature in print and social media;
- C. Sponsor historical tours, dedications, commemorations, and observances; and
- D. Publicize the Commission's work, events, and activities.

Section 7. Survey Committee. In accordance with Section 318.006 of the Texas Local Government Code, the Commission is charged with instituting and carrying out a continuing survey of Lubbock County to determine the existence of historic buildings and other historical and archaeological sites, private archaeological collections, important endangered properties, or other historical features within the county. In addition, the Survey Committee is charged to:

- A. Develop and maintain an inventory of surveyed individual properties and districts in accordance with standards established by the Texas Historical Commission;
- B. Establish a system for the periodic review and assessment of the condition of designated properties in the county, including Recorded Texas Historic Landmarks, State Archaeological Landmarks, and individual historic properties or districts listed in the National Register of Historic Places; and
- C. Inform the Commission of its work so that the Commission can report the results of any review and assessment to the Texas Historical Commission and report any data collected to the County Commissioners' Court and the Texas Historical Commission.

Section 8. Certified Local Government (CLG) Committee. In accordance with the Texas Certified Local Government Handbook, 2012 edition, and other statutory and regulatory documents, all members of the CLG Committee must have a known and demonstrated interest, competence, or knowledge in historic preservation within Lubbock County and should satisfy the Secretary of the Interior's Professional Qualification Standards.

- A. The County Historic Preservation Officer (CHPO) shall serve as chairperson of the CLG Committee.



B. In accordance with the Texas Certified Local Government Handbook:

1. The CLG Committee shall have a minimum of five (5) members, and at least sixty percent (60%) of the members shall be drawn from the preservation-related professions defined by the National Park Service. Terms of office shall be staggered and of at least two (2) years duration, but there shall not be a limit on the number of consecutive terms served by a member.
2. Membership of the CLG Committee will be drawn from and determined by the Commission. The résumé and qualifications of all new appointees will be held in the official records. The Lubbock County Commissioners' Court shall fill any vacancy within sixty (60) days.
3. All members of the CLG Committee must participate in Texas Open Meetings Act training, and a copy of their certification shall be held in the official records.
4. The CLG Committee shall meet as often as necessary to complete its work in a timely manner, but shall meet no fewer than six (6) times per year.
  - i. All CLG Committee meetings must be conducted in accordance with the Texas Open Meetings Act, as described in the Chapter 551 of the Texas Government Code. This includes that all meetings shall be open to the public and that written notice of the date, hour, place and subject of each meeting be posted by the guidelines and practices set by Lubbock County.
  - ii. The agenda for each meeting shall include an item for comments from the general public, notice of disability access that satisfied the requirements of Article II of the federal Americans with Disabilities Act, and any other notices required by the Texas Open Meetings Act.
5. The Committee shall keep written minutes of each meeting and forward a copy of approved minutes within sixty (60) days of their approval.
6. The CLG Committee must establish a process to survey and inventory the cultural resources within Lubbock County and to define a process to continue, maintain, and organize the survey data.
7. The CLG Committee must create a system to monitor and report on all actions affecting National Register Properties, State Archaeological Landmarks, and recorded Texas Historic Landmarks to the Texas Historical Commission.
8. The CLG Committee shall review all proposed National Register nominations for properties within Lubbock County, as well as alterations, relocations, and demolitions of listed historic properties as required by law.

9. The CLG Committee must review all projects requiring federal and state review for potential adverse effect on historic properties, pursuant to Section 106 of the National Historic Preservation Act of 1966. As a matter of Lubbock County policy, simple projects that have no adverse impact may be acted on immediately by the CHPO and reported to the CLG Committee at its next meeting. The CLG Committee's findings and recommendations will be reported directly to the County Commissioners' Court for endorsement and action by the Court.
  10. The CLG Committee shall base all decisions and reviews upon the Secretary of the Interior's Standards for the Treatment of Historic Properties.
  11. All preservation responsibilities and activities shall be carried out in a manner consistent with the Texas Statewide Preservation Plan.
  12. Lubbock County is required to provide annual training for the CHPO provided by the Texas Historical Commission, or from some other agency or opportunity approved by the Texas Historical Commission. Training must be either preservation focused or specific to duties that support the functions of the CLG Committee. All members of the CLG Committee are encouraged to attend similar preservation training opportunities.
  13. The CLG Committee will complete the National Park Service Annual Report and the Texas Historical Commission Annual Report and submit both documents to the Texas Historical Commission within forty-five (45) days of the end of the corresponding fiscal year. The CLG Committee will also provide copies of its reports to the Commission and the County Commissioners' Court by the next regular meeting of that group.
- C. The roles and responsibilities of the Lubbock County and the CLG Committee are further described in the Certification Agreement Between The Texas Historical Commission and the County of Lubbock For Participation in the Certified Local Government Program dated 13 March 2006. In addition to responsibilities outlined above in Paragraph B from the Texas Certified Local Government Handbook, these responsibilities include:
- a. Ensuring, to the maximum extent possible, public participation in the local historic preservation program, including the process of nominating properties to the National Register of Historic Places;
  - b. Submission of an annual report to the State Historic Preservation Officer about the activities of the CLG Committee by August 1<sup>st</sup> of each year describing that year's activities;
  - c. Assisting the National Register Department, if necessary, in verifying the names and addresses of property owners within local historic districts being nominated to the National Register of Historic Places and assisting with arrangements for local public information meetings at mutually agreeable times and locations when such districts are nominated;



- d. Monitoring and reporting to the Texas Historical Commission any actions affecting any county courthouse, Recorded Texas Historic Landmark, State Archaeological Landmark, National Register property, and any locally designated landmark.
  - e. Coordinating local historic preservation, to the extent practicable, with the National Register Department, which shall provide technical assistance, guidance, and information to the CLG as feasible upon request; and
  - f. Carrying out the general program procedures as outlined in the Texas Administrative Code, Title 13 Cultural Resources, Part 2 Texas Historical Commission, Chapter 15 Administration of Federal Programs, Rule §15.6 Rules and Procedures for Certified Local Governments.
- D. Pursuant to Texas Administrative Code, Title 13 Cultural Resources, Part 2 Texas Historical Commission, Chapter 15 Administration of Federal Programs, Rule §15.6 Rules and Procedures for Certified Local Governments, the Texas State Historic Preservation Officer monitors the performance of the Lubbock County CLG on an ongoing basis to assure the CLG fulfills its responsibilities in accordance with the requirements found in the Texas Certified Local Government Handbook, latest edition, and the terms of the Lubbock County certification agreement. In partial fulfillment that obligation, Texas Historical Commission staff conducts a full, formal, and written evaluation of the Lubbock County CLG no less than once every four years; the Texas State Historic Preservation Officer corresponds with the CLG Committee and the Commission's county-paid staff regarding each evaluation and its findings.
- E. The roles and responsibilities of the CLG Committee, particularly in areas of survey, outreach, and publicity, may be shared with other Commission committees.

## ARTICLE VI

### Reports, Budget, and Financial Issues

Section 1. In accordance with Section 318.008 of the Texas Local Government Code, the Commission shall prepare and submit an annual report of its activities and recommendations to the Lubbock County Commissioners' Court and the Texas Historical Commission. In addition, the Commission shall forward any additional reports or recommendations as it feels are needed to the County Commissioners' Court and the Texas Historical Commission, including the Commission's recommendations concerning the acquisition and designation of real or personal property that is of historical or archaeological significance.

Section 2. In accordance with Section 318.009(a) of the Texas Local Government Code, the County Commissioners' Court may pay the necessary expenses of the Commission. The Commission shall prepare and submit a proposed budget for the ensuing fiscal year to the County Commissioners' Court in accordance with its budget regulations.

Section 3. In accordance with Section 318.009(c) of the Texas Local Government Code, the Texas Historical Commission may make grants available to the Commission, subject to the budgetary authority and approval of the County Commissioners' Court, to carry out the purposes of Chapter 318 of the Texas Local Government Code.

Section 4. The County Commissioners' Court authorizes the Commission to accept gifts of money and other property to further its historical preservation goals and for any use in the furtherance of its lawful purpose consistent with the stated policies of Lubbock County or the Texas Historical Commission. All gifts will be acknowledged in a regular meeting of the County Commissioners' Court and will be deposited into the general fund of Lubbock County. Funds raised can be accepted by Lubbock County as a gift for historical purposes or to perform a function conferred by law on the county or the Commission in accordance with Section 81.032 of the Texas Local Government Code.

Section 5. In accordance with Section 318.009(b) of the Texas Local Government Code, the County Commissioners' Court may make agreements with governmental agencies or private organizations and may appropriate funds from the general fund of the County for the purpose of:

- A. Erecting historical markers and monuments;
- B. Purchasing objects and collections of objects that are historically significant to the county;
- C. Preparing, publishing, and disseminating a history of the county;
- D. Hiring professional staff and consultants;
- E. Providing matching funds for grants; and,
- F. Funding other programs or activities as suggested by the Texas Historical Commission and the County Commissioners' Court.
- G. This section of the Code does not confer any authority to the Commission, though the Texas Historical Commission suggests that the County Commissioners' Court seek advice or recommendations from the Commission about any of these actions prior to making an agreement or appropriation.

Section 6. Section 318.013 of the Texas Local Government Code provides guidelines for the commissioners' court to contract for a lease or management of any county-owned real estate or structure that is designated by the Texas Historical Commission as a Recorded Texas Historic Landmark. The Commission or other interested persons may recommend such an action to the County Commissioners' Court.

Section 7. Section 318.021 of the Texas Local Government Code provides guidelines impacting Lubbock County under which the County Commissioners' Court may appropriate money from the County's general fund to a historical foundation or organization in the county for the purpose of purchasing, constructing, restoring, preserving, maintaining, or reconstructing historical landmarks, buildings, and furnishings that are of historical significance to the county, contingent on that foundation or organization being incorporated in Texas as a nonprofit corporation. As a matter of policy, the County Commissioners' Court shall seek the input and recommendation of the Commission on any such project or proposal.



Section 8. In accordance with Section 318.012 of the Texas Local Government Code, a commissioners' court may establish a program for historic site tax exemption from property tax under Section 11.24 (Tax Code) of the Texas Local Government Code.

- A. If the Lubbock County Commissioners' Court chooses to do so, the Code states that the Commission may receive and review applications and submit recommendations to the County Commissioners' Court whether to grant an exemption and, if recommending in the affirmative, how much of the property's assessed value should be exempt from taxation.
- B. The Code empowers the Commission to examine any property that has been granted an exemption upon the Commission's recommendation and to recommend to the County Commissioners' Court whether the exemption should be withdrawn because of changed circumstances involving the property.
- C. A person is entitled to appear before the County Commissioners' Court and state any objections to any recommendation made by the Commission pursuant to this section.
- D. In addition to granting an exemption, the Code states that County Commissioners' Court may require any person whose property is granted an exemption notify the Commission of any plans the person may have to modernize the property or change it in any other manner.

## ARTICLE VII

### Other Duties

Section 1. In accordance with Section 318.010 of the Texas Local Government Code, the Commission may:

- A. Operate and manage any museum owned or leased by Lubbock County;
- B. Acquire artifacts and other museum collections in the name of the museum or the commission;
- C. Adhere to professional standards in the care, collection, management, and interpretation of artifacts; and
- D. Supervise any employees hired by the County Commissioners' Court to operate a museum.
- E. At the time of the adoption of these Bylaws, Lubbock County does not own or manage a museum. Should the County Commissioners' Court chose to do so, it is recommended that the Court adopt a suitable document creating or leasing a museum and direct that it be managed by the Commission.

Section 2. In accordance with Section 318.0102 of the Texas Local Government Code, the Commission should strive to be represented at informational or educational meetings sponsored by the Texas Historical Commission at least twice each year and should, with assistance from the Texas Historical Commission, carry out board and volunteer training.

### Section 3. Records of the Commission.

- A. In accordance with Subchapter F (Maintenance and Disposition of Certain County Records) of Section 441 of the Texas Government Code, the records of the Commission are to be retained in accordance with the Lubbock County records retention schedule and County records management policies, further described in *Texas County Records* (1990), published by the Texas State Library.
- B. Section 441 of the Texas Government Code authorizes any County to deposit county records in an archive designated by the Texas State Library and Archives Commission as a Regional Historic Resource Depository, as defined in Section 441.153 of the Code.
- C. Records and research materials of the Commission and its predecessors, Lubbock County Historical Survey Committee, have previously been transferred to the Southwest Collections/Special Collections Library at Texas Tech University, which is the designated Regional Historic Resource Depository for Lubbock County.
- D. To ensure the widest availability of the research materials and related records and products of the Commission to the public at a facility designed for public research, it is suggested whenever appropriate that Commission records be transferred to the Southwest Collection/Special Collections Library, pursuant to a memorandum of understanding between that institution and Lubbock County that may be approved or amended in the future in accordance with Section 441.153 of the Texas Government Code.

## ARTICLE VIII

### Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Commission in all cases as to which they are applicable and in which they are not inconsistent with these bylaws and any special rules that the Commission may adopt.

## ARTICLE IX

### Adoption of and Amendments to Bylaws

Section 1. These bylaws replace all previous original or amended bylaws adopted by the Lubbock County Historical Commission and approved by the Lubbock County Commissioners' Court, including those dated 10 February 2004 and 4 November 2008.



Section 2. These bylaws may be amended by a majority of the Commission members<sup>4</sup> at a regular Commission meeting as a regular agenda item, provided the amendment has been submitted to all Commission members at least two (2) weeks before the meeting at which the vote on the amendment is taken. The Commission will then forward and present the amended Bylaws to the County Commissioners' Court at the Court's next regularly scheduled meeting.

Section 3. These bylaws, and any amendments thereto, take effect upon approval by the Lubbock County Commissioners' Court.

Section 4. The Lubbock County Historical Commission adopts these bylaws at its regular meeting of 9 May 2018. The signature of the Commission Chairperson appears as a separate attached page.

Section 5. The Lubbock County Commissioners' Court approves these bylaws at its regular meeting of 14 May 2018. The signatures of the members of the Commissioners' Court and the attestation of the County Clerk appear as a separate attached page.

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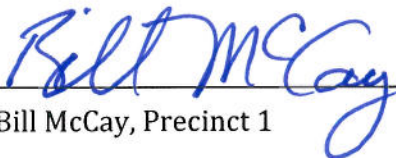
<sup>4</sup> Note that this is not a majority of members present and voting at a meeting, but a majority of the current membership of the Commission.

The Lubbock County Historical Commission adopts the new Bylaws of the Lubbock County Historical Commission at its meeting of 14 May 2018.

  
Sandy Fortenberry, Commission Chairperson

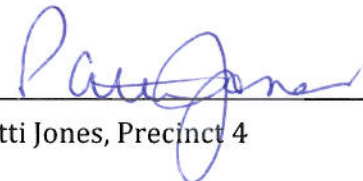
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The Lubbock County Commissioners' Court approves the new Bylaws of the Lubbock County Historical Commission on this the \_\_\_\_th day of May, 2018.

  
Bill McCay, Precinct 1

  
Mark Heinrich, Precinct 2

  
Gilbert A. Flores, Precinct 3

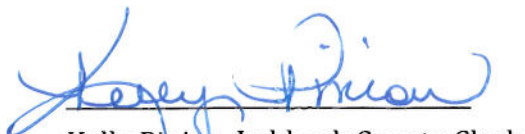
  
Patti Jones, Precinct 4

  
Tom Head, County Judge

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ATTEST:

APPROVED AS TO FORM:

  
Kelly Pinion, Lubbock County Clerk

  
Lubbock County CDA-Civil Division