



FREDERICK COUNTY GOVERNMENT

DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Jan H. Gardner
County Executive

Steven C. Horn, Division Director
Kimberly Golden Brandt, Director

MEMORANDUM

TO: Historic Preservation Commission
FROM: Amanda Whitmore, Historic Preservation Planner
DATE: April 23, 2021
RE: Amended Rules of Procedure

Request:

Does the Historic Preservation Commission (HPC) approve of the revisions to its Rules of Procedure to amend the election of officers in Section 2.1?

Background and Discussion:

At the April 7, 2021 HPC meeting, Staff introduced two options for the Commission to consider regarding rotation of officer positions. Option one was to establish an order of succession for the officer positions based on seniority that would rotate on an annual basis. Option two was to create a one-year term limit for the positions. Currently, officers are elected annually by a majority vote of the Commission with no term limit.

The Commission was not in favor of either option as presented but suggested establishing a term limit of either two years or a one year term that could be served for two consecutive terms. Staff has drafted this proposed alternative in the draft Rules of Procedure that is attached to the memorandum (Attachment 1).

Per Section 15.3 of the Rules of Procedure, proposed amendments to these Rules of Procedure may be introduced at any meeting of the Commission and voted on at any subsequent regular meeting, with passage requiring a majority vote of the entire membership.

Recommendation:

Staff recommends approving the proposed amendment to the Rules of Procedure document.

Attachment:

Attachment 1: Revised Rules of Procedure 04.23.21