

**HISPANIC CULTURAL HERITAGE COMMISSION
THIRD AMENDED BYLAWS**

ARTICLE I

PURPOSE AND POWERS

A. Purpose

The Harris County commissioners court established the Hispanic Cultural Heritage Commission (“commission”) to act as an advisory board to commissioners court in matters regarding identification of, recognition of, preservation of, education about, designation of, rehabilitation of, celebration of, community outreach regarding, and funding opportunities for, culturally and historically significant digital/physical archived collections, events, programs, projects and landmarks and structures in Harris County, and related to Hispanic Cultural Heritage.

B. Powers

In fulfillment of its purpose, the Commission shall be governed by, and shall have all the powers set forth in the Order adopted by Harris County commissioners court on October 11, 2022.

ARTICLE II

COMPOSITION OF BOARD

A. The commission shall consist of five members, appointed by commissioners court who shall, whenever possible, meet one or more of the following qualifications:

- (1) Have a demonstrated knowledge of the history of Harris County;
- (2) Be a resident of Harris County;
- (3) Have a demonstrated educational or employment background in history, Hispanic studies; community development, architecture and/or related field;
- (4) Have a demonstrated interest in the preservation of local history;
- (5) Have experience serving on a historic preservation commission; and/or
- (6) Have a demonstrated interest in serving the community.

B. Commission members shall serve without compensation

C. Commission members shall serve for a two-year term and shall initially be appointed to Places One through Five, with odd numbered places serving for two years and even numbered places serving for one year. Upon expiration of a term, new members shall be appointed, or members reappointed to the specific place vacant.

D. Commission members shall only be removed by commissioners court.

- E. Vacancies on the commission shall only be filled by commissioners court.
- F. The chairman and vice-chairman of the commission shall be elected ~~by and from the members of the commission~~ by a majority vote of the commission at the first regular meeting, and annually thereafter.
- G. The commission shall meet at least once every quarter.
- H. A quorum for the transaction of business shall consist of a simple majority of the appointed membership. All issues shall be decided by a simple majority vote of the commission members present.

ARTICLE III

SPECIFIC DUTIES

- A. The commission shall:
- (1) Recommend to commissioners court, a countywide Historic Preservation Plan specific to the protection of Hispanic historical and cultural resources in Harris County.
 - (2) Develop an annual inventory of endangered cultural and historical resources that represent valued assets reflective of Hispanic heritage in Harris County.
 - (3) Advise commissioners court in the establishment of landmarks, historic/heritage districts, etc. within the county.
 - (4) Assist in applying for preservation, rehabilitation, and other grants by making recommendations to commissioners court concerning the utilization of state, federal, or private funds to promote the preservation of historic landmarks and historic districts within the county.
 - (5) Prepare rules and procedures as necessary to carry out the business of the commission that shall be reviewed and approved by the county commission.
 - (6) Create committees from among its membership and delegate to these committees' responsibilities to carry out the purposes of the Commission.
 - (7) Maintain written minutes that record all actions taken by the commission and the reasons for taking such actions.
 - (8) Recommend to commissioners court, a formal process of commendation and/or recognition upon the owners of historic landmarks or properties within Harris County.
 - (9) Recommend to commissioners court, methods to increase public awareness of the value of Hispanic historic and cultural resources.
 - (10) Recommend to commissioners court public education programs.
 - (11) Survey and maintain an inventory of significant historic, architectural, and cultural landmarks located in Harris County.

- (12) Prepare and submit reports to commissioners court summarizing the work of the Commission.

ARTICLE IV

BYLAWS

The Commission may amend these bylaws in writing, at any time, except that, in its sole discretion, commissioners court may at any time, by order, amend these bylaws.