

## **BYLAWS**

### **CAPITOL ZONING DISTRICT COMMISSION DESIGN REVIEW COMMITTEE**

*(revised January 2017)*

#### **ARTICLE I: NAME**

The committee shall be named, the "Design Review Committee", being a professional advisory committee to the Capitol Zoning District Commission.

#### **ARTICLE II: PURPOSE AND OBJECTIVES**

The Design Review Committee shall provide the Capitol Zoning District Commission with recommendations regarding the design for new construction and major modifications of the facades of buildings in the Capitol Zoning District. Such recommendations are to be made only after conducting meetings in which members of the Committee review and hear information regarding each project scheduled to come before the Commission. The Committee shall review the progress being made toward achieving the objectives stated for the Capitol Zoning District; shall recommend modifications to enhance the effectiveness of the CZDC Rules and Master Plan; and shall make suggestions regarding possible programs or projects to enhance the work of the Commission.

#### **ARTICLE III: MEMBERSHIP**

**A.** Membership shall consist of twelve (12) persons appointed by the Capitol Zoning District Commission as follows:

1. A Capitol Zoning District Commissioner elected by a majority vote of the Capitol Zoning District Commission membership who shall serve as an *ex officio* member;
2. Two members of the Quapaw Quarter Association (QQA) to be nominated by the President of the QQA;
3. Two members of Arkansas Chapter of the American Institute of Architects (AIA) to be nominated by the President of the Arkansas Chapter;
4. A designee of the Director of the Arkansas Historic Preservation Program;
5. Two members of the Arkansas Chapter of the American Society of Landscape Architects (ASLA) to be nominated by the President of the Arkansas Chapter of the ASLA;
6. A resident property owner in the Mansion Area to be nominated by the Mansion Area Advisory Committee;
7. A designee of the State Architect;
8. Two members of Arkansas Chapter of the American Planning Association (APA) to be nominated by the President of the Arkansas Chapter.

## **B. Terms**

Membership shall be for two-year staggered terms. Members may be reappointed to the Committee at the end of their terms with no limit on the number of terms served.

## **C. Voting Rights**

All members shall have full voting rights at all Committee meetings, except for *ex officio* members who shall not vote on items for recommendation to the Commission. Committee members shall not be authorized to assign a designee or proxy.

## **D. Qualifications**

All members must: be citizens of the State of Arkansas who are at least eighteen (18) years of age; have an understanding of appropriate design concepts for restoration or renovation of historic buildings and new construction in the Capitol and Mansion Areas; and have demonstrated an interest in enhancement of the Areas around the State Capitol and the Governor's Mansion, and a willingness to become familiar with the CZD Rules and Master Plan.

## **E. Termination**

Membership will be terminated, in the middle of a member's term, following:

1. Receipt by the committee Chair or CZDC Director of a letter of resignation from a member; or
2. Three consecutive absences from the regular meeting without notification to the CZDC office. The CZDC Director will remind a member of this provision following the second unexcused absence; or
3. Any six absences in a calendar year. The CZDC Director will remind a member of this provision following the fifth absence.

## **ARTICLE IV. ORGANIZATION**

### **A. Officers**

The officers shall consist of a Chair, Vice-Chair, and Secretary.

#### **1. Election of Officers**

At the annual meeting, a majority vote of those members present shall elect the Chair and ViceChair. Vacancies may be filled at any regular meeting. The Director of the Capitol Zoning District Commission shall serve as Secretary.

#### **2. Terms of Office**

Officers shall serve for one-year terms with no limit on the number of terms served.

#### **3. Duties of Officers**

The duties of the Chair shall be to preside over each Committee meeting, serve as *ex-officio* member of all subcommittees and perform all functions assigned by the Committee. The ViceChair shall be responsible for assisting the Chair and serving as chair of any Committee meeting in which the Chair is absent. The Secretary shall record minutes, maintain files and records, prepare agendas, and serve as the committee's liaison to the Commission and to other committees, agencies, and organizations.

## **B. Sub-committees**

Sub-committees may be appointed by the Chair as needed. Sub-committee membership shall be composed of a minimum of two (2) Committee members.

## **ARTICLE V: MEETINGS**

Regular monthly meetings of the Design Review Committee will be held prior to the monthly Capitol Zoning District Commission meetings. The time and place for regular meetings will be established by the CZDC Director for each calendar year. If there is no business to conduct, the Director may notify members that the Committee will not meet. However, the Committee shall meet at least quarterly.

### **A. Quorum**

A quorum for the purpose of calling to order and transacting of administrative business shall consist of half of the total members of the committee, not including any vacant positions. A simple majority of the voting members present shall be required to pass a recommendation to the Commission.

### **B. Special Meetings**

Special meetings of the Committee may be called by any three (3) members presenting to the Director or Chair a request calling for a special meeting, including the date and proposed agenda. Notice must be presented to the Director or Chair at least three (3) working days prior to the proposed meeting time. The Director or Chair may also call special meetings with less than the three (3) days notice, provided a quorum can attend.

### **C. Annual Meeting**

The Committee shall meet annually to select officers and issue an annual report to the Capitol Zoning District Commission. The annual meeting shall be the last meeting of the calendar year.

### **D. Meeting Notice**

Notice of regular meetings shall be presented to the full membership in writing at least three (3) working days in advance. Notice of special meetings may be made by phone.

**E. Rules of Order** The rules of order governing all Committee meetings shall be the most recent edition of Robert's Rules of Order.

## **ARTICLE VI. CONFLICTS OF INTEREST**

Members of the Design Review Committee shall declare a conflict of interest and shall not participate in the debate or vote on any issue before the Committee in which the member has a financial or personal interest. Such declaration shall be recorded in the official record of the Committee meeting in which the conflict occurred.

## **ARTICLE VII. AMENDMENTS**

These bylaws may be amended by a two-thirds vote of those present at the annual meeting or any regular monthly meeting, provided the proposed amendments were presented in writing to all members at least thirty (30) days prior to the meeting. After approval by the Design Review Committee, the amendments must be presented to the Capitol Zoning District Commission for approval prior to implementation.

Adopted by the Design Review Committee on 5-13-98  
Adopted by the Capitol Zoning District Commission on 5-28-98

Amended by the Design Review Committee on 5-12-99  
Amended by the Capitol Zoning District Commission on 5-27-99

Amended by the Design Review Committee on 7-18-11  
Amended by the Capitol Zoning District Commission on 7-28-11

Amended by the Design Review Committee on 1-4-17  
Amended by the Capitol Zoning District Commission on 1-19-17

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Don Chambers, Chair  
Design Review Committee

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Kelly Eichler, Chair  
Capitol Zoning District Commission