

## ORDER OF BUSINESS FOR MAAC MEETINGS

1. Please state the date for the record
2. Call to order
3. Roll call
4. Approval of minutes
5. Announcement of the first order of business (Reads summary of topic from agenda)
6. Finding of compliance with notice requirements
7. Call for staff report.
8. Call for neighborhood reaction
9. Presentation by applicant (Ask applicant to state name for record).
10. Discussion of the project.
11. Public comment (Ask citizens to state name for the record).
12. Rebuttal by applicant.
13. Final staff recommendation.
14. Call for final discussion.
15. Action on the item (Chair will entertain a motion).
16. Roll call vote.
17. Inform applicant that the action is a recommendation to the Capitol Zoning District Commission only. The Commission takes the recommendation into consideration, but may or may not agree. Final approval lies with the Commission. Therefore please be present for the next Capitol Zoning District Commission Public Hearing to be held on January 27, 2009 at 5:30 PM in this office.
18. Adjourn. (Ask all attendees to sign attendance sheet for record before leaving).

## **BY-LAWS**

### **CZDC MANSION AREA ADVISORY COMMITTEE**

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

The Committee shall be named the "Mansion Area Advisory Committee", being a citizens' advisory committee to the Capitol Zoning District Commission.

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

The Mansion Area Advisory Committee shall actively influence the progress of the Mansion Area and the Capitol Zoning District Commission, providing the advice of concerned citizens regarding the activities of the Commission in the Mansion Area.

The Committee's primary objectives shall be to:

- a. Maintain the residential character of the Mansion Area;
- b. Preserve and beautify existing historic resources in the Area;
- c. Reduce and/or eliminate land uses incompatible with and obtrusive to the residential character of the Mansion Area;
- d. Report to the CZDC observations regarding the effectiveness of the CZDC Ordinance and possible violations in the Area;
- e. Promote new development that is appropriate to the Mansion Area; and
- f. Make suggestions to the CZDC regarding possible programs or projects in the Mansion Area.

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

The Mansion Area Advisory Committee shall have at least nine (9) members and shall have no more than thirty (30) members. The Capitol Zoning District Commission shall appoint members to the Mansion Area Advisory Committee from a list of nominations drawn up and approved by a majority of the Mansion Committee present at its annual meeting. Vacancies in an unexpired term may be filled by a majority vote of the Committee at any regular Committee meeting and approval by the Capitol Zoning District Commission.

##### **SECTION A: VOTING RIGHTS**

All members shall have full voting rights at all Committee meetings.

##### **SECTION B: TERMS**

Terms of membership shall be for two-year staggered terms. Members may be reappointed to the Committee at the end of their term, with no limit to the number of reappointments.

## **SECTION C: QUALIFICATIONS FOR MEMBERSHIP**

Members must be citizens of the State of Arkansas and be at least eighteen (18) years of age. Three members may be "at large"; the remaining members must be "regular" members. Regular members must be residents or property owners of the Mansion Area. At large members must have demonstrated an interest in the Mansion Area by conducting business in the area or having worked to enhance the area.

Page Two: Mansion Area Advisory Committee By-laws

## **SECTION D: TERMINATION OF MEMBERSHIP**

Termination of membership shall occur:

1. Upon receipt by the Committee chair or the CZDC director of a letter of resignation; or
2. After three (3) consecutive absences from regular and special meetings without notification to the CZDC director or after six (6) absences in a calendar year. The CZDC director shall send a warning letter after a member has missed two (2) consecutive meetings or a total of five (5) meetings in a calendar year.

## **ARTICLE IV: MEETINGS**

Regular monthly meetings of the Mansion Area Advisory Committee will be held prior to the monthly Capitol Zoning District Commission meetings. The time and place for meetings will be established by the Commission in an annual calendar. The calendar will be provided to the Mansion Area Advisory Committee at its annual meeting. 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.

### **SECTION A: QUORUM**

A minimum of one-third of the membership must be present to conduct Committee business.

### **SECTION B: SPECIAL MEETINGS**

Special meetings of the Committee may be called by any five (5) members presenting to the director or chairman a letter calling for a special meeting, setting out the date, time, place, and agenda of the proposed meeting. Notice must be presented to the director or chairman at least three (3) working days prior to the proposed meeting time. The director or chairman may also call special meetings.

### **SECTION C: NOTICE OF MEETINGS**

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

### **SECTION D: RULES OF ORDER**

The rules of order governing all Committee meetings shall be Robert's Rules of Order.

**SECTION E: OPEN MEETINGS**

All Mansion Area Advisory Committee meetings shall be open to the public and public notice shall be given prior to each meeting.

**ARTICLE V: AUTHORITY**

The authority of the Mansion Area Advisory Committee shall be to hear information and issue a recommendation pertaining to any issue under the purview of the Capitol Zoning District Commission, as it relates to the Mansion Area.

Page Three: Mansion Area Advisory Committee By-laws

**ARTICLE VI: CONFLICT OF INTEREST**

Members of the Mansion Area Advisory Committee shall declare a conflict of interest and shall not participate in the debate nor vote on any issue before the Committee in which the member has a financial or professional interest. Such declaration shall be recorded in the official record of the Committee meeting in which the conflict arises.

**ARTICLE VII: ORGANIZATION**

**SECTION A: OFFICERS**

At the annual meeting, those members present shall select from the Committee membership a chairman who shall preside over each Committee meeting, serve as an ex-officio member of all sub-committees, and perform all functions assigned by the Committee. A vice-chairman shall also be selected to be responsible for assisting the chairman and serving as chair of any Committee meeting in which the chairman is absent. Other officers may be selected when deemed needed by the Committee.

**SECTION B: EXECUTIVE COMMITTEE**

The Executive Committee shall be comprised of the officers of the Mansion Area Advisory Committee plus three members chosen by a majority of the members present at the annual meeting.

The Executive Committee shall provide leadership to the Mansion Area Advisory Committee and make recommendations to the Committee regarding business considerations that come before the membership. The Executive Committee may meet prior to the regular monthly meeting of the Mansion Area Advisory Committee. Failure to attend four (4) meetings in a calendar year shall result in automatic dismissal from the Executive Committee. Vacancies may be filled by a majority vote of the Mansion Area Advisory Committee members present at any regular meeting.

**SECTION C: SUB-COMMITTEES**

Sub-committees may be appointed by the chairman as needed. Sub-committee membership shall be composed of a minimum of three (3) and maximum of seven (7) Committee members.

**ARTICLE VIII: ANNUAL MEETING AND REPORT**

The Committee shall meet annually to select officers and Executive Committee members, nominate persons for appointment to membership, and issue an annual report to the Capitol Zoning District Commission. This annual meeting shall take place at the final meeting of each calendar year.

**ARTICLE IX: AMENDMENTS**

These By-laws 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 and mailed to all members at least thirty(30) days prior to the meeting and discussion of the proposed amendments took place at a previous meeting.

After approval by the Mansion Area Advisory Committee, the amendments must be presented to the Capitol Zoning District Commission for their approval prior to implementation.

Page Four: Mansion Area Advisory Committee By-laws

Approved by Mansion Area Advisory Committee on April 28, 1998.

\_\_\_\_\_  
Chairman

Approved by Capitol Zoning District Commission on April 30, 1998.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary