

Historic Preservation Advisory Board

The purpose of the board is to:

- Support Belmont's architectural past through observation, research, and education of the general public in matters related to the preservation of historic buildings and sites.
- Assist property owners within the city limits with the voluntary designation of buildings as historic landmarks.
- Review completed applications for proposed local historic building designation.
- Forward recommendations to the Gaston County Historic Preservation Commission and for its further action.
- Promote historic preservation efforts through various media.

By-laws

The board shall consist of no more than five members. A quorum shall consist of three or more members. An action of the board may be conducted only with a quorum.

Regular meetings will be held monthly on the second Wednesday the month. Meetings will be held at 5:15 p. m. in city council chambers at CityWorks. A special meeting may be called, if needed, by staff in consultation with the chairperson.

All board members, including the chairperson, are eligible to vote on any agenda item. A member must be physically present in order to vote. *In the event of a tie vote, the motion shall fail.*

Election of a chairperson and vice-chair will be held annually in August. A majority vote of the members present is required for all recommendations, determinations, and elections. Recommendations and determinations shall be presented to the city council as an advisory opinion. The board member terms shall be two years. The initial

appointments shall be for two (voluntary) one-year terms and three two-year terms, and thereafter shall be for two-year terms.

A board member may serve an unlimited number of terms, notwithstanding, however, he or she may be succeeded by the appointment of a new member by the city council.

A board member shall request of the chairperson to be excused from any discussion or vote on any matter in which the member feels a financial conflict of interest.

The chairperson shall preside at all meetings of the advisory board and shall decide all points of procedure. Roberts' Rules of Order shall govern.

The vice-chair shall assume the duties and responsibilities of the chair in the event the chair is absent.

When both the chairperson and the vice chairperson are absent, those members present shall select a member by majority vote to preside over the meeting.

Historic preservation advisory board staff shall keep minutes of board meetings and records of its transactions, which shall be publicly available. Such minutes and records shall be turned over to the city clerk for keeping.

Citizens attending a historic preservation advisory board meeting shall be allowed to address the advisory board prior to the advisory board's consideration of regular business items. Any person wishing to address the advisory board shall state his or her name and address for the record. A person wishing to speak after the period of public comment must first be recognized by the chairperson and must limit comments to the immediate topic of discussion.