



MEMORANDUM

TO: Lombard Historic Preservation Commission

FROM: Tami Urish, Planner I

DATE: April 22, 2025

SUBJECT: Historic Preservation Commission Bylaws

Please find attached a marked up version of the bylaws for review. This item was initially discussed in January 2024 for requested revisions due discrepancies with the Historic Preservation Commission's Ordinance and Illinois State Open Meetings Act.

REQUESTED ACTIONS

No action is requested at this time. A notice of 30 days is required therefore this item will appear on the July meeting's agenda for a vote.

BY-LAWS

LOMBARD HISTORIC PRESERVATION COMMISSION

ARTICLE I OBJECT:

Set forth in an Ordinance #1471, by the Village of Lombard, DuPage County, Illinois, and approved on April 7, 1969, the Lombard Historic Preservation Commission was brought into being to preserve certain mementos and places of historical interest existing within the community for the enrichment and education of following generations.

The Historic Preservation Commission shall recommend to the Corporate Authority the acquisition of places, building, works of art and other related objects which it deems historically significant. It is the object of the Commission to work with the Lombard Historical Society and other local history interest groups to further historical education.

ARTICLE II MEMBERSHIP:

Section 1. The procedure with respect to appointment to, and the exercise of, the privileges of membership are specified in Ordinance #1471.

Section 2. ~~Commission vacancies must be approved by majority vote of Commission members and subject to acceptance by the Village Board. Should a vacancy occur on the Commission, the remaining members of the Commission shall decide upon a candidate to fill the vacancy. This shall be done by a majority vote of those present at the next regular meeting or a special meeting called for that purpose. The name of this candidate shall then be submitted to the Corporate Authority for approval.~~

Commission vacancies shall be filled by a candidate review process conducted by the Corporate Authority with consideration of Ordinance 32.075 of the Village Code.

ARTICLE III OFFICERS:

The officers of this Commission shall be: ~~Chairman, Vice Chairman, and Secretary.~~ ***Chairperson and Vice Chairperson.*** These officers shall be elected for two year terms at the annual meeting held in January of odd numbered years by a majority vote of the members present. In case of a vacancy, the ~~Chairman~~ ***Chairperson*** shall appoint a Commission member to fill the unexpired term.

ARTICLE IV DUTIES OF OFFICERS:

Section 1. ~~Chairman~~ ***Chairperson***: The ~~Chairman~~ ***Chairperson as elected per Ordinance 32.075(D)*** shall preside at all meetings of the Commission; shall appoint all standing committee the ~~chairmen~~ ***chairpersons*** may direct, with Commission approval and reflective of the Open Meetings Act enacted by the State of Illinois. The Chairperson will enforce the intent of the Act as follows: The public policy provision states that "It is the public policy of this State that public bodies exist to aid in the conduct of the people's business and that the people have a right to be informed as to the conduct of their business and. In order that the people shall be informed,

the General Assembly finds and declares that it is the intent of this Act to ensure that the actions of public bodies be taken openly and that their deliberations be conducted openly.” The ~~Chairman~~ **Chairperson** shall have general supervision of all matter pertaining to the Commission’s object as stated in Article I. The ~~Chairman~~ **Chairperson** shall prepare a written report to be presented at the annual meeting in January, giving a resume of the Commission’s activities for the year, copies of which shall be sent to the Village President, Village Manager and to all Village Board members. The ~~Chairman~~ **Chairperson** shall supply all incoming officers and ~~chairmen~~ **chairpersons** with copies of the predecessor’s annual report.

Section 2. ~~Vice-Chairman~~ **Vice-Chairperson**: The ~~Vice-Chairman~~ **Vice-Chairperson** shall, in the absence of the ~~Chairman~~ **Chairperson**, perform all the duties of that office. In the absence of both the ~~Chairman and Vice Chairman~~ **Chairperson and Vice-Chairperson**, the Commission shall elect a ~~Chairman~~ **Chairperson** Pro Tem.

Section 3. ~~Secretary~~: The ~~Secretary~~ **The Village staff liaison** shall keep a record of all proceedings of the Commission; give due notice of all regular and special meetings; have custody of all records pertaining to the Commission and its related activities; at the request of the ~~Chairman~~ **Chairperson**, or by two members of the Commission, give due notice of time, place and purpose of any special meeting; mail minutes to all Commission members including a roll call.

Section 4. ~~Mandatory Partnership with the Lombard Historical Society:~~
Following the guidelines of the Open Meetings Act of the State of Illinois, a member of the Lombard Historic Preservation Commission shall be appointed by the Chairman in January of each year to participate in the following Lombard Historical Society committees: Finance Committee, Facilities Committee, Personnel Committee and Collections Committee. The Chairman may appoint other special as-hoc committees as needed. ~~Members~~ **The Ex-Officio Member of the Commission** shall report back to the Historic Preservation Commission on their activities with the Lombard Historical Society.

The Finance Chair shall maintain an accurate account of Commission expenditures and the Lombard Historical Society expenditures as appropriate; present any bills to the Village Manager’s office for reimbursement; and submit quarterly and annual financial reports to the Commission. The Finance Chair shall also submit an annual budget at the October meeting to be approved by the Commission as a recommendation to the Village after consultation with the Lombard Historical Society Budget Committee.

Section 5. Local Landmarks Committee

The ~~Chairman~~ **Chairperson** of the Lombard Historic Preservation Commission shall appoint a committee chairperson of the Local Landmarks Committee. This committee shall review and suggest to the Commission buildings and/or sites appropriate for local landmark status. The ~~Chairman~~ **Chairperson of the Local Landmarks Committee** shall also serve on the Lombard Historical Society Sites and Markers Committee.

ARTICLE V MEETINGS:

Section 1. Regular meetings of the Commission shall be held quarterly on the third Tuesday of January, April, July and October of each year at ~~7:30~~ **7:00** p.m. the Village Hall, Lombard, Illinois, unless otherwise specified.

The January meeting shall be the annual meeting.

Section 2. Special meetings of the Commission may be called by the ~~Chairman~~ **Chairperson**, or by two members, for the transaction of only such business as stated in the call.

Section 3. ~~Five~~ **Six** members present, ***as defined by the Illinois Open Meetings Act enacted by the State of Illinois***, shall constitute a quorum at all special and regular meetings of the Commission.

Section 4. All meetings shall be governed by "Roberts Rules of Order, Revised" in all cases not covered by these By-Laws.

ARTICLE VI AMENDMENTS:

These By-Laws may be altered, amended or repealed at any regular meeting of the Commission by a two-thirds vote of the Commission members, provided the proposed change has been presented to the Commission members in writing at least 30 days in advance of said vote.