

**Town of Smithfield  
Board of Historic and Architectural Review**

**BYLAWS**

**I. OFFICERS**

1. The officers of the Town of Smithfield Board of Historic and Architectural Review (hereinafter called "The Board" or "The Review Board") shall be a Chairman, a Vice-Chairman and a Secretary; all officers shall be elected by the Board pursuant to usual parliamentary procedures, to serve a two (2) year term. Election of officers shall take place on the first meeting of even numbered years, beginning January 19, 1984.
2. The Chairman shall preside at all meetings and rule on all procedural questions.
3. The Vice-Chairman shall act as Chairman in the absence or inability of the Chairman to act.
4. The Secretary, who need not be a member of the Board, shall keep a written record of all business transacted by the Board, in the form of minutes.
5. The Review Board shall consist of seven (7) citizens, at least three (3) of whom shall be residents of the historic district and five of whom shall be residents of the Town of Smithfield.
6. One of the members shall be a licensed architect or building contractor, one shall be a member of the Town Planning Commission and one shall be a citizen who has demonstrated outstanding interest and knowledge in historical or architectural development within the Town.

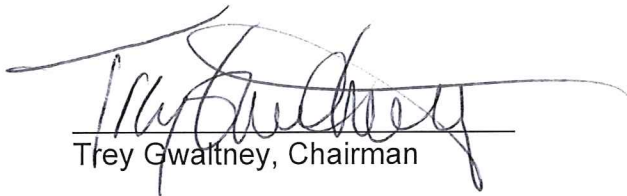
**II. MEETINGS**

1. Regular meetings of the Board shall be held on the third Tuesday of each month at 6:30 P.M. in the Town of Smithfield Town Council Chambers. In the event no cases or business are before the Board, the Chairman may dispense with a regular meeting by giving notice to all the members not less than twenty-four (24) hours prior to the time set for the meeting. When a meeting date falls on a legal holiday, the new meeting day and time shall be determined by a majority of the Board. All regular meetings of the Board shall be publicly announced.
2. The Zoning Administrator of the Town of Smithfield or his designee is hereby expressly delegated authority to call regular meetings of the Board.

3. Special meetings of the Board may be called at the request of the Chairman with the concurrence of three (3) other Board members. Public notice will be given prior to any special meetings.
4. Written notice of all meetings shall be given to each member at least five (5) days prior to such meetings and shall include the agenda and documents supporting each application.
5. A majority of the membership of the Board shall constitute a quorum; the number of votes necessary to transact business shall be a majority of the entire Board. All voting shall be recorded.
6. Members shall be appointed by the Town Council to serve terms of five (5) years and until their respective successors have been appointed and qualified and their terms of office shall be staggered. Vacancies shall be filled for the unexpired term only. All vacancies shall be filled within sixty (60) days.
7. Any member of the Board who misses more than three (3) consecutive regular meetings or more than half the regular meetings in a calendar year shall lose his or her status as a member of the Board and shall be replaced or reappointed by the Town Council. Absence due to sickness, death, or other emergencies of like nature shall be recognized as excused absences, and shall not affect the member's status on the Board except that in the event of a long illness or other such cause for prolonged absence, the member shall be replaced. The Secretary shall notify a member when he or she is approaching the maximum number of unexcused absences. When a member has exceeded the maximum number of unexcused absences, the Secretary shall notify the full Board and the Town Council.
8. Each Board member is required to attend at least one informational or educational meeting per year, approved by the Virginia Department of Historic Resources pertaining to the work and functions of the Review Board or to historic preservation.
9. Review Board vacancies shall be filled by the Town Council. The Town Council will attempt to fill the vacancy with educationally qualified professionals from the disciplines of history, archaeology, historic archaeology, architecture, or architectural history. In the absence of such applicants, the Town Council shall appoint members who shall evidence demonstrated interest, competence, or knowledge in historic preservation.

### III. AMENDMENTS

1. The bylaws may be amended by a two-thirds vote of the entire membership of the Board.
2. The Board may temporarily suspend any of the bylaws by a unanimous vote of members present.

  
Trey Gwaltney, Chairman

8/25/20  
Date

These bylaws were amended by the Board of Historical and Architectural Review members on the 18<sup>th</sup> day of August 2020.