

BY-LAWS OF THE TAYLOR MUSEUM COMMISSION

PURPOSE:

The Museum Commission is established by the City of Taylor for the purpose of honoring and preserving the memory of those brave men and woman who have unselfishly fought and worked so hard to preserve our freedom and honor and to protect the sanctity and security of our county, our homes and our lives at great personal sacrifice to themselves and their families. The museum commission desires to publicly display with dignity and respect, in the Taylor museum, the uniforms, weapons, photographs, honors, metals, equipment, personal effects, artifacts, and memorabilia of those men and woman who have served in all branches of the U.S. Military, including the U.S. Marine Corps, U.S. Army, U.S. Navy, U.S. Air Force, and U.S. Coast Guard, as well as those men and women who have served in the City of Taylor's Police Department and Fire Department. The Museum Commission shall oversee all operations of the museum, set policy and procedures for the museum including its operation, staffing, and all displays and shall govern the use and expenditure of all financial assistance and donations, all consistent with the above described purpose of the Commission.

The Museum Commission shall have all powers and duties necessary for the administration of the affairs of the museum and may do all such acts and things that are not prohibited by law, these By-Laws, or the City Charter.

JURISDICTION:

The Taylor Museum Commission shall operate under the jurisdiction of the Mayor and City Council of the City of Taylor. At least one member of the Museum Commission shall be a member of the Taylor City Council.

MEMBERSHIP:

The Taylor Museum Commission shall consist of a minimum of seven (7) members and a maximum of nine (9) members as appointed by the Mayor with the consent and approval of the City Council. Initially, two (2) members shall serve for a period of one year; two (2) members shall serve for a period of two years; and three (3) members shall serve for a period of three years, respectively. Thereafter, each member shall hold office for a full three year term and any additional members appointed to the Commission shall serve a three year term from the date of appointment. All members of the Museum Commission shall serve without compensation. All members shall be qualified electors of the City of Taylor with at least one member being a serving member of the Taylor City Council. Members of the Museum Commission shall be subject to removal by the Mayor at any time without cause. Recommendations for a vacancy on the Commission may be submitted in writing to the Mayor for review. Any vacancy on the Museum Commission shall be filled by appointment by the Mayor for the remainder of the unexpired term with the approval and consent of the Taylor City Council.

MEETINGS:

The Museum Commission shall meet at least once per month. At the first regular meeting of the Museum Commission, the members shall determine the dates for all remaining monthly meetings through December 31, 2009. Thereafter, the Museum Commission shall meet the second Thursday of January of each year and at the January meeting, the members shall set the monthly meeting schedule through December 31st of that year.

Members of the Museum Commission are expected to attend all monthly meetings. If a member of the Museum Commission misses three (3) consecutive meetings for reasons other than serious illness, the member may be removed from the Commission and the vacancy shall be filled in the same manner as the original appointment.

Minutes shall be kept of all regular and special meetings of the Museum Commission by the Secretary of the Commission and such minutes shall be filed with the City Clerk prior the next regularly scheduled meeting.

At all meetings of the Museum Commission, a majority of the members of the Commission shall constitute a quorum for the transaction of business and the acts of the majority of the members of the Commission present at a meeting at which a quorum is present shall be the acts of the Commission. If, at any meeting of the Commission, there shall be less than a quorum present, the majority of those members of the Commission present may adjourn the meeting from time to time until a quorum is present.

A Special Meeting of the Museum Commission may be called by the Chairperson of the Commission or upon the written request of at least three members of the Commission on at least twenty-four hour advanced notice to each member of the Commission. Notice of any special meeting shall state the time and place of the meeting and the purpose of the meeting. No business shall be transacted at a Special Meeting except as stated in the notice of the meeting.

OFFICERS:

At the first regularly scheduled meeting of the Museum Commission in 2009 and, thereafter, at the regularly scheduled meeting of the Commission in January of each year, the members of the Commission shall elect the following officers by majority vote for a one (1) year term to serve from

the first regularly scheduled meeting in January to the first regularly scheduled meeting in January of the following year:

- (a) **CHAIRPERSON:** The Chairperson of the Museum Commission shall preside over all meetings of the Commission, shall call special meetings as necessary, shall prepare a written agenda for each meeting prior to the meeting, and shall supervise the functions and activities of the Commission.
- (b) **VICE CHAIRPERSON:** The Vice Chairperson shall assist the Chairperson and shall act in his or her place and stead at all meetings in the absence of the Chairperson. The Vice Chairperson shall act on behalf of the Chairperson whenever requested to do so by the Chairperson or in the event the Chairperson is unable to act or perform his or her duties. If both the Chairperson and the Vice Chairperson are absent from a meeting or otherwise unable to act in their official capacity for the Commission, the members of the Commission shall appoint some other member of the Commission to act as Chairperson on an interim basis.
- (c) **SECRETARY:** The Secretary shall be responsible for maintaining all records of the Museum Commission, shall perform secretarial functions as requested and authorized by the Commission and shall be responsible for taking, maintaining, transcribing and filing of the minutes of all meetings of the Commission. Meeting minutes shall be prepared and transcribed by the Secretary prior to the next scheduled meeting of the Commission and the minutes shall

be presented for approval by the commission at the next scheduled meeting. Subsequent to approval of the minutes, a true and accurate copy of the minutes shall be filed with the Taylor City Clerk.

(d) TREASURER: The Treasurer shall be responsible for overseeing and accounting for all donations and financial assistance for the benefit of the Commission. All expenditures of the Museum Commission, or any of its members, must first be approved by a majority of the members of the Commission. The Treasurer shall have responsibility for all museum funds and shall be responsible for keeping full and accurate accounts of all receipts and disbursements regarding the museum and Commission.

EFFECTIVE DATE AND AMENDMENT OF BY-LAWS:

These By-Laws shall become immediately effective upon approval of the Taylor City Council. The Museum Commission may, from time to time, review these By-Laws and make recommendations for amendments. Recommended amendments must be submitted to the Mayor and City Council for final approval after first being approved by a majority of the members of the Commission.