

BYLAWS OF  
THE HISTORICAL RECORDS ADVISORY BOARD  
FOR COLORADO

ARTICLE I      General

Section I: Name

The "Historical Records Advisory Board for Colorado" was established by Executive order of the Governor of Colorado on September 1, 1976.

Section II: Objectives

To provide planning and coordination leading to the identification, preservation, and increased availability of the public and private records of Colorado. This is done in accordance with priorities established by the Board. Public and private records shall be regarded as separate entities and separate priorities shall be established for each.

The Board participates in the records program of the National Historical Publications and Records Commission (NHPRC) of the United States of America. In order to carry out its objectives, the Board solicits and develops grant proposals conducted in Colorado with NHPRC funding; reviews grant proposals submitted by Colorado institutions and provides recommendations regarding these proposals to the applicants and the NHPRC; develops state plans for historical records projects in accordance with Board and NHPRC guidelines; promotes workshops to assist local records repositories; sponsors surveys and publishes reports that describe the condition of public and private records to include action plans for their improvement; and makes recommendations to the Governor concerning historical records in the State of Colorado, and regions including Colorado.

ARTICLE II      Organization

Section I: Coordinator and Other Officers

The Governor shall appoint a State Historical Records Coordinator who must be a full-time professional official, the State Archivist, or the director of the Colorado State Archives. The Coordinator is appointed to a four-year term with the possibility of reappointment.

The Coordinator with Board approval may designate other officers (e.g., Secretary, Treasurer, Deputy Coordinator) as necessary. The deputy Coordinator may not vote unless that person is concurrently an official member of the Board.

Section II: Address

The address of the Board shall be the same as the office of State Historical Records Coordinator.

Section III: Membership

The Governor of Colorado appoints all Board members. The Board consists of at least seven persons, including the State Archivist. Board members, other than the Coordinator, are appointed to serve three-year terms with the possibility of reappointment. Terms are staggered so that one-third of the Board is newly appointed or reappointed each year (beginning September 1). A majority of the Board must have recognized professional experience in the administration of historical records or in a field of research that makes extensive use of such records. The remainder of the Board should include persons demographically representative of Colorado and committed to the preservation of the States' documentary heritage.

Members are not compensated for regular Board service, but may be reimbursed for expenses incurred while attending Board meeting or traveling on the Board's behalf. Compensation may be provided,

however when derived from grant monies for a historical records project requiring a Board member's particular expertise.

#### Section IV: Administrative and Other Support

The State agency that employs the Coordinator ordinarily provides clerical assistance to allow the Board to carry out its mission. Other Board members may contribute help of this kind, as appropriate, in order to ease burdens assumed by the Coordinator's agency.

When funding can be obtained, the Board may employ a staff person to assist with Board-approved activities. The method of payment and status of the employee shall be determined by the Board at the time such employment shall begin.

#### Section V: Meetings

The Board shall meet at least twice per year with other meetings scheduled as needed. The Coordinator shall determine the date, time, and location of meetings; provide members with sufficient prior notice in writing, by telephone, or electronic mail; and prepare a meeting agenda.

General meetings are open to the public except when the Board sits in executive session as a personnel panel for the purpose of selecting an employee. (See Section IV). In this case, pertinent Colorado State personnel practices then in force will be followed. Other exceptions will be allowable only if they conform to prevailing, legally acceptable State of Colorado practice.

#### Section VI: Records

The Coordinator shall create and maintain such records as to document the Board's activities adequately (e.g., minutes of Board proceedings and supporting documents). As such they shall be regarded as the legal property of the State of Colorado, and the Coordinator shall serve as their legal custodian. In the event of a change of Coordinator, the records shall be formally transferred to the new Coordinator or, in the temporary absence of such an official; they shall be maintained by the State agency of the former Coordinator pending designation of a replacement by the Governor. Adopted guidelines, such as those for the review of grants, shall become part of the Board's records.

#### Section VII: Reports

The Board shall prepare reports that review its activities, describe the status of private and public records in Colorado, and assess and offer plans for remedying existing problems. At a minimum, these reports shall be transmitted by the Coordinator to the Governor annually. (Annual reports shall cover the calendar year). In addition, a more expanded report shall be submitted at the close of each Coordinator's four-year term of office.

The Board shall prepare any other reports required by the NHPRC.

#### Section VIII: Quorum

The Coordinator or that person's designee can call a meeting to order, when at least a simple majority of voting Board members is present.

#### Section IX: Order of Business

The Order of Business shall be:

1. Consideration of Minutes taken at the previous meeting
2. Announcements
3. Committee Reports

4. Agenda Business
5. General Business

Section X: Rules

The Rules of Order, as contained in Roberts Rules of Order, revised, when not inconsistent with these bylaws, shall govern the Board's meeting.

ARTICLE III Duties of Board Members

Section I: Coordinator

The Coordinator shall:

1. Serve as Chairperson at meeting or, if unable to attend, designate a person to perform this role
2. Schedule meetings of the Board
3. Prepare an agenda for each meeting
4. Cause minutes to be taken, transcribed, added to the Board's permanent files, and sent to Board members and others, as appropriate
5. Respond to correspondence directed to the Board
6. Coordinate Board activities with the NHPRC and the Governor's Office
7. Prepare all necessary reports
8. Serve as the immediate supervisor of any employee retained by the Board
9. Refer preliminary grant applications to a Board Screening Committee
10. Advise the Board in a timely manner of all CHRAP activities and meetings
11. Perform or delegate all necessary administrative duties and carry out other assignments specified elsewhere in these bylaws.

Section II: Members

Members shall:

1. Attend meetings punctually
2. Support the Coordinator in that person's efforts to accomplish goals of the Board
3. Participate on committees, as assigned, to accomplish goals and duties of the Board
4. Review, in a timely fashion, submitted grant proposals.

ARTICLE IV Committees

Section I: Standing Committees and Their Responsibilities

The Coordinator, with Board approval, shall create and abolish standing committees as needed. At present the following standing committees exist:

1. Executive
2. Other committees as needed

Section II: Responsibilities of Standing Committees

Once a committee has been established, the Coordinator is empowered to determine its specific responsibilities, which shall be described in minutes to meetings where this determination occurs. The creation or abolition of a Standing Committee need not be recorded by the bylaws until they are formally revised. At that time, the bylaws shall include the names of the Standing Committees then in existence.

The Executive Committee shall consist of the Coordinator (or that person's deputy) and two or more additional people designated by the Coordinator. This three-member group shall attend to Board business requiring speedy attention when a convening of the full Board is inconvenient or impractical.

Section III: Ad Hoc Committees

The Coordinator, with Board approval, shall determine the creation, responsibilities, and abolition of Ad Hoc Committees in the same manner as specified in Article IV, Section II.

ARTICLE V      Revision of Bylaws

These bylaws can be revised by a majority vote of the Board after appropriate notice.

*Approved May 30, 2003*