

PART VII. STATE PRESERVATION BOARD.

Chapter No.

111.

Chapter Name

RULES AND REGULATIONS OF THE BOARD

Section

111.1



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§111.1. Official Name of the Board.

The name of the board shall be the State Preservation Board.

Source: The provisions of this §111.1 adopted to be effective December 25, 1985, 10 TexReg 4804.

§111.2. Chairman.

The governor shall be chairman of the board.

Source: The provisions of this §111.2 adopted to be effective December 25, 1985, 10 TexReg 4804.

§111.3. Vice Chairman.

The lieutenant governor and the speaker of the house shall serve as co-vice chairmen. They shall perform the duties of the chairman in case of absence or disability of the chairman.

Source: The provisions of this §111.3 adopted to be effective December 25, 1985, 10 TexReg 4804.

§111.4. Committees.

- (a) *Executive committee.* The executive committee shall consist of the chairman and the vice-chairmen.
- (b) *Other committees.* The chairman may appoint other committees from the board from time to time.

Source: The provisions of this §111.4 adopted to be effective December 25, 1985, 10 TexReg 4804.

§111.5. Board Meetings.

- (a) *Regular Meetings.* The board shall meet not fewer than two times a year. These meetings shall be held at such designated places, times and dates as may be determined by the chairman.
- (b) *Quorum.* Four members of the board shall constitute a quorum.
- (c) *Special meetings.* Special board meetings may be called by the chairman of the board at such times, dates and places as become necessary for the transaction of State Preservation Board business. The notice of special meetings shall state the date, time, and place of the meeting and be forwarded to the members not less than seven days in advance of the time of meeting with the secretary of state. However, emergency meetings of the board may be called and notice posted in accordance with Texas Civil Statutes, Article 6252-17, §3A(h). All meetings shall be posted and shall be open to the public under the provisions of the Administrative Procedures and Texas Register Act, Texas Civil Statutes, Article 6252-13a.

Source: The provisions of this §111.5 adopted to be effective December 25, 1985, 10 TexReg 4804.

§111.6. Transaction of Business.

The board may transact official business only when in session and shall not be bound in any way by any statement or action on the part of any individual member except when such statement or action is in pursuance of specific instruction of the board. No order or decree shall be adopted by the board except in open meeting and in accordance with the Texas Open Meetings Act.

Source: The provisions of this §111.6 adopted to be effective December 25, 1985, 10 TexReg 4804.

§111.7. Agenda.

The chairman, in cooperation with the architect of the capitol, shall prepare and submit to each member of the board prior to each meeting of the board an advance copy of an agenda, outlining matters that will be considered by the board and such other matters, materials, and information as members have requested to be included for consideration.

Source: The provisions of this §111.7 adopted to be effective December 25, 1985, 10 TexReg 4804.

§111.8. Order of Business.

The order of business to be observed by the board should be as follows:

- (1) call to order;
- (2) introduction of visitors and guests;
- (3) reading and/or approval of the minutes of the previous meeting;
- (4) communications;
- (5) old or unfinished business;
- (6) new business;

- (7) final adjournment; and
- (8) executive sessions on relevant subjects in accordance with the Open Meetings Act.

Source: The provisions of this §111.8 adopted to be effective December 25, 1985, 10 TexReg 4804.

§111.9. Rules of Order.

In its deliberations, the board shall be governed by Roberts' Rules of Order, Revised, except as otherwise provided by these rules and regulations or by statute.

Source: The provisions of this §111.9 adopted to be effective December 25, 1985, 10 TexReg 4804.

§111.10. Minutes of the Board Meetings.

Copies of the official minutes of each meeting of the board shall be distributed to members of the board, key personnel, the legislative and governor's budget offices, and to such private citizens as may make a formal request in writing. An official copy of all board minutes shall remain on file in the office of the architect of the capitol available to any citizen desiring to examine them during regular business hours.

Source: The provisions of this §111.10 adopted to be effective December 25, 1985, 10 TexReg 4804.

§111.11. Inventions or Publishable Material.

Any invention or publishable material created by an employee of the State Preservation Board which results from his or her employment is the property of the State Preservation Board.

Source: The provisions of this §111.11 adopted to be effective December 25, 1985, 10 TexReg 4804.

§111.12. Additional Rules.

The State Preservation Board may adopt additional rules relating to the procedures of the board and the duties of the staff from time to time by majority vote.

Source: The provisions of this §111.12 adopted to be effective December 25, 1985, 10 TexReg 4804.