

# Certified Local Government

Steering Committee  
Charter

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## Mission of the Steering Committee

Working through partnerships, the Certified Local Government (CLG) Steering Committee supports, encourages, and works to ensure the preservation of historic resources in Tarrant County that are integral to the character, authenticity, and well-being of our current and future citizens.

## Purpose of the Committee

“Preservation through Partnership” is the stated goal of the Certified Local Government (CLG) Program. Local, State, and Federal governments work together in the Federal Preservation Program to help communities save the irreplaceable historic character of places. Through the certification process, Tarrant County has made a commitment to historic preservation. This commitment is key to our ability to preserve, protect, and increase awareness of our unique cultural heritage. Jointly administered by the National Park Service (NPS) and the State Historic Preservation Offices (SHPO) / the Texas Historical Commission (THC), the CLG works an active partner in the Federal Historic Preservation Program. The Charge to the CLG, under the leadership of the Tarrant County Historic Preservation Officer (HPO). This includes:

- Under the direction of the Historic Preservation Officer, provide expert and community insights and advice towards the development and updating of the Tarrant County Historic Preservation Plan;
- Contribute ideas, and provide input and expertise in accordance with the CLG Steering Committee mission;
- Provide insights and input to the HPO on Section 106 reviews, National Register of Historic Places (NRHP) nominations and status, Recorded Texas Historic Landmarks (RTHL) nominations and status, State Antiquities Landmarks (SAL) nominations and status, and related matters as requested via email, phone, or in person meetings;
- In tandem with the HPO, meet all State and Federal requirements of a County CLG, including meeting requirements, reporting requirements, and resource survey updates;
  - CLG Committee must meet at least six times per fiscal year (October 1 – September 30).
  - Monitor and report actions affecting county courthouses, RTHLs, SALs and NRHP properties to the THC.
  - Members of the CLG Committee and the HPO must attend at least one preservation-related training a year.
  - Conduct all meetings in accordance with the Texas Open Meetings Act.
  - Complete the CLG Annual Report (completed by HPO, with input from CLG members as requested);
  - Submit copies of all CLG Committee meeting minutes to the THC. (completed by HPO, with input from CLG members as requested);
  - Submit resumes of current CLG Committee members and HPO to the THC. (completed by HPO, with input from CLG members as requested);
  - Provide input during Section 106 reviews, **Section 110 documentation, Section 4(f) reviews or any other federal or state consultations** when appropriate. (completed by HPO, with input from CLG members as requested);
  - Maintain a system for the survey and inventory of historic properties that is coordinated with the statewide cultural-resource-survey-process;
  - Review and comment upon nominations to the National Register of Historic Places for properties within its jurisdiction within 60 days of receiving the nominations from the National Register Program office of the Texas Historical Commission. (completed by HPO, with input from CLG members as requested);

Note: Information and Research gathered during this process is managed by the Texas Historical Commission CLG Coordinator and the Tarrant County Archives.

## Purpose of the Charter

This Charter serves as the guidelines and ground rules to help the CLG Committee work most productively together. The Charter is a living document and may be updated as the need arises. Any updates will be discussed with and ratified by the committee members.

## Goals

- Determine initiatives that support the Mission, Goals, and Purpose.
- Determine plan, timeline and budget required to complete initiatives
- Implement plan and provide ongoing oversight.
- Determine plan to maintain and sustain initiatives.
- Create awareness of historic preservation and the significance to our community while ensuring that we continue to learn from the experiences of the past.

## Membership

- The HPO presides over the CLG Committee.
- The HPO will only vote on items as a tie breaker.
- Members are invited to join the CLG Committee by the HPO, and then approved for appointment by the County Judge and Commissioners Court.
- Appointments will begin on March 1 and last for two (2) years.
- There is no limit on the number of consecutive terms a member can serve for the CLG.
- The CLG Committee must maintain a minimum of 5 active members, including the HPO.
- At least 60 percent of the committee membership shall be drawn from the preservation-related professions defined by the National Park Service;
- CLG members are required to meet all of the requirements outlined by the THC, including:
  - All committee members must have a demonstrated interest, knowledge, or training in historic preservation;
  - All committee members are required to complete Texas Open Meetings Act training provided by the Texas Attorney General's Office;
  - All committee members must attempt to remain current concerning historic preservation issues and techniques. At least once a year, one or more committee members must attend a THC-led or THC-approved training.

## Committee Communications

- The HPO initiates call to meetings, minutes, interim communications via email or phone.
- All committee members will receive electronic copies of final documents.
- Meeting agendas and minutes will be e-mailed to committee members 72 hours prior to meetings
- Meeting agendas will be publicly posted via the County Clerk 72 hours prior to meetings.
- Committee members will inform HPO when they are unable to attend meetings in advance of the meeting.

## Process

- Members will work toward building a consensus.
- Consensus means that everyone can live with the decision. It doesn't mean everyone has to agree 100%.
- Consensus shall be determined by vote of a quorum (50% plus 1 member) present at the meeting.

- Meeting minutes will document the decisions made. If there are questions after reviewing the minutes, the HPO will determine the course of action, such as to bring questions to the committee for discussion again.
- The HPO will offer regular reports to the Tarrant County Historical Commission and Tarrant County Administration, Tarrant County Commissioner's Court, and the Texas Historical Commission.
- Any member of any of the above groups, as well as the general public, are welcome to attend meetings of the CLG Committee.

## Meetings

- All meetings will be held in compliance with the Texas Open Meetings Act.
- CLG Committee will meet regularly according to a schedule agreed upon by the members.
- Meetings are to take place six (6) times per year with the Initial schedule being from 3:30pm to 4:30pm following the Tarrant County Historical Commission meeting and in their offices on the 5<sup>th</sup> floor of the Tarrant County Plaza Building:
- Meeting duration: one (1) hour maximum. Members may be counted as not in attendance if they are unable to stay one hour;
- Minutes from the previous meeting and an agenda for the current meeting will be provided via e-mail to all members one week prior to the meeting
- Meetings will be posted via the Tarrant County Clerk in compliance with the Open Meetings Act
  - Procedure: Agenda is emailed to County Clerk group: (Lissa Willis, Christie Reyenga....)
  - Public Access: Agenda can be viewed, printed from this link one week prior to meeting: <http://access.tarrantcounty.com/en/county-clerk/administration/public-notice.html>
    - The HPO will offer regular reports to the Tarrant County Historical Commission and Tarrant County Administration, Tarrant County Commissioner's Court, and the Texas Historical Commission.
    - Any member of any of the above groups, as well as the general public, are welcome to attend meetings of the CLG Committee.
- There should be no "sidebar" conversations between members during meetings.
- Meetings will start and end on time.
- It is the responsibility of each member to stay current on the project activities, even when he or she has missed a meeting.
- Any action items that members wish to add to the meeting agenda will be emailed to the HPO at least 72 hours before the scheduled meeting.
- Any New Business can be brought up during the meeting, but a vote cannot be taken on New Business items until the following meeting when they are listed as an Action Item.
- Meetings may be cancelled due to a lack of a quorum, the inability of the HPO to attend, or for any other reason deemed necessary by the HPO. Cancellation and rescheduling of meetings will be announced via e-mail and published in accordance with the Open Records Act.

## Personal Courtesies

- Discussion shall be constructive and positive.
- All communication will be open and courteous.
- Members will judge ideas, not people.
- Members are expected to attend meetings; members should contact HPO prior to the meeting if attendance is not possible.
- Each committee member represents a specific area of expertise. Committee members will bring their individual perspectives to the committee and will also consider what is best for the project as a whole.
- Members should contribute to the achievement of the project goals.
- All cell phones and other communication devices should be silenced during meetings and used on an exception basis only.