

BYLAWS DRAFT

Heritage Trail Medallion Commission

City of Lawrenceville, Georgia

Adopted: [Insert Date]

Article I – Name

The official name of this body shall be the Heritage Trail Medallion Commission (“the Commission”).

Article II – Purpose

The Commission exists to preserve, promote, and expand the City of Lawrenceville’s Heritage Trail. It is responsible for reviewing and approving nominations for medallion honorees, promoting community engagement with the Trail, and advising City leadership on matters related to historical recognition and storytelling.

Article III – Membership

- The Commission shall consist of seven (7) members appointed by the Mayor and City Council.
- Five (5) members must have a minimum of ten (10) years of residency or professional affiliation with Lawrenceville or Gwinnett County.
- Two (2) members must have professional or academic experience in fields such as genealogy, archiving, preservation, history, education, or related disciplines.
- Members shall serve two-year terms and may be reappointed.
- All members serve as volunteers and are not compensated unless otherwise approved by City Council.
- Members may be removed or replaced at the discretion of the City Council.

Article IV – Officers

- The Commission shall elect a Chair and Vice Chair annually from its membership.
- Officer elections shall be held during the first meeting of the calendar year.
- Officers shall serve one-year terms and may be re-elected.
- Additional officer roles may be established as needed by majority vote of the Commission.

Article V – Meetings

- The Commission shall meet approximately five (5) times per calendar year.
- Meeting dates, times, and locations shall be set by the Chair in consultation with the Vice Chair and City Clerk.

- All meetings shall be held within the corporate limits of Lawrenceville at a publicly accessible location.
- Meetings shall comply with the Georgia Open Meetings Act and be publicly noticed at least 24 hours in advance.
- A quorum shall consist of four (4) members.
- All actions shall require a majority vote of members present.
- Meeting minutes shall be recorded and maintained by the City Clerk.

Article VI – Nomination and Selection Process

- Each year, the City Engineer shall report available locations for new medallions to the Commission prior to the nomination period. Members can request the City Engineer review an alternate location after recipients are finalized, if needed
- The Commission shall solicit and accept nominations during a 60-day period annually. Nominations may be submitted by residents or organizations operating within Lawrenceville.
- Applications must include a minimum of two paragraphs describing the nominee’s historical significance. Incomplete applications will be disqualified.
- The Commission shall evaluate submissions based on the criteria outlined in the ordinance, and vote to approve final selections. A majority of members present must approve each nominee.
- The City staff liaison shall review the selections with City Council members in advance of formal presentation.
- The Chair shall present final recommendations to City Council no later than the October Work Session. Council approval shall occur no later than the November meeting.
- Up to two (2) medallions may be installed each spring following Council approval, accompanied by a brief public ceremony.

Article VII – Staff Liaison

- A staff liaison shall be designated by the City Manager to support the Commission.
- The liaison shall assist with scheduling, application management, coordination of materials, and communication with City departments and officials.
- The liaison may facilitate collaboration with historians, preservation groups, or other subject matter experts.
- The liaison is not a voting member of the Commission.

Article VIII – Conflicts of Interest

Commission members shall comply with the City of Lawrenceville’s Code of Ethics and related policies. Members shall recuse themselves from votes or discussions where a personal or professional conflict of interest may exist.

Article IX – Amendments

These bylaws may be amended by a majority vote of the Commission, with any amendments submitted to the City Council for formal approval.