

**Title 13. Libraries, Archives, and Cultural Resources**  
**Chapter VII. Historic Arkansas Museum Commission, Division of Arkansas**  
**Heritage, Department of Parks, Heritage, and Tourism**  
**Subchapter A. Generally**  
**Part 72. Bylaws of the Historic Arkansas Museum Commission**

**Codification Notes.** The Arkansas Territorial Restoration Commission was renamed to the Historic Arkansas Museum Commission by Acts 2001, No. 69.

This part promulgated prior to codification into the Code of Arkansas Rules provided as follows:

"ADOPTED THIS 8TH DAY OF MARCH, 1979."

**Subpart 1. Generally**

**13 CAR § 72-101. Name.**

The name of this commission is the Historic Arkansas Museum Commission.

**Authority.** Arkansas Code § 13-7-104.

**13 CAR § 72-102. Main office.**

The main office of the Historic Arkansas Museum Commission shall be located at:

200 East Third Street  
Little Rock, Arkansas 72201

**Authority.** Arkansas Code § 13-7-104.

**13 CAR § 72-103. Origination and purpose.**

(a)(1) The Historic Arkansas Museum Commission ("Commission") was created by Acts 1939, No. 388, of the General Assembly, as amended by Acts 1967, No. 76.

(2) The commission was placed in the Department of Arkansas Natural and Cultural Heritage by Acts 1975, No. 1001.

(3) The museum site occupies all of Block 32, Original City of Little Rock, and the commission owns additional land in the same vicinity.

(b)(1) The commission was created to:

(A) Restore the historic houses on its property;

(B) Landscape the grounds; and

(C) Interpret the territorial and early statehood period of Arkansas history

through:

(i) The museum houses; and

(ii) Collections appropriate to the period.

(2)(A) All of this is done to create "a historic center, interesting to the inhabitants of the State and to tourists who visit Arkansas."

(B) Acts 1939, No. 388.

**Authority.** Arkansas Code § 13-7-104.

**13 CAR § 72-104. Members and meetings of commission.**

(a) **Eligibility.**

(1) The commissioners consist of the persons selected by the remaining commissioners from throughout the state.

(2) There is neither a maximum nor minimum number of commissioners.

(3) The Director of the Division of Arkansas Heritage shall be ex officio a member of the commission.

(b) **Rights of commissioners.**

(1) The right of a commissioner to vote and all of his or her right, title, and interest in or to the commission shall cease on the termination of his or her membership.

(2) Preferring there be no specific terms of office for commissioners (which would require periodic reselection), any commissioner may resign from the commission by delivering a written resignation to the chair or secretary of the commission.

**(c) Monthly meetings.**

(1) The monthly meeting of the members of the commission shall be held at times and places determined by the chair of the commission.

(2) Normally these meetings will be held in the commission meeting room of the Restoration Center at Territorial Square in Little Rock, Arkansas, for the transaction of such business as may come before the meeting, on the second Thursday of each month or similar designated day.

**(d) Special meetings.** Special meetings of the commission may be called by the chair whenever he or she shall:

(1) Deem them necessary; or

(2) Be called upon to do so by a majority of the commissioners.

**(e) Notice of meetings.**

(1) Notice of the time, place, and purpose of the monthly or special meetings shall be served either personally, or by mail, or by telephone sufficiently in advance to provide reasonable notice.

(2) Any commissioner may waive notice of such meetings.

(3) In compliance with the Freedom of Information Act of 1967, Arkansas Code § 25-19-101 et seq., the press shall also be notified of these meetings by the executive director, as appropriate.

**(f) Quorum.**

(1) A quorum at all meetings shall consist of at least one-half (1/2) of the commissioners present in person, and the act of a majority of the members present at any meeting at which time there is a quorum shall be the act of the full commission except as may be otherwise specifically provided by statute or by this part.

(2) In the absence of a quorum or when a quorum is present a meeting may be adjourned from time to time by vote of a majority of the commissioners present in person without notice other than by announcement at the meeting and without further notice to any absent commissioner.

(3) At any adjourned meeting at which a quorum shall be present, any business may be transacted that might have been transacted at the meeting as originally notified.

**(g) Voting.**

(1) Every commissioner shall be entitled to one (1) vote, in person, on each matter submitted to the vote of the commissioners.

(2) All questions shall be decided by a majority vote of the commissioners present in person except as may be specifically provided by statute or by this part.

**(h) Removal of commissioners.**

(1) Any commissioner may be removed from office by the affirmative vote of two-thirds (2/3) of the full commission registered in person at any regular or special meeting called for that purpose for:

- (A) Conduct detrimental to the interests of the commission;
- (B) Lack of sympathy with its objectives; or
- (C) Refusal to render reasonable assistance in carrying out its purposes.

(2) Any such commissioner proposed to be removed shall be entitled to at least five (5) days written notice by mail of the meeting at which such removal is to be voted upon, and the commissioner under consideration shall be entitled to appear before and be heard at such meeting.

**Authority.** Arkansas Code § 13-7-104.

**13 CAR § 72-105. Executive director.**

The affairs and business of the Historic Arkansas Museum shall be managed and administered by an executive director, who shall be selected by and serve at the discretion of the Secretary of the Department of Parks, Heritage, and Tourism pursuant

to applicable Arkansas law and with concurrence of the Historic Arkansas Museum Commission.

**Authority.** Arkansas Code § 13-7-104.

**13 CAR § 72-106. Officers.**

(a) **Officers.** The officers of the Historic Arkansas Museum Commission shall be a:

- (1) Chair;
- (2) Vice chair; and
- (3) Secretary.

(b) **Election and term of office.**

(1) The officers shall be selected by the commissioners from among their numbers for terms as desired.

(2) Each officer shall hold office until his or her successor shall have been duly elected and qualified.

(c) **Chair.**

(1) The chair shall preside at all meetings of the commission.

(2) He or she shall have and exercise general charge and supervision of the affairs of the commission and shall do and perform such other duties as may be appropriate.

(3) He or she shall be ex officio a member of all committees.

(d) **Vice chair.** In the chair's absence or in the event of his or her inability to act, the vice chair shall perform the duties and possess and exercise the powers of the chair.

(e) **Secretary.**

(1) The secretary shall:

(A) Have charge of all books, documents, papers, and related materials belonging or pertaining to the commission;

(B) Conduct the correspondence of the commission and issue all required notices (although all such notices may be served by the executive director);

(C) Attend and keep the minutes of all meetings of the commission; and

(D) Keep a record containing the names, alphabetically arranged, of all persons who are commissioners, showing their current places of residence, and this record shall be open for inspection.

(2) He or she may sign with the chair, in the name and on behalf of the commission, any contracts or agreements authorized by the commission.

(3) He or she shall, in general, perform all of the duties incident to the office of secretary.

**Authority.** Arkansas Code § 13-7-104.

**13 CAR § 72-107. Audit.**

The audit of the Historic Arkansas Museum is performed by Arkansas Legislative Audit on a periodic basis with audit reports published by the State of Arkansas and furnished to all commissioners.

**Authority.** Arkansas Code § 13-7-104.

**13 CAR § 72-108. Committees.**

(a) A majority of the commissioners, by appropriate resolution, may designate and appoint one (1) or more committees, each of which shall consist of any desired number of commissioners.

(b) Committee members shall be designated and appointed by the chair subject to acceptance by the respective commissioners.

(c) Committee members shall serve during the pleasure of the Historic Arkansas Museum Commission.

(d) The executive director shall be ex officio a member of all such committees.

**Authority.** Arkansas Code § 13-7-104.

**13 CAR § 72-109. Fiscal year.**

The fiscal year of the Historic Arkansas Museum shall commence on the first day of July and end on the thirtieth day of June.

**Authority.** Arkansas Code § 13-7-104.

**13 CAR § 72-110. Amendments.**

(a) This part may be amended or revised by the affirmative vote of at least two-thirds (2/3) of the commissioners.

(b) Votes shall be cast at the monthly meeting or at any special meeting, provided that the notice of such meeting contains a summary of the proposed amendment or amendments.

**Authority.** Arkansas Code § 13-7-104.