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## **GUIDE TO SELECTING LOCAL COMMISSION MEMBERS UNDER THE CLG PROGRAM**

To be eligible for or maintain status as a Certified Local Government (CLG), the local government's historic preservation review commission must be composed of at least five (5) members (or three (3) in a community of 5,000 population or less), and all of the commission members must have a demonstrated interest in historic preservation. (Even those individuals who satisfy professional requirements set forth in "I." below must have a demonstrated interest in historic preservation.)

At least two (2) professional members with preservation-related experience (including architecture, history, archeology, planning, real estate, design, landscape architecture, architectural history, or law) are required. If persons professionally qualified cannot be found within the jurisdiction of the CLG, such services may be obtained from another source, such as a university, preservation organization, or professional organization serving one of the disciplines cited above. The requirement for two (2) professional disciplines may be waived if there is sound evidence that a good-faith effort has been made, but no professionals willing to serve can be found.

### **I. Professional Qualification Standards**

Professional Qualification Standards are set forth in 36 CFR Part 61. For a local commission member to be considered "professionally qualified," he/she must satisfy one of the following:

#### **A. HISTORY**

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two (2) years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

## B. ARCHEOLOGY

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology; and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

## C. ARCHITECTURAL HISTORY

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

## D. ARCHITECTURE

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

## E. HISTORIC ARCHITECTURE

The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include

detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

## II. Demonstrated Interest in Historic Preservation

Whether the local commission member is serving as a professional or concerned citizen member, he/she must have a demonstrated interest in or knowledge of historic preservation. A rather broad interpretation of what constitutes “demonstrated interest” is applied. The difficulty often encountered in finding individuals to serve on commissions is fully recognized, but to maintain program standards and insure preservation of our historic resources to the maximum extent possible, there must be specific evidence of the commission members’ concern for the heritage of the local community and its preservation. Therefore, all members of the local commission must satisfy at least one (1) of the following:

- A. Member of a local (county) historical or preservation society.
- B. Member of the Oklahoma Historical Society.
- C. Member of Preservation Oklahoma, Inc.
- D. Member of the Oklahoma Anthropological Society.
- E. Member of the Oklahoma Heritage Association.
- F. Member of the National Trust for Historic Preservation.
- G. Member of a Main Street Design Review Board.
- H. Has conducted research on some aspect of local history (which is clearly stated in the member’s Vitae).
- I. Has rehabilitated/restored historic buildings (specify in the member’s Vitae).
- J. Is employed by or is a regular volunteer in a local museum or other research collection.
- K. Has participated in professionally supervised archeological testing or excavation project(s) (specify in the member’s Vitae).
- L. Writes for a local newspaper on local history-related topics.
- M. Owns or is employed by a construction company that conducts rehabilitation of older buildings.
- N. Engages in genealogical research.
- O. Has written nominations(s) to the National Register of Historic Places.
- P. Other specific activities that can be related to the field of historic preservation.

To document professional qualifications and/or demonstrated interest in historic preservation, each commission member must prepare a Vitae which includes, at a minimum, the information set forth in Exhibit “A” to these guidelines. The Vitae must be typed/computer-generated. It must be updated annually.

Copies of Vitae for members appointed to the local commission after CLG status is granted must be provided to the State Historic Preservation Office. A local commission that does not satisfy the above guidelines can jeopardize the local government’s CLG status. The SHPO recommends that prior to appointment of new commission members, the individual’s Vitae be submitted for SHPO staff review.

SAMPLE VITAE FORMAT

Identification:

Name:

Mailing Address:

Telephone (Daytime):

Current Occupation:

Current Employer:

Educational Background:

List the high school attended and year graduated. List colleges and universities attended, as well as what field was studied, degree received, and year degree was awarded.

Publications:

If the commission member has published works to his/her credit, list them in a standard bibliographic format.

Organizational Memberships:

List those organizations to which the commission members belong. List those that relate to historic preservation first, such as local historical societies, the National Trust for Historic Preservation, the Oklahoma Historical Society, etc.

Knowledge and Interests:

List special knowledge, experience, or skills that clearly demonstrate interest in, or experience in, historic preservation related fields. For example, explain that he/she owns and has rehabilitated (restored) an older home or commercial building; has done research on some aspect of local history; is a contractor who specializes in rehabilitation of older buildings; has done genealogical research, etc. Be specific.