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Republic of Latvia

Cabinet
Regulation No. 582
Adopted 21 October 2003

By-law of the Council for Preservation and Development of Riga Historic Centre

Issued pursuant to
Section 10, Paragraph one
of the Law On Preservation and Protection
of the Historic Centre of Riga

1. The Council for Preservation and Development of Riga Historic Centre (hereinafter ï Council) shall be a public consultative institution, the purpose of the activities of which shall be to promote the co-operation of institutions and the taking of decisions in issues related to the preservation, protection and development of the historic centre of Riga and protection zone thereof.

2. The Council shall perform the functions and tasks specified in the Law On Preservation and Protection of the Historic Centre of Riga.

3. The Council has the rights specified in the Law On Preservation and Protection of the Historic Centre of Riga.

4. The Council shall be managed by the Chairperson of the Council, but during his or her absence ï the Vice-chairperson of the Council. Members of the Council shall elect the Vice-chairperson of the Council from among the members of the Council for a time period of three years.

5. The Council shall have a quorum if not less than two thirds of the members of the Council participate in a meeting thereof.

6. Meetings of the Council shall take place upon the proposal of the Chairperson of the Council, his or her deputy or a member of the Council not less than once a month.

7. The Council shall take a decision by a simple majority vote. In the event of a tied vote, the vote of the Chairperson of the Council shall prevail.

8. The Chairperson of the Council or ï during his or her absence ï the Vice-chairperson of the Council shall:

8.1. approve the agenda for the meetings of the Council;

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8.2. convene and chair meetings of the Council; and
8.3. determine the place and time for Council meetings.

9. The documents and information necessary for meetings of the Council shall be prepared by the State Inspection for Heritage Protection and submitted to the Chairperson of the Council not later than five working days before the meeting.

10. The State Inspection for Heritage Protection shall send the agenda of the meeting approved by the Chairperson of the Council and other materials related to the agenda to all members of the Council by electronic means not later than four working days prior to the meeting.

11. Experts may be invited in the work of the Council. Decisions regarding the necessity to invite experts shall be taken during a meeting of the Council.

12. The meetings of the Council shall be open to the public.

13. Minutes shall be taken at Council meetings. The agenda, participants of the meeting and persons who have expressed an opinion regarding the respective issue, as well as decisions taken and the different opinions of participants of the Council shall be indicated in the minutes of the Council meeting. Minutes of the Council meeting shall be signed by all members of the Council who participated in the respective meeting of the Council.

14. The State Inspection for Heritage Protection shall prepare the agenda of a Council meeting, organise meetings and technically ensure the work of the Council, as well as ensure inserting of decisions of the Council on the Internet home page of the State Inspection for Heritage Protection and control execution thereof.

Prime Minister E. Repģe

Acting for the Minister for Culture,

Minister for Education and Science K. Ģadurskis

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