

**BYLAWS OF THE
EL DORADO COUNTY
HISTORICAL MUSEUM COMMISSION**

1. Authority

The Historical Museum Commission was first created by the adoption of a Board of Supervisor Resolution in 1973 and updated with the El Dorado County Ordinance No. 4551, El Dorado County Code of Ordinances Sec. 2.20.350.

2. Purpose

The function of the Historical Museum Commission is to represent the community regarding museum issues and to serve as a liaison with the El Dorado County Board of Supervisors; the purpose of these Bylaws is to provide information on how the commission functions.

3. Appointment

The Historical Museum Commission consists of seven members, appointed by a majority of the Board of Supervisors. Sitting commissioners may make appointment recommendations to the Board of Supervisors. Candidates shall apply for the Commission according to the Board of Supervisors requirements.

4. Regular Meetings

There shall be a minimum of six meetings scheduled in a year. At the first meeting of the calendar year, the schedule of meetings for the year shall be adopted by a majority of commissioners. Each commissioner shall be notified at least 72 hours before the next regular meeting.

5. Special Meetings

Special meetings of the Historical Museum Commission may be called by the chairman of the Commission by giving at least 72 hours' notice of the time and place of such special meeting to each member of the Commission and to the secretary of the Commission.

6. Meeting Agenda

The agenda will be prepared by the secretary with input from the chairman and commissioners. Every effort shall be made to have the agenda available at least 5 days in advance of the meeting, and no less than 72 hours in advance of the meeting.

7. Election of Officers

The commissioners shall elect a chairman and a vice chairman of the Commission at the first regular meeting of the Commission held in every calendar year. The Museum Administrator or other designated staff will act as secretary.

8. Meeting proceedings

Commission meetings must follow the Brown Act requirements, and commissioners should make themselves familiar with the Brown Act rules that govern local government commissions. During meetings the order of business will use accepted Robert Rules of Order proceedings, excepting those which conflict with the Brown Act, county law or the bylaws of the commission

9. Quorum

Four voting members of the Commission shall constitute a quorum for the transaction of business at any regular or special meeting of the commission.

10. Reasons for dismissal

- a) Failing to attend four consecutive regular meetings
- b) No longer a resident of the county
- c) Noncompliance of Brown Act requirements or other requirements for county commissions

11. Powers and Duties

The Historical Museum Commission shall:

- a) Advise the Board of Supervisors on matters affecting the county historical museum, including strategic planning
- b) Encourage support by private individuals and groups, and by other public agencies
- c) Review annual budget and proposed expenditures with staff
- d) Establish policies in accordance with standard museum and archives professional practices
- e) Make recommendations to accept or decline donations of artifacts and archival material based on the museum’s Acquisition Policy and advice from staff
- f) Make recommendations to expend funds deposited into the “Museum Fund” maintained by the county

12. Amendments

These bylaws may be repealed, amended, or new bylaws added by resolution of the Commission set out in full in the minutes.

It is hereby resolved by the Historical Museum Commission that the foregoing bylaws are hereby adopted at a regular meeting of the Historical Museum Commission held on November 8, 2019.

(signed by Jeannette Barrett, Vice Chairman)

(November 8, 2019)

Commission Chairman

Date

(signed by Mary Cory, Museum Administrator

(November 8, 2019)

Secretary

Date