



RESOLUTION NO.  
OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO  
HISTORICAL MUSEUM COMMISSION

**WHEREAS**, in 1973 the Board of Supervisors (Board) established the Historical Museum Commission and subsequently approved amendments thereto upon adoption of Ordinance 4551 for Sections 2.20.350 through 2.20.440 on February 29, 2000; and

**WHEREAS**, the Historical Museum Commission was established with the expressed purpose of advising the Board on matters related to the historic interpretation and preservation of historical artifacts and documents important to the County; and

**WHEREAS**, the Chief Administrative Office (CAO) is requesting the Board repeal Ordinance 4551 to modernize the Commission's governing structure; and

**WHEREAS**, at their meeting of XX, XX, 2025, the Historical Museum Commission ~~worked in partnership with the Chief Administrative Office to develop the updated governing language, voted to recommend the Board approve the Resolution as set forth in Exhibit A; reviewed and discussed updates to bring to the Board a request to repeal Ordinance 4551;~~ and

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Supervisors hereby establishes the Historical Museum Commission as set forth in Exhibit A attached hereto and incorporated herein by reference.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the following vote of said Board:

Ayes:

Attest:

Noes:

Kim Dawson

Absent:

Clerk of the Board of Supervisors

By: \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Chair, Board of Supervisors

## EXHIBIT A TO RESOLUTION XXX-2025 HISTORICAL MUSEUM COMMISSION

### **SECTION 1. COMMISSION ESTABLISHED**

There is created and established a citizens' advisory commission consisting of seven members to be known as the County Historical Museum Commission.

### **SECTION 2. PURPOSE**

The County Historical Museum Commission is established to assist the County in maintaining ~~or it's~~ vision and mission and subsequent goals for the County museum; to encourage opportunities for County residents to become involved in the historic interpretation and preservation of historical artifacts and documents important to the County.

### **SECTION 3. APPOINTMENTMEMBERSHIP CRITERIA AND TERM**

- A. The County Historical Museum Commission shall consist of seven members.
- B. The Board of Supervisors shall appoint Five (5) members shall be appointed, at large to serve a term of four (4) years, by the Board of Supervisors.
- C. The remaining two The Board of Supervisors shall appoint two (2) members members shall be appointed by the Board of Supervisors on a rotating basis from the membership of the following historically oriented community groups, including, but not limited to: El Dorado County Historical Society, South Lake Tahoe Historical Society, Heritage Association, Native Sons of the Golden West, Roots and Goldust, Wagon Train (Highway 50 Association), Colonial Dames, Daughters of the American Revolution, E Clampus Vitus, National Pony Express Association, Gold Bug Park Association and Native Daughters of the Golden West. to serve a term of four (4) years.
- A.D. All members serve at the pleasure of the Board of Supervisors.

E. The term of office of each member shall be as prescribed by Section 2.20.010 of the El Dorado County Ordinance Code.

### **SECTION 4. TERMS OF OFFICEVACANCIES**

~~The five members at large shall be appointed to serve terms of four years. The two members appointed to represent the various historical interests shall be appointed to two-year terms. The term of office of each member of the County Historical Museum Commission shall be as prescribed by Section 2.20.010. Vacancies shall be filled in the same manner as the original appointment for the unexpired portion of the term. Vacancies shall be filled in the same manner as the original appointment for the unexpired portion of the term.~~

In the event that a member of the Historical Museum Commission fails to attend four consecutive regular meetings of the Commission, the Executive Secretary of the Commission shall notify the Board of Supervisors of the fact and the Board of Supervisors may declare the office vacant and immediately fill the vacancy by appointment for the unexpired term, made in the same manner as specified in Section 3.

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## **SECTION 5. OFFICERS OF COMMISSION**

- A. *Chair and Vice-Chair.* At the first meeting of the Historical Museum Commission held after January 1 in each calendar year, the Commission will elect from its members a Chair and Vice-Chair, who shall hold office for a term of one year and until the election of their successors. When present, the Chair shall preside at all meetings of the Commission. The Vice-Chair shall act on behalf~~assume the responsibilities~~ of the Chair in his or her absence.
- B. *Museum Administrator Executive Secretary.* The County Museum Administrator~~Director of Library Services~~, or his or her~~his~~ designee, shall be Executive Secretary to, but not a member of, the Commission. The Executive Secretary shall keep minutes of meetings and may perform such other staff support activities desired by the Commission. The Secretary shall formulate a prepublished agenda with the Chair and ensure that all Brown Act procedures for meeting notice and posting of the agenda are met. The Secretary shall record and publish minutes of each Commission meeting, be responsible for the preparation and publication of an agenda and for the keeping of minutes, and shall deliver correspondence, reports, and other matters on behalf of the Commission.

## **SECTION 6. MEETINGS RULES OF PROCEDURE**

~~Regular meetings of the Historical Museum Commission shall be held at least once a month at the time and place fixed by the bylaws of the Commission. Special meetings of the Commission may be called by the Chair or by a majority of the members of the Commission. The special meeting shall be noticed as required by law. The Historical Museum Commission shall hold at least one regular monthly meeting. Special meetings may be called by the chair or by the majority of the members of the commission. The provisions of the Brown Act shall govern the procedure of all meetings of the Commission. A quorum is a majority of the members of the Commission and constitutes the minimum number required to conduct official business.~~

## **SECTION 7. QUORUM**

~~A majority of the members of the Historical Museum Commission shall constitute a quorum for the transaction of business. Action shall be taken only by a majority of the Commission, except that procedural matters can be acted upon by a majority of the members present. Procedural matters are those matters which relate to the continuance or adjourning of meetings.~~

## **SECTION 8. LAPSE OF MEMBERSHIP**

~~In the event that a member of the Historical Museum Commission fails to attend four consecutive regular meetings of the Commission, the Secretary of the Commission shall notify the Board of Supervisors of the fact and the Board of Supervisors may declare the office vacant and immediately fill the vacancy by appointment for the unexpired term, made in the same manner as other members are appointed.~~

## **SECTION 79. POWERS AND DUTIES**

The Historical Museum Commission shall have the following powers and duties:

- A. Act in an advisory capacity to the Board of Supervisors in formulating and reviewing policies affecting the museum.
- B. Consult with staff on methods of funding for museum activities, including fiscal recommendations to the Board of Supervisors through the annual budget process.

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- C. Review and recommend to the Board of Supervisors ~~the~~ adoption of a museum master plan, vision and mission statements, and policies and procedures.
- D. Represent the El Dorado County Historical Museum to public officials and to the general public ~~in order that to help~~ the museum ~~receive receive~~ maximum support from public and private sources.
- E. Cooperate with State, Federal, local agencies, and special interest groups to coordinate museum activities.
- F. Act in an advisory capacity to the Director of Library Services, or designee, Be receptive to concerning gifts, sites, funds, and other assistance for the museum. ~~subject to Any gift, sites, funds, and other assistance must be accepted and approved pursuant to El Dorado County Board of Supervisors Policy A-6, "Grants, Allocations and Donations". Board of Supervisors' approval.~~
- G. Review accession documents and records, including the location of donations and loans. The Commission, either individually or as a Commission, has the right at any time to audit these records.
- H. Review and recommend to the Board of Supervisors support for legislation favorable to museums.
- I. Recommend general procedures to carry out the purpose of the Commission and adopt bylaws, rules, and regulations as it may deem necessary to facilitate the operation of the museum. Such bylaws, rules or regulations shall be operative only if approved by the Board of Supervisors.
- J. Recommend persons to the Board of Supervisors to serve on the Commission when vacancies occur.
- K. Act in an advisory capacity to the ~~Museum Administrator~~Director of Library Services, or designee, who is responsible for day-to-day administrative and curatorial duties of the museum.

## **SECTION 810. CITIZENS' COMMITTEES**

The Historical Museum Commission shall have authority to appoint citizens' committees to assist in making recommendations to the Commission concerning the matters set forth in Section ~~2.20.4307~~.