

Summary of Changes: Museum Commission Bylaws (2019 vs. 2025 proposed)

1. Purpose and Authority

- **2019 Version:** Focused broadly on advising the County and supporting the Historical Museum.
- **2025:** Refines the language to additionally emphasize maintaining a long-term vision for the Museum and strengthening community involvement.

Impact: More future-oriented framing, which underscores the Commission's role in vision-setting and public engagement.

2. Membership and Appointment

- **2019 Version:** Stated seven members per Ordinance No. 4551, but did not define the Museum Administrator's role in appointments.
- **2025:** Specifies that the Museum Administrator manages applications, presents them to the Commission, and enables the Commission to review and recommend candidates to the Board of Supervisors.

Impact: Provides greater clarity on process and responsibilities, reducing ambiguity and ensuring transparency in appointments.

3. Election of Officers

- **2019 Version:** Elections for chair and vice-chair annually, with one-year terms.
- **2025:** Maintains the same structure. No substantive change.

4. Meetings

- **2019 Version:** Meetings required monthly; only general notice language.
- **2025:**
 - Clarifies 72-hour notice requirements for both commissioners and the public.
 - Explicitly requires compliance with the Brown Act.
 - Introduces use of Consent Agendas for efficiency.

Impact: Improves legal compliance, transparency, and operational efficiency.

5. Roles and Duties

- **2019 Version:** Defined roles for chair and vice-chair only.
- **2025:** Clarifies role of Secretary, explicitly assigning it to the Museum Administrator (or appointee). Includes agenda coordination, minutes, and staff support responsibilities.

Impact: Provides more robust administrative support, ensuring better record-keeping

and meeting management.

6. Amendments and Governing Documents

- **2019 Version:** Allowed Commission to amend bylaws, subject to Board of Supervisors' approval.
- **2025:** No change, but explicitly states that Ordinance 4551 supersedes bylaws in case of conflict.

Impact: Strengthens hierarchy and reduces legal ambiguity.

Takeaways:

- The 2025 version improves clarity, legal compliance, and operational efficiency.
- It provides stronger definitions of roles, duties, and administrative processes.
- Potential impacts include smoother Commission functioning, reduced ambiguity for appointments and meetings, and better alignment with County legal frameworks.

BYLAWS

OF THE

EL DORADO COUNTY HISTORICAL MUSEUM COMMISSION

Amended and adopted on [DATE, 2025]

These bylaws describe the internal operating procedures for the El Dorado County Historical Museum Commission. They are subject to and superseded by the provisions of El Dorado County Ordinance No. 4551.

1. Purpose and Authority:

The El Dorado County Historical Museum Commission is a citizens' advisory body created by El Dorado County Ordinance No. 4551. Its purpose is to assist the County in maintaining a vision for the County Historical Museum, and to encourage community involvement in the preservation of local history. These bylaws provide the operational framework for how the Commission functions.

2. Membership & Appointment:

The Commission consists of seven members as defined in El Dorado County Ordinance No. 4551. The Museum Administrator is responsible for managing the application process, including receiving applications and presenting them to the Commission for review. The Commission may review and recommend candidates to the Board of Supervisors for appointment.

3. Election of Officers:

At the first regular meeting of each calendar year, the commissioners shall elect a chairperson and a vice-chairperson from among its members. They shall hold office for a term of one year and until their successors are elected.

4. Meetings:

Regular Meetings: Commission meetings will be held at least monthly at a time and place fixed by the Commission. Notice of all regular meetings, including the agenda, shall be provided to each commissioner and the public at least 72 hours in advance.

Special Meetings: Special meetings may be called by the chairperson. The Museum Administrator is responsible for providing at least 72 hours' notice of the time and place of such special meeting to the commissioners and the public in the customary manner.

Quorum: A quorum for the transaction of business shall be a majority of the members of the Commission, as defined in Ordinance No. 4551.

Meeting Proceedings: All meetings must comply with the requirements of the Brown Act. Meeting procedures will follow Robert's Rules of Order to the extent they do not conflict with the Brown Act, county law, or these bylaws.

Consent Agenda: To improve meeting efficiency, the Commission may utilize a consent agenda to group routine, non-controversial items for a single vote. Any commissioner may remove an item from the consent agenda for individual discussion and a separate vote.

5. Roles & Duties:

Chairperson: The chairperson presides at all meetings, coordinates the agenda with the Museum Administrator, and acts as the official representative of the Commission.

Vice-Chairperson: The vice-chairperson acts on behalf of the chairperson in their absence.

Secretary: The Museum Administrator, or their appointee, shall serve as secretary to the Commission but is not a member of the Commission. The secretary is responsible for preparing and posting the agenda with input from the chairperson, keeping meeting minutes, and performing other staff support activities as needed by the Commission.

6. Amendments & Governing Documents:

These bylaws may be repealed, amended, or have new bylaws added by a resolution of the Commission, which must be set out in full in the minutes. Any such changes are subject to approval by the Board of Supervisors. In the event of any conflict between these bylaws and the provisions of El Dorado County Ordinance No. 4551, the Ordinance shall take precedence.