

HISTORICAL MUSEUM COMMISSION

BYLAWS

1. AUTHORITY

The following Bylaws of the Historical Museum Commission of El Dorado County, hereinafter referred to as the Commission, are hereby approved pursuant to the Resolution XXX-2026 Section 6, Rules of Procedure.

2. OFFICE

The principal office of the Commission shall be at the El Dorado County Placerville Library, 345 Fair Lane, Placerville, California.

3. MEMBERSHIP & APPOINTMENT

The Director of Library Services or designee shall manage the application process, including receiving and presenting applications to the Commission for review. The Commission shall review and recommend candidates to the Board of Supervisors for appointment.

4. ELECTION OF OFFICERS

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

5. MEETINGS

- A. All meetings of the Commission shall be subject to the provisions of the Ralph M. Brown Act. Meeting procedures shall follow Robert's Rules of Order to the extent they do not conflict with the Brown Act, county law, or these bylaws.
- B. Regular Meetings: Commission meetings shall be held at least once monthly at a time and place fixed by the Commission.
- C. Special Meetings: Special meetings may be called by the chairperson or by a majority of the members of the Commission.
- D. All meetings shall be open to the public in full compliance with state and local laws. The Chair or a majority of the Commission may limit the time permitted for public comment consistent with state and local laws, provided that each person wishing to speak on an item before the Commission shall be permitted to be heard once for up to three (3) minutes.
- E. A simple majority of all regular members of the Commission shall constitute a quorum sufficient for the Commission to conduct business.
- F. The affirmative vote of a majority of the members present shall be required for approval of any matter.
- G. The Consent Agenda is 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.

6. ROLES & DUTIES

- A. *Chairperson*: The chairperson presides at all meetings, coordinates the agenda with the Executive Secretary, and acts as the official representative of the Commission.
- B. *Vice-Chairperson*: The vice-chairperson shall assume the responsibilities of the chairperson in their absence.
- C. *Executive Secretary*: The Director of Library Services, or their designee, shall serve as the Executive Secretary to the Commission, but is not a member of the Commission. The Executive Secretary is responsible for the Commission's agendas, minutes, and correspondence.

7. AMENDMENTS & GOVERNING DOCUMENTS

These bylaws may be repealed, amended, or have new bylaws added by the Commission, which must be set out in full in the minutes. Any such changes are subject to the approval of the Board of Supervisors.