

ORDINANCE No. 4551

THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO DOES ORDAIN AS
FOLLOWS:

Section 1. Chapter 2.23 is hereby added to Title 2 of the El Dorado County Ordinance Code to read as follows:

CHAPTER 2.23

COUNTY HISTORICAL MUSEUM COMMISSION

2.23.010 Established. There is created and established a citizens' advisory commission consisting of seven (7) members to be known as the County Historical Museum Commission.

2.23.020 Purpose. The County Historical Museum is established to assist the County in maintaining a vision 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.

2.23.030 Appointment. The County Historical Museum Commission shall consist of seven (7) members. Five (5) members shall be appointed, at large, by the board of supervisors. The remaining two (2) 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 (Hwy. 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.

2.23.040 Terms of Office. The five (5) members at large shall be appointed to serve staggered terms of four (4) years. Upon the first appointments to the commission, two (2) members shall be appointed to serve three (3) years and three (3) members shall be appointed to serve four (4) years. The two (2) members appointed to represent the various historical interests shall be appointed to two (2) year terms.

2.23.050 Officers. At the first meeting of the museum commission held after the first day of January 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 (1) 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 of the chair in his/her absence.

The El Dorado County Museum Administrator or his/her designee shall be secretary to, but not a member of the commission. The secretary shall keep minutes of meetings and may perform such other staff support activities desired by the commission. The secretary shall formulate a pre published agenda with the chair and insure 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.

2.23.060 Meetings. Regular meetings of the museum commission shall be held at least once a month at the time and place fixed by by-laws 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.

2.23.070 Quorum. A majority of the members of the 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.

2.23.080 Lapse of Membership. In the event that a member of the museum commission fails to attend four (4) 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.

2.23.090 Powers and Duties. The 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.
- C. Review and recommend to the board of supervisors adoption of a museum master plan and policies and procedures.
- D. Represent the El Dorado County Historical Museum to public officials and to the general public in order that the museum receive maximum support from public and private sources.
- E. Cooperate with state, federal, local agencies, and special interest groups to coordinate museum activities.
- F. Be receptive to gifts, sites, funds and other assistance for the museum subject to 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 supervisor support for legislation favorable to museums.
- I. Recommend general procedures to carry out the purpose of the commission and adopt by laws, rules and regulations as it may deem necessary to facilitate the operation of the museum. Such by-laws, 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 who is responsible for day-to day administrative and curatorial duties of the museum.

2.23.100 Citizen's Committees. The commission shall have authority to appoint citizen's committees to assist in making recommendations to the commission concerning the matters set forth in section 2.23.090.

Section 2. (Uncodified) This ordinance supersedes, rescinds and repeals any and all previous actions by the board of supervisors dealing with matters contained in this ordinance.

Section 3. This ordinance shall take effect and shall become effective thirty (30) days following the adoption hereof.