



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; 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:

Attest: Ayes:
Kim Dawson Noes:
Clerk of the Board of Supervisors Absent:

By: _____ Chair, Board of Supervisors
Deputy Clerk

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 its 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. MEMBERSHIP CRITERIA AND TERM

- A. The County Historical Museum Commission shall consist of seven members.
- B. The Board of Supervisors shall appoint five (5) members at large to serve a term of four (4) years.
- C. The Board of Supervisors shall appoint two (2) members on a rotating basis from the membership of historically oriented community groups to serve a term of four (4) years.
- 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. VACANCIES

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.

SECTION 5. OFFICERS

- 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 assume the responsibilities of the Chair in his or her absence.
- B. *Executive Secretary.* The County Director of Library Services, or designee, shall be Executive Secretary of the Commission. The Executive Secretary shall 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. RULES OF PROCEDURE

The Historical Museum Commission shall hold at least one regular monthly meeting. 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. POWERS AND DUTIES

The Historical Museum Commission shall:

- 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 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 to help 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. Act in an advisory capacity to the Director of Library Services, or designee, concerning gifts, sites, funds, and other assistance for the museum.
- 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 Director of Library Services, or designee, who is responsible for day-to-day administrative and curatorial duties of the museum.

Commented [TS1]: Most items donated to the museum do not have an appraised or stated value. **Is this an issue?** Cash donations will continue to be processed and accepted in accordance with **Board Policy A-6**.

Commented [JS2R1]: Policy A-6 delegates authority to dept heads to accept gifts less than \$10k, which is the threshold amount stated in Gov Code 25355. In accounting for the gifts, Gov Code 25355 requires following the procedures in the State Controller's manual entitled "Accounting Standards and Procedures for Counties." If the donor does not have a stated or appraised value for the items, then staff will need to make a valuation.

SECTION 8. 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 7.