

# Summary of Changes: Ordinance 4551 (2000 vs Draft 2025)

## 1. Commission Name and Framing

- No substantive change.

## 2. Membership and Appointment Process

- **Old:** Seven (7) members with two (2) from various non-profit organizations; all appointed by the Board of Supervisors.
  - Several of the named non-profits are no longer operating; therefore, the list must be updated.
- **New:** Seven (7) members, but with a new structure:
  - Five at-large appointees by the Board of Supervisors.
  - Two appointed specifically from the El Dorado County Historical Society, which has operated continuously since 1938.
  - The Museum Administrator manages the application process per County policy.

*Impact:* This creates a more formalized, hybrid appointment system that directly involves the Historical Society while still giving final authority to the Board. It also strengthens administrative oversight of the process.

## 3. Officer Roles and Administrative Support

- **Old:** Chair and Vice Chair elected annually; secretary responsibilities not detailed.
- **New:** Clarifies that the Museum Administrator (or designee) serves as secretary, ensures compliance with Brown Act procedures, pre-publishes agendas, and records minutes.

*Impact:* Adds explicit accountability for transparency and compliance with public meeting laws.

## 4. Meetings

- **Old:** Commission meets monthly; no special meeting details.
- **New:** Commission must hold at least one regular monthly meeting, and special meetings may be called by the chair or a majority of members, with proper legal notice.

*Impact:* This codifies flexibility and ensures legal compliance with special meetings.

## 5. Quorum and Membership Lapse

- **Old:** Quorum and lapse rules were less detailed.
- **New:**
  - Majority required for business.
  - If a member misses four consecutive meetings, the Board may declare the office vacant and appoint a replacement.

*Impact:* Stronger accountability for attendance and functioning.

## 6. Powers and Duties

- **Reinforced, but not altered:**

- Advisory role to Board of Supervisors.
- Involvement in funding recommendations.
- Empowered to audit accession records.
- Representation to public officials and agencies.
- Recommendation of museum vision, mission, plans, policies, and legislation.
- Authority to adopt bylaws, rules, and regulations (subject to Board approval).

*Impact:* These reinforced duties formalize and strengthen the commission's advisory and oversight role, increasing transparency and Board collaboration.

## 7. Citizen's Committees

- No material change.

## 8. Superseding Clause

- **New Section:** Explicitly repeals all prior conflicting actions or documents and establishes that this ordinance takes precedence.

*Impact:* Provides legal clarity and avoids conflicting governance documents.

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## Overall Impact

The 2025 draft substantially updates governance, accountability, and transparency. It ensures compliance with the Brown Act, clarifies appointment and vacancy procedures, and broadens advisory powers. Most importantly, the draft ordinance makes it easier for the Commission to engage the public, the Board, and external partners while ensuring that county leadership retains ultimate oversight.

# ORDINANCE No. 4551

AN ORDINANCE AMENDING CHAPTER 2.23 OF THE EL DORADO COUNTY CODE OF ORDINANCES PERTAINING TO THE EL DORADO COUNTY HISTORICAL MUSEUM COMMISSION

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

**Section 1.** Chapter 2.23 is hereby amended 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 from the membership of the El Dorado County Historical Society. 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. The Board of Supervisors retains ultimate authority over all appointments.

2.23.040 Terms of Office. All members shall be appointed to serve staggered terms of four (4) years. Upon the first appointments to the commission, three (3) members shall be appointed to serve three (3) years and four (4) members shall be appointed to serve four (4) years. Subsequent appointments will be for four (4) 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 their absence.

The El Dorado County Museum Administrator, or their designee, shall serve as 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 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.

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. Special meetings 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 which relate to the continuance or adjourning of meetings.

2.23.080 Lapse of Membership. If 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. The Board of Supervisors may then declare the office vacant and immediately fill the vacancy by appointment for the unexpired term.

2.23.090 Powers and Duties. The museum commission shall have the following powers and duties:

The museum commission shall have the following powers and duties:

- Act in an advisory capacity to the Board of Supervisors in formulating and reviewing policies affecting the museum.
- Consult with staff on methods of funding for museum activities including fiscal recommendations to the Board of Supervisors through the annual budget process.
- Review and recommend to the Board of Supervisors the adoption of a museum master plan, vision statement, mission statement, and policies and procedures.
- 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.
- Cooperate with state, federal, local agencies, and special interest groups to coordinate museum activities.
- 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.

- Review and recommend to the Board of Supervisors support for legislation favorable to museums.
- 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.
- Recommend persons to the Board of Supervisors to serve on the commission when vacancies occur.
- 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, amended and adopted on [DATE], supersedes, rescinds, and repeals any and all previous actions by the Board of Supervisors dealing with matters contained in this ordinance. In the event of any conflict between this ordinance and any other document, including bylaws or other governing documents, this ordinance shall take precedence.

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