

Solano County Historical Records Commission

BYLAWS

ARTICLE I – PURPOSE

The purpose of the Solano County Historical Records Commission (Commission) is to serve in an advisory role to the Solano County Board of Supervisors regarding the preservation and public accessibility of Solano County's documentary heritage.

ARTICLE II – MEMBERS OF COMMISSION

SECTION 1:

There shall be five (5) members of the Commission. Each Commission member shall be appointed by the Board of Supervisors. In addition to the five (5) appointed members, four (4) ex-officio, non-voting members are to be representatives of the following three (3) County departments and one (1) State agency: Assessor/Recorder, Treasurer/Tax Collector/County Clerk, Library, and State of California Superior Court, County of Solano.

Solano County Department of General Services shall serve as staff to the Commission until such time responsibility for the Solano County's Records and Information Management (RIM) program is assigned to a different County Department, at which time the other department assigned RIM program responsibility will serve as staff to the Commission.

SECTION 2:

All Commission members appointed by the Board of Supervisors to the Historical Records Commission shall serve for a term of four (4) years.

SECTION 3:

A member may be reappointed by the Board that appointed them or their successor Board. All Commission members serve at the pleasure of the Board of Supervisors.

SECTION 4:

When first fully constituted, the five (5) initial members of the Commission shall determine by lot three (3) members who shall serve a full term, and two who shall serve for two (2) years.

SECTION 5:

Commission members must be residents of or work in Solano County.

ARTICLE III – MEETINGS

SECTION 1:

Regular meetings of the Commission shall be held at least quarterly each year at a date, time, and place designated by action of the Commission.

SECTION 3: A quorum shall consist of a majority of the total members of the Commission.

ARTICLE IV – CONDUCT OF BUSINESS

SECTION 1: No business shall be transacted at any meeting of the Commission other than those matters listed in the agenda.

SECTION 2 All meetings shall be called to order by the Chair, or in his/her absence, by the Vice-Chair. In the absence of both Chair and Vice-Chair, the Secretary of the Commission shall call the meeting to order and those Commission members present shall elect a Chair pro tempore.

SECTION 3 The Chair of the Commission shall vote on all matters and have equal privileges as a member including the right to surrender the Chair for purposes of making motions or introducing resolutions.

SECTION 4: In the course of conduct of meetings of the Commission the following rules shall apply:

- (a) Voting: The Other than a unanimous vote, all votes will be recorded
- (b) General: Except as otherwise provided in these By-Laws or unless waived by the Commission, the current edition of Robert's Rules of Order shall govern the proceedings of all meetings.

Failure to protest the minutes of any meeting at the next regular meeting attended by the protesting member shall preclude any member from challenging the correctness of the minutes or any vote indicated in them.

- (c) Minutes: The Secretary of the Commission shall keep an official record of all proceedings and actions of the Commission, which shall include member attendance. The minutes of the Commission shall be approved by the Commission. The public reading of the minutes may be dispensed with and the minutes approved if there are no objections.

- (d) Absences: Should any member be absent from two (2) consecutive meetings, or four (4) meetings in any one calendar year, without a satisfactory reason, the Commission shall recommend to the Board of Supervisors that such member be retired from the Commission, with prior notice to the Commissioner.

ARTICLE V – OFFICERS and ELECTIONS

SECTION 1: The officers of the Commission shall be a Chair and Vice-Chair, and a Secretary. These officers shall be elected by a majority of the members of the Commission.

SECTION 2: Officers of the Commission shall be elected at the first regular meeting of each calendar year, except in the event that such election cannot be held at such meeting, it shall be held at the next meeting of the Commission which is attended by the majority of the total membership of the Commission.

SECTION 3: Officers of the Commission shall assume the duties and obligations of their offices at the meeting of the Commission next occurring after the meeting at which such election is held.

SECTION 4: In the event that any office of the Commission becomes vacant prior to the annual election meeting, an election to fill such vacancy for the unexpired term of such office shall be held at the next meeting of the Commission attended by the majority of the membership of the Commission.

SECTION 5: Terms of office for the officers shall be two (2) years. No person shall serve more than two consecutive years as Chair or Vice-Chair.

SECTION 6: Officers and members of the Commission shall serve without compensation.

ARTICLE VI – DUTIES AND OBLIGATIONS OF ELECTED OFFICERS

SECTION 1: The duties of the elected officers shall be as prescribed by the Commission, but at a minimum they shall include the duties described in this Article.

SECTION 2: Any officer who is absent from three (3) consecutive meetings of the Commission shall be deemed to have resigned from such office and an election to fill the vacancy so created shall be held according to the rules adopted by the Commission. Any officer of the Commission may be removed from office by a vote of two-thirds (2/3) majority of the total membership of the Commission.

SECTION 3: The Chair shall preside at all meetings of the Commission at which he/she is present. The Chair of the Commission shall exercise general guidance and supervision over the business and operations of the Commission and shall present to the Commission such matters as in his/her judgment requires the attention of said Commission.

SECTION 4: In the absence of the Chair, the Vice-Chair of the Commission shall for that occasion accede to the duties and obligations of the office of Chair.

SECTION 5: The Secretary shall perform the duties required by the Commission for such office. The Secretary shall keep a true and complete record of the

proceedings and shall have charge of all records, documents, papers, books, and other pertinent evidence.

SECTION 6:

The officers shall be responsible at the beginning of each year for ensuring the Commission develops a work plan outlining the Commission's focus and the goals it intends to achieve for the year. The officers shall make an annual written report to the Board regarding the work plan and what the Commission accomplished.

ARTICLE VII – AMENDMENTS

SECTION 1:

These Bylaws and Rules of Organization may be amended at any regular meeting by a two-thirds (2/3) majority vote of the membership of the Commission and shall be effective upon the approval by the Board of Supervisors.

Approved: September 20, 1996
Revised: November 14, 2003
May 21, 2004
October 9, 2007
April 8, 2008
July 7, 2016 (DRAFT)