

# Solano County Historical Records Commission

## BYLAWS AND RULES OF ORGANIZATION

**Comment [E1]:** Not a typical addition to Bylaws..not sure why this is necessary to the title.

### 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 and shall be to foster, develop, promote and implement a program for regarding the preservation and public accessibility of Solano County's documentary heritage historical records.

#### MISSION

As established by the Solano County Historical Records Commission (SCHRC), the mission is to advocate for the preservation of the historical records of Solano County government that document the governance, development and social history of the county, and to ensure the permanent retention, protection, and public accessibility of Solano County's documentary heritage.

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### ARTICLE II – MEMBERS OF COMMISSION

#### SECTION 1:

There shall be ~~thirteen (13)~~ five (5) members of the Historical Records Commission. ~~Each~~ Commission member shall be appointed by the Board of Supervisors. In addition to the five (5) appointed members, four ~~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, General Services, Library, and State of California Superior Court, County of Solano.

**Comment [E2]:** Change comma to a period.

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Solano County Department of General Services shall serve as staff to the Commission until such time ~~time that~~ 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 ~~Records Information Management (RIM)~~ program responsibility will serve as staff to the Commission.

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#### SECTION 2:

All ~~Commission members~~ 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 member that appointed them or their successor Board. All Commission members serve at the pleasure of the Board of Supervisors.

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**SECTION 4:** When first fully constituted, the five (5) initial members of the ~~Historical Records~~ 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:** ~~Members of the Historical Records~~ Commission members must be residents of or work in Solano County.

### **ARTICLE III – MEETINGS**

**SECTION 1:** Regular meetings of the ~~Solano County Historical Records~~ Commission shall be held at least at least five (5) times quarterly each fiscal year at a date, time, and place designated by action of the Commission.

**SECTION 2:** ~~If all necessary business cannot be accommodated at a regularly scheduled meeting, an adjourned regular meeting may be scheduled. In such an instance, the regular meeting is adjourned to a time and place specified before the close of the regular meeting.~~

**SECTION 3:** A quorum shall consist of a majority of the total members of the ~~Historical Records~~ Commission.

### **ARTICLE IV – CONDUCT OF BUSINESS**

**SECTION 1:** No business shall be transacted at any meeting of the ~~Historical Records~~ 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 ~~Historical Records~~ Commission shall call the meeting to order and those Commission members present shall elect a Chair pro tempore.

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

**SECTION 4:** In the course of conduct of meetings of the ~~Historical Records~~ Commission the following rules shall apply:

(a) Voting: The ~~Chair or any member of the Historical Records Commission may call for a roll call vote. Unless such vote is called for, action may be taken by voice vote. Other than a unanimous vote, all votes will be recorded in which event, unless a member expresses the fact that he/she is abstaining from voting or voices a dissenting vote, he/she will be presumed and recorded as voting. If a dissenting vote is voiced by a member present, a roll call vote shall be taken and recorded~~  
(a) \_\_\_\_\_.

**Comment [D3]:** Or do we want to note that downsizing of the Commission will occur over time through attrition as terms of existing members expire.

**Comment [E4R3]:** I would agree. It would make more sense to revise for attrition over time.

**Comment [D5]:** Would quarterly meetings be better? Why five times per year?

**Comment [E6R5]:** I believe the intention was to meet at least every other month with a gap to cover the summer months when the BOS is on break – thus it equals 5 meetings not 6. I would agree quarterly makes sense (with additional meetings scheduled if necessary).

**Comment [D7]:** Should this be fiscal or calendar? Article V, Section 2 points toward a calendar year but does calendar year make sense since budgets are managed based on Fiscal Year?

**Comment [E8R7]:** I would defer to the advice of counsel on this one.

**Comment [D9]:** Would this section be appropriate to include or shall we make it clear that the Commission can establish an ad hoc committee and delegate their authority if they so choose?

**Comment [E10R9]:** I would retain this section.

**Comment [D11]:** Should this section state that meetings are subject to the Brown Act?

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**Comment [E12]:** To meet the requirements of the Brown Act, shouldn't this be revised to say all votes (nays, ayes, and those who abstain) shall be recorded?

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- (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. ~~be followed and its application may be demanded by any member at any time.~~

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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 Historical Records~~ Commission shall keep ~~a record of those members present and those absent at all official meetings of the Historical Records Commission, and~~ 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 ~~of any Historical Records Commission meeting~~ may be dispensed with and the minutes approved if there are no objections.

- (d) Absences: Should any member be absent from ~~three-two (32)~~ consecutive meetings, or ~~fiveour (54)~~ meetings in any one calendar year, ~~regular or adjourned regular,~~ without ~~a reason~~ satisfactory ~~reason to the Historical Records Commission,~~ the Commission shall recommend to the Board of Supervisors that such member be retired from the Commission, with prior notice to the Commissioner.

Comment [D13]: Or four meetings if we decide to meet quarterly.

Comment [E14R13]: yes

## ARTICLE V – OFFICERS and ELECTIONS

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

- SECTION 2: ~~The first election of officers shall take took place at the July 1988 meeting. Thereafter, Of~~ Officers of the ~~Historical Records~~ Commission shall be elected at the first regular meeting of each calendar year in January, except ~~that~~ 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 ~~at least two thirds (2/3)~~ of the total membership of the Commission.

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Comment [E15]: This change would support a switch to calendar year versus fiscal year.

- SECTION 3: Officers of the ~~Historical Records~~ 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 ~~Historical Records~~ Commission becomes vacant prior to ~~the any~~ annual election ~~meeting of the Commission,~~ an election to fill such vacancy for the unexpired term of

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such office shall be held at the next meeting of the Commission attended by ~~at least two thirds (2/3)~~ the majority of the membership of the Commission.

**Comment [D16]:** This means that 4 of the 5 commissioners must be present. Do we want to just require a majority, rather than 2/3?

**Comment [E17R16]:** Yes and we would want to make the same change in Section 2 above.

**Comment [E18]:** This section should stay, but it would make more sense to either incorporate it in Section 2 or swap place with Section 3.

**SECTION 5:** ~~A nominee for any Historical Records Commission office must secure the vote of a majority of the members of the Commission to be elected to any office. In the event that there is only one nomination for any office, the voting on such nomination shall be in the manner directed by the Chair and shall be by roll call vote of the members of the Commission.~~

**SECTION 65:** Terms of officer for the officers ~~of the Historical Records Commission~~ shall be ~~one (1) two (2) years~~. No person shall serve more than ~~two two four~~ consecutive years as Chair or ~~two consecutive years as Vice-Chair of the Historical Records Commission~~.

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**Comment [E19]:** I think we should consider extending the officer terms to 2 years. Consistency is hard to attain in one and two years would be half a term.

**SECTION 67:** 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 ~~of the Historical Records Commission~~ shall be as prescribed by the Commission, but at a minimum they shall include the duties described in this Article.

**SECTION 2:** Any officer ~~of the Commission~~ 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.

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**SECTION 32:** The Chair ~~of the Historical Records Commission~~ 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 43:** In the absence of the Chair ~~of the Historical Records Commission~~, the Vice-Chair of the Commission shall for that occasion accede to the duties and obligations of the office of Chair ~~of the Commission~~.

**SECTION 54:** The Secretary shall perform the duties required by the ~~Historical Records 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 5:** ~~The Treasurer shall keep a record of income reported to the Solano County Treasurer and expense paid by the Solano County Auditor Controller's office. The Treasurer will present a report at each meeting.~~

**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. At the end of the year, the officers shall make an annual written report to the Board regarding the work plan and what the Commission accomplished.~~

~~As an advisory committee to the Board of Supervisors, and in accordance with its purpose and mission as identified in Article I, the Commission shall ensure it regularly keeps the Board of Supervisors apprised of its goals, projects, accomplishments and recommendations through annual reporting.~~

**Comment [D20]:** Should this be specified as an informational report to the Board so that it can be transmitted without formal action by the Board?

**Comment [E21R20]:**

**Comment [E22]:** I would propose this instead.

## **ARTICLE VII – AMENDMENTS**

**SECTION 1:** These Bylaws and Rules of Organization may be amended at any regular meeting ~~of the Historical Records Commission~~ 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.

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