

**CITY OF GRASS VALLEY  
HISTORICAL COMMISSION**

**RULES AND REGULATIONS (BY-LAWS)**

**I. PURPOSE OF HISTORICAL COMMISSION**

The City of Grass Valley recognizes that the preservation of its historic heritage is vital to its resident's understanding of the past and the enjoyment of the present. The preservation of historically, archaeological and architecturally significant sites enriches the community's culture and provides a link to previous residents and events. Historically significant sites represent irreplaceable assets.

**II. OBJECTIVES**

- a. The Commission shall prepare an application form for registration of all proposed historical landmarks in Grass Valley.
- b. The Commission shall establish procedures for the submittal and verification of all proposed historical landmarks and other historical resources.
- c. The Commission shall consult with and coordinate its activities with the Nevada County Historical Landmarks Commission and other interested agencies.
- d. The Commission shall present all proposed historical landmarks to the City Council for final approval.

**III. TERM OF OFFICE**

- a. The Commission shall consist of five (5) regular voting members and one (1) alternate member selected and appointed by a majority vote of the City Council. The alternate member shall attend all meetings but shall participate as a voting member only when sitting in for any of the regular members who may be unable to act due to absence or disqualification as provided for in these by-laws.
- b. Term of Office. The term of office of each Commission member shall be four (4) years, provided that such term shall be automatically extended until a successor has been qualified. The terms of three (3) regular Commission members shall be appointed to terms ending July 1, 1998, and two regular members and one alternate member appointed to terms ending July 1, 2000, all as determined by the City Council.

- c. **Vacancies.** A vacancy shall be filled in the same manner as the original appointment. A person appointed to fill a vacancy shall serve for the remainder of the unexpired term.
- d. **Vacancies due to Absence from Meetings.** Any member of the Commission who is absent without cause either from three successive regular meetings, or from more than four meetings in any 12-month period, shall be deemed to have abandoned such membership, and the Chair of the Historical Commission shall immediately notify the City Council of such absences and request that the office be declared vacant and a new member appointed. A member is not absent without cause if the member provided the Secretary with a written notice of absence in advance of the meeting, along with a statement of the cause which is satisfactory to at least two other regular members, and the alternate member can serve in the regular member's absence.

#### **IV. ELECTION OF OFFICERS**

- a. The Commission, at its first regular meeting in January, or as soon as practicable, shall elect from among the appointed members a Chair and Vice Chair and shall appoint a Secretary, who shall be the Clerk to the Historical Commission. The City Planner shall serve as Ex-Officio Secretary in the absence of the appointed Secretary.
- b. The officers shall hold office for one year from January 1 and thereafter until their successors are elected.
- c. The election of officers shall be by voice vote with votes cast separately for each office. Voting for Vice-Chair shall follow the election of Chair. In each case, the Commission member with the highest number of votes cast is elected.

#### **V. DUTIES OF OFFICERS AND STAFF**

- a. **Chair.** The Chair shall preside at all meetings of the Commission. He/she shall perform all of the duties necessary or incidental to his/her office. The Chair shall represent the Historical Commission before the City Council. The Chair may appoint any member to appear on his/her behalf.
- b. **Vice-Chair.** In the event of the absence of the Chair or his/her inability to act, the Vice-Chair shall take his/her place and perform his/her duties. In the absence of both, the members shall appoint a Chair for that meeting.

- c. **Secretary.** The Secretary shall prepare the agenda, maintain minutes of meeting and any other reports, materials and communications necessary for the Commission to conduct its business. Such materials shall be mailed to each Commissioner at least seventy-two hours prior to the meeting date. The Secretary shall report to the Commission on procedural matters pertaining to items before the Commission. He/she shall maintain records of operations and shall perform such other duties as may be assigned by the Commission.

## VI. MEETINGS

- a. The Commission shall hold its meetings in the manner required by Government Code Sections 54590 - 54961, the Ralph M. Brown Act.
- b. Regular meetings of the Commission shall be held on the third Thursday of each month at 3:00 p.m. in the Mayor's Conference Room at City Hall, 125 East Main Street, Grass Valley, California. If the Regular Meeting falls on a legal holiday, the meeting shall be held on the following Thursday, the fourth Thursday of the month.
- c. A quorum for conducting business of the Commission is three regular voting members. A quorum will be necessary to conduct business. Members are expected to attend all meetings. In the absence of a quorum the meeting will be adjourned to the next regular meeting of the following month.
- d. Suggested order of business for each Regular Meeting is:
  - 1. The Chair declares the meeting opened.
  - 2. Pledge of Allegiance to the Flag.
  - 3. Roll call taken by the Secretary.
  - 4. Approval of minutes.
  - 5. Public Comment:  
An opportunity is provided for persons in the audience to make brief statements on issues or concerns not covered by the agenda and which are relevant to the Historical Commission's responsibilities.
  - 6. Discussion of Proposed Activities and Projects
  - 7. Discuss agenda for next meeting
  - 8. Adjournment

With general consent, the above regular order of business may be suspended or varied at any time upon order of the Chair.

- e. **Parliamentary Procedure.** The rules of parliamentary procedure as set forth in Robert's Rules of Order shall govern all meetings of the Commission except as

otherwise provided in these rules.

As a specific exception, seconds for motions will not be required.

- f. Insofar as practicable, the business of the Commission shall be conducted substantially in the order and manner provided in these by-laws; provided, however, that the failure to observe or enforce such procedural rules shall in no manner affect the regularity, validity or legality of any action or proceeding taken by the Commission. The Commission, in its discretion, reserves the right to govern its own proceedings.

## VII. VOTING

A majority vote of those present at any Commission meeting shall be necessary to take any official action. A Commissioner who is disqualified by reason of conflict of interest shall be recorded as "absent". An abstention for reasons other than conflict of interest shall have the same effect as "not voting" on either side of the motion.

## VIII. TRANSMITTAL TO CITY COUNCIL

Matters transmitted to the City Council from the Commission shall be in writing and shall include the majority recommendation or vote of the Commission. Minority opinions shall also be forwarded to the City council.

## IX. AMENDMENTS TO RULES

These rules may be amended by the Commission at any Regular Meeting by a vote of the majority of the entire Commission provided the proposed amendment is included in the written agenda of such meeting.

## ADOPTION BY THE HISTORICAL COMMISSION:

Adopted unanimously by the Grass Valley Historical Commission at a regular meeting held on January 16, , 1997. The Commission will recommend adoption of these by-laws to the City Council at their meeting of January 28, 1997.

ATTEST:

Cal Palmer  
Chairman, Cal Palmer

Judith Roth  
Clerk to the Historical Commission