

CITY OF GRASS VALLEY HISTORICAL COMMISSION

RULES AND REGULATIONS (BY-LAWS)

I. PURPOSE OF THE 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 drawing visitors and tourism dollars to our community and are an integral part of economic enhancement of the City.*

II. OBJECTIVES

- a. The Commission is empowered to work with the City Council towards enhancing the history of the City through websites, brochures, walking tours, and events so that the citizenry grows a great appreciation of the rich history of Grass Valley.*
- b. The Commission needs to constantly stay vigil towards preserving and protecting historical properties within the City of Grass Valley.*
- c. The Commission shall prepare an application form for registration of all proposed historical landmarks in Grass Valley.
- d. The Commission shall establish procedures for the submittal and verification of all proposed historical landmarks and other historical resources.
- e. The Commission shall consult with and coordinate its activities with the Nevada County Historical Landmarks Commission and other interested agencies.
- f. The Commission shall present all proposed historical landmarks to the City Council for final approval.

- g. Commission shall review any and all alteration, rehabilitation, addition project proposals for Priority 1&2 rated properties located within the 1872 Townsite.*
- h. Commission shall review any and all new building construction, replacements or additions located within the 1872 Townsite.*
- i. Commission shall annually nominate an individual(s), groups or community organizations, or businesses or commercial entities for the Legacy Award.*

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 attendVa 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 four year term of office with begin in alternate even-numbered years and end on June 30th. The four year term of office of three (3) regular members appointed will be staggered with two(2) regular members and one alternative member appointed, 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-montg 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 declared vacant and a new member appointed. A member is not absent without cause if the member provided the *designated City Staff* 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 July or as soon as feasible, shall elect from among the appointed members a Chair and a Vice-Chair follows the election of the Chair.*
- b. *The officers shall hold office for one year from July 1st and thereafter until their successors is elected.*
- c. *The election of officers shall be determined by a majority voice vote cast separately for each office.*

V. DUTIES OF OFFICERS AND STAFF

- a. **Chair.** The Chair shall preside at all meetings of the Commission. He/she shall perform all the duties necessary or incidental to his/her office. The Chair shall represent the Historical Commission before the City Council and *provide quarterly updates of Commission's activities.*
- 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. **Designated City Staff.** The *designated City Staff* shall prepare with the *Chair* the agenda, maintain minutes of the meeting and any other reports, materials and communications necessary for the Commission to conduct its business. Such materials shall be *emailed* to each Commissioner at least seventy-two hours prior to the meeting. The *designated City Staff* shall report to the Commission on procedural matters pertaining to items before the Commission. He/she shall maintain records of operations both written and recorded 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 *2nd Tuesday of each month at 3pm in the City Council Chamber at City Hall, 125 East Main Street, Grass*

Valley, CA and can be attended remotely at www.grassvalleyca.gov. If the Regular meeting falls on a legal holiday, the Commission shall designate an alternative time and date for subject meeting.

- 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 is taken by the *designated City Staff*
 4. Approval of the minutes
 5. Public Comment: An opportunity is provided for persons in the audience or that *call in to make brief statements not to exceed 3 minute* 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.
- f. Insofar as practicable, the business of the Commission shall be conducted substantially in the order and manner provided in these bylaws; 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 y reason of conflict of interest shall be recorded as “*abstain.*” 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_____. The Commission will recommend adoption of these by-laws to the City Council at their meeting on_____.

ATTEST:

Chair of Historical Commission

Designated City Staff to the Commission

