

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



FROM: Assessor-County Clerk-Recorder

SUBMITTAL DATE:
January 18, 2005

SUBJECT: Adoption of Resolution No. 2005-041 pertaining to the County of Riverside Archives Commission; and Approval of the Commission's Revised Bylaws

RECOMMENDED MOTION: That the Board of Supervisors:

1. Adopt Resolution 2005-041 revising certain provisions of the enabling resolution of the County of Riverside Archives Commission; and,
2. Approve the revised Bylaws of the Commission.

BACKGROUND: This Board established the Archives Commission on December 20, 1994, by adoption of Resolution 94-394, as amended on September 23, 1997 by adoption of Resolution 97-239. The Board subsequently acted on bylaws for the Commission on October 27, 1998. Resolution 2005-041 comports with the provisions of the Brown Act and Resolution 94-225 of the Board pertaining to "uniform rules and procedures for standing committees, board and commissions." The revised Bylaws, attached hereto, comply with the provisions of the Brown Act and applicable law. Both the Bylaws and Resolution 2005-041 were drafted in their current form by Counsel to align with each other and Resolution 94-225, and were approved by the Commission at their regular meeting on November 17, 2004.

FORM APPROVED
COUNTY COUNSEL

JAN 19 2005

Departmental Concurrence

BY *[Signature]*

[Signature]

Larry Ward
Assessor-County Clerk-Recorder

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|-----------------------|-------------------------------|--------|-------------------------|-----|
| FINANCIAL DATA | Current F.Y. Total Cost: | n/a | In Current Year Budget: | n/a |
| | Current F.Y. Net County Cost: | \$ n/a | Budget Adjustment: | No |
| | Annual Net County Cost: | \$ n/a | For Fiscal Year: | N/a |

| | | |
|-------------------------|----------------------------------|-------------------------------------|
| SOURCE OF FUNDS: | Positions To Be Deleted Per A-30 | <input type="checkbox"/> |
| | Requires 4/5 Vote | <input checked="" type="checkbox"/> |

C.E.O. RECOMMENDATION: APPROVE.

County Executive Office Signature *[Signature]*

- Policy
- Consent
- Dep't Recomm.:
- Consent
- Per Exec. Ofc.:

Prev. Agn. Ref.: 10/27/98 #2.1
09/23/97 #3.37
12/20/94 #3.16

District: _____ Agenda Number: **3.49**

COUNTY OF RIVERSIDE
OFFICE EXECUTIVE

2 RESOLUTION NO. 2005-041

3 COUNTY OF RIVERSIDE ARCHIVES COMMISSION

4
5 WHEREAS in 1997, at the recommendation of the Riverside County
6 Historical Commission, the Board of Supervisors approved Resolution 97-239
7 establishing the Riverside County Archives Commission for the purpose of advising and
8 making recommendations to the Board of Supervisors concerning development of a
9 county archives and preservation of county historical records; and,

10 WHEREAS the Archives Commission wishes to amend their bylaws and
11 revise certain provisions of their enabling resolution;

12 NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of the
13 County of Riverside, State of California, in regular session assembled on _____,
14 2005, the Board of Supervisors (the "Board") hereby amends the terms of Resolution
15 No. 97-239 pertaining to the County of Riverside Archives Commission (the
16 "Commission") pursuant to and governed by the provisions of Resolution No. 94-255,
17 "Adopting Uniform Rules and Procedures for Standing Committees, Board and
18 Commissions of the County and Related Governments," as follows:

- 19 1. **PURPOSE:** It shall be the purpose of the Commission to advise
20 and make recommendations to the County of Riverside Board of Supervisors
21 concerning the county archives and preservation of historical records of the County of
22 Riverside (the "County").

1 2. **MEMBERS:** The Commission shall consist of 11 members, who
2 shall be residents of the County and shall serve without compensation, the Board of
3 Supervisors appointing two members to represent each of the five supervisorial districts.
4 The eleventh member shall be a Riverside County Historical Commissioner, selected by
5 the Riverside County Historical Commission. All appointees representing the
6 supervisorial districts shall be subject to approval of the Board of Supervisors, and shall
7 serve at the will of the Board.

8 3. **TERMS:** The terms of the Commission members shall be four
9 years, shall expire on an alternating basis, and may be renewed for successive four
10 year terms.

11 4. **ELECTION OF OFFICERS:** At the first regular meeting on or after
12 July 1 each year, the Commission shall elect a chair and vice chair.

13 5. **SECRETARY:** The Assessor-County Clerk-Recorder, or their
14 designee, shall serve as secretary of the Commission.

15 6. **MEETINGS:** The Commission shall meet at least four times per
16 year, and shall establish in their by-laws the time, place and location of their regular
17 meetings.

18 7. **QUORUM:** A quorum shall consist of a majority of the members of
19 the Commission not counting vacant positions. Any action of the Commission shall
20 require affirmative votes of not less than a quorum, except that less than a quorum may
21 adjourn a meeting sine die or to a specified time and place.

1 8. **GOVERNANCE:** The Commission shall be bound and governed
2 by the provisions of the Ralph M. Brown Act, Resolution No. 94-255, and all other
3 relevant resolutions, laws, ordinances, rules and County policies.

4 9. **BY-LAWS:** The Commission shall adopt and the Board of
5 Supervisors approve by-laws specifying all rules of order and procedure particular to the
6 Commission. Such by-laws shall neither duplicate nor conflict with Resolution No. 94-
7 255, nor with this resolution and its successors.

8 10. **SUPERCESSION:** This resolution shall supersede Resolution No.
9 97-239.