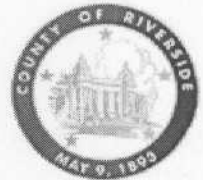


734

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



FROM: Executive Office

SUBMITTAL DATE:
June 6, 2005

SUBJECT: Approving Resolution No. 2005-279 pertaining to the County of Riverside Archives Commission and Revising the Archives Commission's Bylaws

RECOMMENDED MOTION: That the Board of Supervisors approve:

- 1) Resolution No. 2005-279 pertaining to the establishment and governance of the County of Riverside Archives Commission (Attachment A); and,
- 2) Revising the Archives Commission's Bylaws (Attachment B).

BACKGROUND: On April 5, 2005, Agenda Item 3.5, the Board approved Resolution No. 2005-148 adopting revised uniform rules and procedures for the County's advisory committees, boards and commissions. Consequently, the Archives Commission's enabling resolution and bylaws need to be revised to align with these revised rules. Resolution No. 2005-279 and the revised bylaws (attached), bring the Commission's governing documents into line with those rules changes. The Commission reviewed and approved both documents at their regular meeting held on May 18, 2005.

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD
Departmental Concurrence


Denise C. Harden, Principal Management Analyst

FINANCIAL DATA	Current F.Y. Total Cost:	\$ NA	In Current Year Budget:	NA
	Current F.Y. Net County Cost:	\$ NA	Budget Adjustment:	NA
	Annual Net County Cost:	\$ NA	For Fiscal Year:	NA

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

C.E.O. RECOMMENDATION: APPROVE.

County Executive Office Signature 

Polity
 Consent
 Polity
 Consent
 Exec. Ofc.
 Exec. Ofc.

STAMP: JUN 14 - 6 PM 10:25
COUNTY OF RIVERSIDE ARCHIVES COMMISSION

1 Board of Supervisors

County of Riverside

2 RESOLUTION NO. 2005- 279

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 changes to Board policies regarding advisory groups
11 necessitates revisions to the Archives Commission's bylaws and certain provisions of
12 their enabling resolution;

13 NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of the
14 County of Riverside, State of California, in regular session assembled on June 14,
15 2005, the Board of Supervisors (the "Board") hereby amends the terms of Resolution
16 No. 2005-041 pertaining to the County of Riverside Archives Commission (the
17 "Commission") pursuant to and governed by the provisions of Resolution No. 2005-148,
18 "Adopting Uniform Rules and Procedures for Advisory Committees, Board and
19 Commissions of the County of Riverside," as follows:

20 1. **PURPOSE:** It shall be the purpose of the Commission to advise
21 and make recommendations to the County of Riverside Board of Supervisors
22 concerning the county archives and preservation of historical records of the County of
23 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 for not
9 less than two years and not more than four years from the last preceding July 1, shall
10 expire on an alternating basis, and may be renewed for successive terms.

11 4. **OFFICERS:** At the first regular meeting on or after July 1 each
12 year, the Commission shall elect a chair and vice chair as specified in Resolution No.
13 2005-148, and who shall perform the duties as specified in Sections 9.a and 9.b thereof.

14 5. **SECRETARY:** The Assessor-County Clerk-Recorder, or their
15 designee, shall serve as secretary of the Commission and shall be responsible for
16 performing the duties specified in Section 9.c of Resolution No. 2005-148.

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

20 7. **QUORUM:** A quorum shall consist of six (6) members of the
21 Commission. Any action of the Commission shall require affirmative votes of not less
22 than a quorum. The limited actions the Commission may take in the absence of a
23 quorum are specified by resolution of the Board, as may be amended from time to time.

1 8. **GOVERNANCE:** The Commission shall be bound and governed
2 by the provisions of the Ralph M. Brown Act, Resolution No. 2005-148, 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.
7 2005-148, nor with this resolution and its successors.

8 10. **SUPERCESSION:** This resolution shall supersede Resolution No.
9 2005-041.

County of Riverside Archives Commission

Bylaws

(Revised May 2005)

(Approved by Board of Supervisors – [Date])

**BYLAWS OF
THE COUNTY OF RIVERSIDE ARCHIVES COMMISSION**

In order to provide for an efficient and expeditious handling of public meetings, and of the business of the County of Riverside Archives Commission (the "Commission"), an advisory body duly established by the County of Riverside Board of Supervisors (the "Board"), the following bylaws are promulgated. Whenever possible, these rules and procedures shall be construed generally, and failure to observe them shall neither affect the jurisdiction of the Commission, nor invalidate any action taken at a meeting otherwise held in conformity with the law.

I. DUTIES OF THE COMMISSION

The duties of the Commission shall be advisory to the Board of Supervisors, and shall be of the scope and activities as established by resolution of the Board, as may be amended from time to time by them.

II. MEMBERSHIP AND OFFICERS OF THE COMMISSION

A. Members of the Commission

The membership of the Commission ("Members") consists of eleven (11) members as established pursuant to resolution of the Board, as may be amended from time to time. The appointment, term, vacancies and removal of members shall be as set forth therein.

B. Election of Chair and Vice-Chair of the Commission

A Chair and Vice Chair shall be elected annually by the Commission at its first meeting after July 1 of each year, as specified by resolution of the Board, as may be amended from time to time.

In the absence or inability of the Chair to act, the Vice Chair shall act as Chair. The Vice Chair shall preside over any meetings of the Commission in the absence or incapacity of the Chair. Either the Chair or the Vice Chair shall attend each meeting of the Commission.

C. Attendance at Meetings of the Commission

All Members are expected to regularly attend meetings of the Commission. Pursuant to resolution of the Board, three (3) consecutive unexcused absences from meetings of the Commission by any Member shall cause a letter to be issued by the Secretary to the Commission and the Board advising them of the absences.

In accordance with resolution of the Board, as may be amended from time to time, a vacancy shall exist when a member fails to attend three (3) consecutive meetings of the Commission, such absence is not excused by the Commission, those facts are