

COUNTY OF FRESNO  
HISTORICAL LANDMARKS & RECORDS ADVISORY COMMISSION

Bylaws

Approved by the Board of Supervisors December 12, 2017

SECTIONS:

- I. Membership
- II. Terms of Office
- III. Internal Organization
- IV. Meetings
- V. Quorum
- VI. Termination of Membership
- VII. Duties
- VIII. Research and Information
- IX. Amendment-Revision

I. Membership:

The Commission shall consist of 17 members appointed by the Board of Supervisors from the following:  
5- Board of Supervisors Appointees  
12-General Public Appointees nominated by the Commission for appointment by the Board of Supervisors.

Members are typically individuals who have training, expertise or a strong interest in preservation, local history, architecture, history, engineering, or related fields. The Board of Supervisors shall appoint a secretary for the Historical Landmarks & Records Advisory Commission. The secretary shall serve as an ex-officio member without a vote.

II. Terms of Office

Commission members serve a four-year term beginning at noon on the first Monday after January 1, of the applicable year and terminating at noon on the first Monday after January 1, of the fourth succeeding year. There is no limit to the number of terms served.

III. Internal Organization:

A. The Historical Landmarks and Records Advisory Commission shall elect a Chairperson and Vice-Chairperson by a simple majority of the commission members present annually at the November meeting. The Chairman and Vice Chairman shall serve for two years. There shall be no limit on the number of years a member may service as an officer. The Secretary as appointed by the Board of Supervisors shall be responsible for all administrative duties related to the commission.

1. The duties of the Chairman shall be to preside at all commission meetings and perform any other duties assigned by the Fresno County Board of Supervisors.
2. The duties of the Vice Chairman shall be to perform the duties of the Chairman in his/her absence. The Vice Chairman shall assume the duties of the Chairman in the event of resignation, death, or incapacity of the Chairman.
0. The duties of the Secretary shall be to prepare all agendas, record all minutes, maintain correspondence, and publish notices as may be required.~~The Historical Records & Landmarks Advisory Commission shall elect each year from the membership a chairman and vice chairman with no limit to the number of years such officers may serve. The elected officers of the Council shall be a Chair and Vice Chair.~~
  1. The duties of the Chair shall be to preside at all Council meetings and perform any other duties assigned by the County of Fresno Board of Supervisors.
  2. The duties of the Vice Chair shall be to perform the duties of the Chair in his/her absence and will serve as Chair in the year following their term as Vice Chair.
  3. The duties of the Secretary will be to record all minutes, maintain all correspondence, and publish all notices as may be required.

B. Election of Officers

~~Commission Vice Chair shall be nominated and elected annually at the November meeting to take office at the next regular meeting, and to serve for one (1) year, or until their successors have been elected.~~

#### IV. Meetings:

The Commission shall hold regular meetings at least five (5) times a year at a date and time and place to be fixed by the Commission, and the meetings may be held upon the call of the chairman or any three (3) members. The Brown Act (Gov. Code §54950 et seq.) shall govern meetings of the Commission.

#### V. Quorum:

The majority of current appointed members shall constitute a quorum.

#### VI. Termination:

Fresno County Ordinance Code Sections 2.68.010, 2.68.030 and 2.68.035, which apply generally to all Fresno County Commissions, shall govern termination of a Commissioner's membership. A member shall be deemed to have resigned his or her membership for absences in excess of two (2) regular meetings in a calendar year

#### VII. Duties:

The Historical Landmarks & Records Advisory Commission shall have the following ~~powers and~~ duties:

- A. To act in an advisory capacity to the Board of Supervisors in promoting, aiding, and encouraging the preservation of historic landmarks and records.
- B. Study and make recommendations with respect to the establishment of historic landmarks of countywide significance.
- C. Establish general policies to carry out the purpose of this chapter and recommend to the Board of Supervisors such bylaws, rules, and regulations as in its opinion may be required in carrying out a historic landmark preservation program.
- D. To acquaint the general public and other public officials of the aims, requirements, and needs of the historic landmarks preservation program.
- E. Maintain a County Registry of Historical Resources, which may include, but is not limited to; areas of significance, buildings, centennial businesses, centennial farms/ranches, centennial communities/cities, centennial schools, structures, districts, objects, properties, resources, and sites that have sufficient integrity and are significant in Fresno County history.
- F. Advise the Board of Supervisors on the placement of markers, monuments and sculptures in Courthouse Park, to develop guidelines to support the placement both permanently and temporarily, and to catalogue and maintain the history of each item placed in the Park.
- G. Review, as directed by the Board of Supervisors, applicable retention schedules for public documents on the basis of their historic significance.
- H. Cooperate with City, County, and other Historical Societies and concerned local agencies to determine if any of their records are of local historical significance and make recommendations to those agencies regarding the final disposition of the records.
- I. Establish committees, duties, policies, and definitions, as necessary to carry out the duties and functions of the Commission.
- J. In accordance with Fresno County Board of Supervisors-Administrative Policy Number 48: Designating County Facilities. Roads and Bridges - The Department of Public Works and Planning (PW&P) in conjunction with the Fresno County Historical Landmarks and Records Advisory Commission, shall review a petition for designation of a road or bridge and make recommendations to the Board of Supervisors through a resolution as an agenda item on the Board's Calendar.

#### VIII. Research and Information:

The secretary, or his/her designee, shall provide secretarial support, as needed, or as requested, including the preparation of agendas, correspondence, supporting documentation, and minutes of meetings.

Upon request, the Commission shall provide assistance to County Departments needing historical information related to landmarks and records.

#### IX. Amendment-Revision of Bylaws

These bylaws shall be amended or revised as necessary to continue in conformity with State and local

Commission resolutions or requirements. Recommended revisions shall be forwarded to the Fresno County Board of Supervisors for their approval.

\*\*\*