

I. AUTHORITY

These Procedures, Rules and Regulations of the Cultural Heritage Board of the City of Santa Rosa are adopted pursuant to Title 20, Chapter 20-60 of the Santa Rosa City Code. To the extent these Rules conflict with Title 20, Title 20 (as may be amended from time to time) shall control.

II. ORGANIZATION

- A. Section 20-60.070(F)(1) of the Santa Rosa City Code provides that the Mayor appoints the Chair of the Cultural Heritage Board with the approval of the majority of the City Council.
- B. Section 20-60.070(F)(2) provides that the Cultural Heritage Board shall annually elect a Vice-Chair from its membership at its first regular meeting in January or after completion of City Council Appointments. In the event that the appointment cannot be accomplished in accordance with this schedule, it shall be completed at the next regular meeting of the Cultural Heritage Board. At least five Board Members must be present. If the Vice-Chair position is vacant, the newly elected Vice-Chair shall assume office immediately. If the Vice-Chair position is not vacant, the newly elected Vice-Chair shall assume office at the next scheduled meeting of the Cultural Heritage Board. The term of the Vice-Chair shall expire upon assumption of office of a newly elected Vice-Chair.
- C. The duties of the Chair area as follows:
 - 1. Perform all duties of the presiding office.
 - 2. Create such special subcommittees, and appoint Chairs of these subcommittees, which, from time to time, are deemed necessary or desirable.
 - 3. Sign all resolutions and other official documents of the Board and any transmittals to the City Council.
 - 4. Represent the Cultural Heritage Board before the City Council, unless the Chair designates another Board Member to appear on behalf of the Board.
 - 5. Work with the Executive Secretary, or designee, to establish Cultural Heritage Board agendas.
- D. The Vice-Chair shall assume the duties of the Chair in the event of the absence, abstention, or disability of the Chair. In the absence, abstention, or disability of both the Chair and Vice-Chair, the Board, by majority vote, shall appoint a chair pro tempore for the period of the absence, abstention, or disability of both the Chair and Vice-Chair.

III. EXECUTIVE SECRETARY (STAFF LIAISON)

The Planning and Economic Development Director, or designated Staff Liaison, shall be the Executive Secretary of the Cultural Heritage Board. The duties of the Executive Secretary shall include, but not be limited to, the following:

- A. Provide to the Cultural Heritage Board the agenda and any other materials, reports and communications pertaining to the matters on the agenda, as well as prepare reports and gather information as may be necessary for the Cultural Heritage Board to conduct its business.
- B. Attend Cultural Heritage Board meetings and, by signature, attest to the Chair's approval of all resolutions.
- C. Ensure that matters scheduled for Cultural Heritage Board consideration have been reviewed and processed by the City and other responsible agencies in compliance with the Santa Rosa City Code and applicable State and Federal laws, and ensure that all records and minutes pertinent to the Cultural Heritage Board are maintained.
- D. Maintain close communication and contact with the Chair and receive information from other Board members.

IV. LEGAL COUNSEL

The City Attorney, or designee, shall be the legal counsel for the Cultural Heritage Board as needed.

V. PARLIAMENTARY RULES

Rosenberg's Rules of Order and other relevant authorities shall be utilized to resolve parliamentary questions that are not addressed by these Rules and Regulations.

VI. MEETINGS

- A. The Cultural Heritage Board shall hold at least one regular meeting each month, unless the Chair, in consultation with the Executive Secretary, determines that a particular meeting shall not be held. A second monthly meeting may be held to conduct Board business if determined necessary by the Chair, also in consultation with the Executive Secretary.
- B. The regular monthly meeting shall be held on the first Wednesday of each month at Santa Rosa City Hall, 100 Santa Rosa Avenue, unless otherwise specified in the agenda for a particular meeting. For meetings held at City Hall, the agenda shall identify the room(s) at City Hall where the meeting will be conducted.
- C. Each member of the Cultural Heritage Board shall be notified of the time and place of each regular meeting and shall receive the agenda and all appropriate materials at least 72 hours prior to the meeting.
- D. Special meetings of the Board shall be called, noticed, and held in accordance with the provisions of the Ralph M. Brown Act (starting at Government code section 54950).
- E. Annual Meeting of the Cultural Heritage Board

An annual review study session of the Cultural Heritage Board may be held at the request of the Chair in June of each year. The principal purpose of the meeting study

session shall be to determine the goals of the Cultural Heritage Board for the fiscal year, consider any other policies or programs relating to the (General Plan or applicable specific plans) and formulate relevant recommendations to the City Council.

F. Regular Meetings of the Cultural Heritage Board:

The order of the agenda of regular meetings of the Cultural Heritage Board shall generally be as follows:

1. Call to Order and Roll Call
2. Study Session
3. Approval of Minutes
4. Public Comments
5. Board Business
6. Department Report
7. Statements of Abstention by Board Member
8. Consent Items
9. Scheduled Items
10. Adjournment

The order of the agenda may be changed as appropriate.

Other items may be included in the agenda as permitted by the Brown Act.

The purpose of the above agenda items is as follows:

1. Call to Order and Roll Call - The Chair calls the meeting to order. The recording secretary or designee calls the roll of the Cultural Heritage Board.
2. Study Session - A study session is an informational and/or educational presentation to the Board on a designated topic or topics during which Board members may ask questions and discuss the topic(s). The Board may give direction to City staff on the subject matter of the session. Public comment shall be allowed on the designated topic(s) at the start of the study session.
3. Approval of Minutes - The Board reviews the draft minutes, considers any requests for amendments to the draft minutes, and approves the draft minutes.
4. Public Comments - This is the time set aside for members of the public to make comments, suggestions, or recommendations to the Cultural Heritage Board on any topic not listed on the agenda as a public hearing. Personal appearances are subject to the following:
 - a. Speaker cards may be submitted before or at the beginning of the meeting by all persons wishing to address the Commission under Public Comments.
 - b. The Public Comments section of the agenda may be restricted to 30 minutes at the beginning of the agenda. It may be continued to the end of the agenda if testimony exceeds the 30 minutes.

- c. The Chair shall announce the number of speakers who have turned in cards for Public Comments at the beginning of the meeting and advise the public about the number of speakers who can be heard at the beginning of the meeting and those who shall be heard at the end of the meeting.
 - d. Each speaker shall be allowed to speak once for three minutes. The Chair may increase or decrease the amount of time allocated to each speaker; however, at least one minute shall be allowed per speaker.
5. Board Business - Board Members report, Statement of Purpose, and other activities that support board function(s) including elections of Vice-Chair, oaths of office, and Board Member recognitions and transitions.

Cultural Heritage Board Members' Report - Board members may provide information or ask questions relevant to Cultural Heritage Board business.

Statement of Purpose: The Cultural Heritage Board shall consider the following matters, standards, guidelines and criteria to the extent applicable, in determining whether to grant or deny a permit:

- 6. Department Report - The Executive Secretary, or designee, provides information to the Board on items of general interest or answers specific questions from the Board. The staff shall also keep the Board informed of communications from the City Council, State, County and other levels of government or agencies directed to the Cult Council, state, county, and other levels of go Cultural Heritage Board.
- 7. Statement of Abstention by Board members - Members of the Board shall state from which item(s) they are abstaining, provide reason for the abstention and abstain from discussion and action. Members abstaining shall leave the room or meeting until the item has been discussed and voted on by the remaining Board Members.
- 8. Consent Agenda - Items on this agenda are placed here for final action or meet all provisions of the Zoning Code or other applicable regulations when public hearings are not necessary. The Cultural Heritage Board acts on the Consent Agenda with one or few motions and with little or no discussion. Verbal staff reports are not usually given. At the request of an individual Board member, an item may be removed from the Consent Agenda and placed as the first item on the regular agenda.
- 9. Scheduled Items - Scheduled items are public hearings, reports, final actions or continued items. For scheduled items, the order of presentation shall be as described below, subject to modification by Chair:
 - a. Introduction by the Chair
 - b. Staff presentation (Approximately 10 minutes)
 - c. Applicant presentation (Approximately 10 minutes)
 - a. Questions from Board members (Optional)

- b. Public Hearing or Public Comment Period opened: Comments by the public are limited to three (3) minutes per person unless modified by the Chair.
- f. Public Hearing or Public Comment Period closed
- g. Staff and Applicant responses to Public comments
- h. Discussion by the Board
- i. Action(s) by the Board

Dates for scheduled items will be coordinated with the applicant to ensure that the applicant will be able to attend the meeting. Once a date has been agreed upon, the public hearing shall be noticed pursuant to Zoning Code Chapter 20-66.

During the meeting, and upon the conclusion of deliberation of the scheduled item, the Cultural Heritage Board may approve, conditionally approve, continue, deny without prejudice, or deny an application.

If a request for a continuance is received after noticing has been completed, it shall be considered by the Board during the scheduled public meeting.

- 11. Adjournment - At the end of the agenda, the Chair will declare that all business before the Board has been completed and will state that the meeting is adjourned to the next scheduled meeting or the date for a special meeting if it is established.

VII. QUORUM

- 1. A quorum of the Cultural Heritage Board must be present for the Cultural Heritage Board to conduct business.
- 2. A quorum of the Cultural Heritage Board shall consist of at least four members.
- 3. A member who is present, but is disqualified from participating in a matter, shall not be counted in determining whether a quorum is present for that matter.
- 4. If, prior to the meeting, it is known a quorum cannot be established, the Executive Secretary may continue the meeting. If a quorum cannot be established due to conflicts of interest, a board member with a conflict may participate in an item if his or her participation is deemed to be legally required under state law. This is known as the "rule of necessity" and allows the Board to reach a quorum by a random means of selection in coordination with the City Clerk and City Attorney.

VIII. VOTING

- 1. The Board may not transact any business unless a quorum is present and voting.

2. Pursuant to Zoning Code Section 20-60.070(H), for all recommendations on legislative acts (General Plan or Zoning Code amendments), four affirmative votes are required. For all other actions, a vote by a majority of the quorum is required.

IX. CULTURAL HERITAGE BOARD REFERRALS/DEPARTMENT REPORT

1. Any matter referred by the City Council to the Cultural Heritage Board for review and report shall be brought to the attention of the Cultural Heritage Board at the next regularly scheduled meeting after such referral.
2. Any member of the Cultural Heritage Board may refer an item to staff for review and reporting back to the Board. The staff shall note the item under consideration and report back within thirty days of the date of the referral, unless otherwise specified by the Board.
3. The Cultural Heritage Board shall be informed of communications from State, County, or other local agencies directed to the Cultural Heritage Board.