

CULTURAL HERITAGE BOARD RULES AND REGULATIONS

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I. AUTHORITY

These Rules and Regulations of the Cultural Heritage Board of the City of Santa Rosa are adopted pursuant to Chapter 20-60.070 of the Santa Rosa City Code.

II. ORGANIZATION

- A. Section 20-60.070(F) provides that the Mayor appoints the Chair of the Cultural Heritage Board with the concurrence of the Council prior to the first regular annual meeting of the Cultural Heritage Board in January.
- B. The Cultural Heritage Board shall annually elect a Vice-Chair from its membership at its first regular meeting in January. The term of the Vice-Chairperson shall expire upon the election of a replacement in compliance with this schedule or upon the election of the new Vice-Chair.
- C. The duties of the Chair area as follows:
 1. Perform all duties of the presiding office.
 2. Sign all minutes, resolutions, and other official documents of the Board, and any transmittals to the City Council.
 3. Represent the Cultural Heritage Board before the City Council, unless the Chair designates another Boardmember to appear on behalf of the Board.
 4. 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

The Director of Community Development, or designee, 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. Prepare and deliver to the Cultural Heritage Board the agenda and any other materials, reports, and communications pertaining to the matters on the agenda.
- B. Attend Cultural Heritage Board meetings and sign all minutes and resolutions.
- C. Prepare such reports and gather such information as may be necessary for the Cultural Heritage Board to conduct its business.

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- D. 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.
- E. Maintain all records and minutes pertinent to the Cultural Heritage Board.
- F. Maintain close communication and contact with the Chair and receive information from other Boardmembers.

IV. LEGAL COUNSEL

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

V. PARLIAMENTARY RULES

Roberts Rules of Order (revised 1915) 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 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. The regular monthly meeting shall be held on the first Wednesday of each month at the 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.
- B. 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 three working days prior to the meeting.
- C. 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).
- D. Regular Meetings of the Cultural Heritage Board:
The order of the agenda of regular meetings of the Cultural Heritage Board shall be as follows:
 - 1. Call to Order
 - 2. Roll Call
 - 3. Public Appearances
 - 4. Statement of Abstentions
 - 5. Consent Items
 - 6. Study Sessions
 - 7. Scheduled Items
 - 8. Boardmember Reports
 - 9. Department Reports
 - 10. Approval of Minutes
 - 11. Adjournment

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Other items may be included in the agenda as permitted by the Brown Act, or the order of the agenda may be changed as appropriate.

The purpose of the above agenda items is as follows:

1. Call to Order – The Chair calls the meeting to order.
2. Roll Call – The recording secretary or designee calls the roll of the Cultural Heritage Board.
3. Public Appearances – 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 limited to three minutes per speaker. The Chair may modify this policy in appropriate circumstances.
4. Statement of Abstentions by Boardmembers – Members of the Board shall state which items and why they will abstain from discussion and action. Members abstaining shall leave the room during the item.
5. Consent Items – Items on the consent agenda are placed her for final action, or meet all provisions of the zoning code or other applicable regulations and public hearings are not necessary. The 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 Boardmember, an item may be removed from the Consent Agenda and placed as the first item on the regular agenda.
6. Study Session – A study session is an informal and/or educational presentation to the Board on a designated topic or topics during which Boardmembers 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.
7. Scheduled Items – Scheduled items are public hearings, reports, final actions, or continued items. For scheduled items, the order of presentation shall be:
 - a. Introduction by the Chairperson
 - b. Staff presentation
 - c. Presentation by the applicant (10 minutes)
 - d. If a public hearing item, comments from the public (3 minutes per person)
 - e. Applicant's response to comments (3 minutes)
 - f. Questions and discussion by the Board
 - g. Decision or direction by the Board

The Chair may modify the above format in appropriate circumstances.

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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 and the public hearing has been noticed, requests for continuance will not be considered until after the scheduled item has been heard by the Cultural Heritage Board. Upon conclusion of the scheduled item, the Cultural Heritage Board may approve, conditionally approve, continue, deny without prejudice or deny an application.

8. Boardmember Reports –Boardmembers may provide information or ask questions relevant to Boardmember business.
9. Department Report – Staff provides information to the Board on items of general interest or answers specific questions from the Board. 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 Cultural Heritage Board.
10. Approval of Minutes – The Board reviews and approves the draft minutes.
11. Adjournment – At the end of the agenda, the Chair will declare that all business before the Board has been completed and state when the next meeting of the Board will be held. Usually, this will be the next regularly scheduled meeting. Occasionally, the date for a special meeting will be established at this time.

VII. QUORUM

- A. A quorum of the Cultural Heritage Board must be present for the Cultural Heritage Board to conduct business.
- B. A quorum of the Cultural Heritage Board shall consist of at least four members.
- C. 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.

VIII. VOTING

Four affirmative votes are required for any action of the Cultural Heritage Board, pursuant to Section 20-60.070(H) of the City Code.

IX. CULTURAL HERITAGE BOARD REFERRALS/DEPARTMENT REPORT

- A. 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.
- B. Any member of the Cultural Heritage Board may refer an item to the 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.
- C. The Cultural Heritage Board shall be informed of communications from State, County, or other local agencies directed to the Cultural Heritage Board.