

RESOLUTION NO. 37

RESOLUTION OF THE CULTURAL HERITAGE BOARD OF THE CITY OF SANTA ROSA ADOPTING PROCEDURES, RULES, AND REGULATIONS FOR THE PURPOSES OF SCHEDULING AND CONDUCTING ITS MEETINGS - ATTENDANCE RECOMMENDATIONS

WHEREAS, Section 17-22.020 (f) of Ordinance Number 2668 requires the Cultural Heritage Board to meet in order to expeditiously carry out its duties and responsibilities under Chapter 17-22; and

WHEREAS, on occasion the Cultural Heritage Board has not been able to meet as required by Chapter 17-22; and

WHEREAS, Section 17-22.020 (f) allows the Cultural Heritage Board to adopt such procedures, rules, and regulations for the purposes of scheduling and conducting its meetings, transacting its business, and exercising its functions and powers as it deems appropriate.

NOW, THEREFORE, BE IT RESOLVED, that the Cultural Heritage Board of the City of Santa Rosa hereby adopts the following attendance recommendations for Board Members:

1. Start Time

The start time is stated on the agenda which is distributed to the public and press. The expectation is that meetings will start when scheduled. Therefore, Board Members should attempt to be seated prior to the published start time.

2. Recommended Attendance

Four members of the Board shall constitute a quorum. The Board may not transact any business unless a quorum is present and voting. Considering the frequently necessary Statement of Abstentions by Board Members, a 50 percent attendance will usually not result in a quorum. However, a 75 percent attendance may result in a quorum, provided that Board Members mutually schedule their known absences, e.g., vacations. Therefore, Board Members should try to attend at least three out of every four meetings over the course of a year.

3. Advance Notice

Whenever possible, Board Members who cannot attend a meeting should notify the Cultural Heritage Board Recording Secretary at least one week in advance of the meeting date so that if a quorum appears unlikely the meeting will not be scheduled.

DULY AND REGULARLY ADOPTED by the Cultural Heritage Board of the City of Santa Rosa on the 28th day of August 1991 by the following vote:

AYES: (5) Burch, Dakan, Hogan, Kennedy, Silverek

NOES: (0)

ABSENT: (2) Moratto, Vail

ABSTAIN:

APPROVED: _____


VICE CHAIRMAN

ATTEST: _____


ASSOCIATE PLANNER

A:\CHB\ATTENDAN.RES