

HISTORIC PRESERVATION FUND COMMITTEE
Riverside, California

RULES FOR THE CONDUCT OF MEETINGS

September 29, 2014

The following Rules for conduct of meetings are hereby adopted by the Historic Preservation Committee (“Committee”) of the City of Riverside (“City”).

ARTICLE I
MEETINGS

The Committee shall meet at least once every quarter at a place so designated by the City. Said meetings shall be at 2:00 p.m. on the second Monday of each calendar year quarter, provided that if such day shall be a legal holiday, such meeting shall be held on the first Monday of that particular quarter.

ARTICLE II
RULES

These Rules shall govern. Roberts Rules of Order, Revised, may be used as a guide in the proceedings of the Committee, unless they are in conflict with these Rules, the City Charter, the City Council Rules of Procedure and Order of Business or the laws of the State of California.

ARTICLE III
SPECIAL MEETINGS

The Chair of the Committee or a majority of the members of the Committee may call a special meeting by providing written notice twenty-four (24) hours in advance of the meeting to the Chair, all members of the Committee, to media outlets, and to persons having requested notification pursuant to State law.

ARTICLE IV
ADJOURNMENT

The Committee may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the staff secretary of the Committee may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided in Section 54956 for special meetings, unless such notice is waived as provided for special meetings.

ARTICLE V QUORUM

A quorum shall be three (3). Any item under consideration by the Committee shall require at least three (3) affirmative votes.

ARTICLE VI OFFICERS

The Officers of the Committee shall be a Chair and a Vice-Chair, each elected from the appointed Members of the Committee at the meeting in March of every year. Officers shall hold office until their successors are elected and qualify.

1. Chair

The Chair shall preside at all meetings of the Committee. The Chair is responsible for applying these Rules, including speaker time limits, fair and consistent opportunities for the public to speak pursuant to these Rules, and recognizing Members in the proper order to speak. The Chair is the spokesperson for the Committee and the special request manager.

2. Vice-Chair

The Vice-Chair shall preside in the absence of the Chair.

3. Chair Pro Tem

In the event of the absence of the Chair and Vice-Chair the Members of the Committee shall elect a Chair Pro Tem to preside over the meeting.

4. Staff Secretary

A staff secretary shall keep a record of the transactions, findings, and determinations of the Committee in a permanent volume or volumes. The staff secretary shall send out notices of meetings as ordered.

ARTICLE VII MEETING PROCEDURES

The following procedures shall govern hearings before the Committee:

1. MINUTES

Minutes of all such hearings shall be made and duly preserved, a copy of which shall be available in accord with current City policy.

2. MEETING FORMAT

Meetings shall be conducted in accordance with the following format:

- a. The Chair shall announce the meeting by identifying the item from the agenda.
- b. Presentation by staff.
- c. Following staff presentation, the public is invited to comment. Those wishing to speak may do so as instructed by the Chair. Speakers shall be limited to a maximum of three (3) minutes each. Yielding of time to another speaker is not permitted.
- d. Following public comments, the Committee may then ask questions of either the staff or applicant, or, at the discretion of the Chair, any speaker.
- g.. The Committee shall take action to approve, conditionally approve or deny the proposal. If the Committee cannot agree upon an action, the matter shall be forwarded to the Cultural Heritage Board for review and recommendation to the Land Use Committee. Land Use Committee recommendations will be considered by the City Council in making its decision.
- h. The Chair shall announce the rights of appeal to the City Council.

ARTICLE VIII ABSTENTIONS

All abstentions shall be recorded as present and not voting.

ARTICLE IX SUSPENSION OF RULES

Any provision of these Rules not governed by the City Charter or laws of the State of California may be temporarily suspended by a two-thirds vote of the Members present and voting. The vote on any suspension shall be taken and entered upon the record of the Committee.

ARTICLE X CONFLICT OF INTEREST

Any member abstaining from voting on any item due to a conflict of interest shall announce said conflict and the reason for the conflict preceding or immediately following the reading of the description of the item by the Chair and will be required to leave the dais until the completion of consideration of the item, including the vote.

ARTICLE XI ATTENDANCE GUIDELINES

In the event that any member of the Committee is absent for three (3) consecutive meetings, the City Council shall review the Committee Member's status.

ARTICLE XII REVISION AND ANNUAL REVIEW OF RULES

These Rules may be amended by a two-thirds vote of the membership of the Committee present and voting. The amended Rules shall be filed with the staff secretary.

These Rules shall be reviewed and adjustments made as needed upon the election of officers each year.

ARTICLE XIII MEMBERS ADDRESSING CITY COUNCIL

As a general rule, Committee Members are not to address the City Council on any issue over which the Committee has or will exercise jurisdiction, unless specifically requested by the City Council. If a Committee Member does intend to address the City Council on any other items, even if such testimony is given as a private citizen, that Committee Member should notify the Chair.

ARTICLE XIV CODE OF ETHICS

Members shall be subject to all applicable local, State and federal laws and codes of ethics adopted by the City Council.