

## **STANDING RULES OF THE MUSEUM OF RIVERSIDE BOARD OF THE CITY OF RIVERSIDE**

Pursuant to Article VIII (Appointive Boards and Commissions) of the Charter of the City of Riverside ("Charter"), the Museum of Riverside Board ("Board") hereby prescribes its standing rules and regulations, copies of which shall be kept on file in the office of the City Clerk where they shall be available for public inspection.

### **1. POWERS, DUTIES AND FUNCTIONS (RMC § 2.12.020)**

The Board shall have the powers, duties, and functions to serve in an advisory capacity to the City Council in matters pertaining to the museum sites, scope, growth and development, care, maintenance, daily operations, and activities. They shall:

- A. Act in the spirit of the museum's mission to advise on the stewardship of the museum's cultural resources for the benefit of the public;
- B. Make recommendations regarding the scope of museum activities;
- C. Review the annual budget for personnel and operational needs of the museum during the process of its preparation and make recommendations with respect thereto to the City Council and the City Manager;
- D. Review specific collection and exhibition goals and policies for the museum, and provide guidance;
- E. Make recommendations regarding the acceptance or rejection of proposed gifts of money specifically designated for the museum's purposes, as follows: acceptance of monetary donations valued at \$2,500 or below may be approved by the Museum Director; acceptance of monetary donations valued more than \$2,500 and up to \$25,000 may be approved or declined by the Board or the City Chief Financial Officer/City Treasurer; monetary donations valued more than \$25,000 must be approved by City Council upon recommendation by the Board;
- F. Approve or decline the accession of gifts of specimens and artifacts for the museum's permanent collection on behalf of the City, with periodic ratification of such acceptance by the City Council;
- G. Approve or decline deaccessions of museum objects from the permanent collection in accordance with the needs of the museum and consistent with general provisions of the Charter;
- H. Make recommendations to the City Council regarding contacts with Riverside County, local school districts, and/or other agencies for museum services;
- I. Make recommendations regarding membership or support groups dedicated to the museum;
- J. Initiate any other recommendations to the City Council and City Manager concerning the development, care, maintenance, operation, and welfare of the Museum of Riverside, and make recommendations on such other museum matters as the City Council or City Manager may request;

- K. Perform such other advisory functions relating to museum activities as may be desired by the City Council.

2. MEMBERS (RMC § 2.12.010; Charter § 802)

- A. Pursuant to Section 2.12.010 of the Riverside Municipal Code, the Board shall be comprised of nine (9) members.
- B. Each member shall serve at the pleasure of the Mayor and City Council and shall be nominated and appointed by the Mayor and City Council, as a qualified elector of the City, and shall not hold any paid office or employment in the City government.

3. TERM OF OFFICE (Charter § 802)

- A. The term of office shall be four (4) years. No member shall serve more than two consecutive full terms.
- B. Members shall be subject to removal by the Mayor and City Council by a motion adopted by five (5) affirmative votes with the Mayor entitled to vote.
- C. Members shall be subject to all local, state, and federal laws and codes of ethics adopted by the City Council.
- D. Members shall be subject to the codes of ethics governing the museum profession and as adopted by the museum.
- E. Any member may resign from the Board by submitting his or her written resignation to the Mayor and City Council, as well as to the Board Chair.

4. COMPENSATION; VACANCIES (Charter § 805)

- A. Members shall serve without compensation for their services on the Board but may receive reimbursement for necessary traveling and other expenses incurred on official duty when such expenditures have received prior authorization by the City Council.
- B. Any vacancies from whatever cause arising shall be filled by the Mayor and City Council with the Mayor entitled to vote on any such appointment.
- C. Upon vacancy occurring that leaves an unexpired portion of a term, any appointment to fill such a vacancy shall be for the unexpired portion of such term.
- D. If a member absents himself/herself from three (3) consecutive regular meetings of such Board or commissions, unless by permission of the Board, expressed in its official minutes, or is convicted of a crime of moral turpitude, or ceases to be qualified elector of the City, the office shall become vacant and shall be so declared by the City Council. If a position on the Board has remained vacant for sixty (60) days, the Mayor shall appoint a person to fill the vacancy in accordance with Section 803 of the Riverside City Charter.

## 5. OFFICERS (Charter § 804)

- A. The Board shall have at least two officers, Chair and Vice-Chair, and such other officers as it deems necessary.
- B. The Chair shall preside over all meetings of the Board and shall have the same rights as other members, except the Chair shall not make or second a motion. The Chair shall have the right to vote on all matters. The Chair shall sign all documents on behalf of the Board after such documents have been approved by the Board and shall perform other such duties and delegated responsibilities as may be imposed upon the Chair by the Board.
- C. In the absence of the Chair, the Vice-Chair shall assume all the duties and powers of the Chair. In the absence of the Chair, all actions taken by the Vice-Chair shall have the same force and effect as if taken by the Chair.
- D. The election of officers shall be conducted annually at the first meeting in March.
- E. All officers shall be elected by the members for a term of one year. A member may serve no more than two successive years in the same office.
- F. Election of officers shall be conducted in a manner prescribed by the Board.
- G. In the event of the resignation or removal of the Chair during the year, the Vice-Chair shall become the Chair and a new election shall be held for Vice-Chair. In the event of the resignation or removal of any other officer, a new election shall be held to fill the vacant office.
- H. If the Chair and Vice-Chair are both absent at any meeting of the Board, the Board shall elect a Chair Pro Tem, which shall perform all duties of the Chair.

## 6. MEETINGS

- A. Regular Meetings of the Board shall be held on the fourth Wednesday of each month at 3:00 p.m. at 3580 Mission Inn Avenue, Riverside, California. Meetings may be held virtually when special circumstances dictate.
- B. A special meeting may be called by the Chair or any five (5) members of the Board. Members shall be given at least five (5) days' notice before any special meeting. The notice and agenda for any special meeting will be distributed in accordance with the Brown Act and RMC Chapter 4.05.
- C. All meetings of the Board and its Standing Committees shall be open to the public. Notice shall be given to the public prior to convening any meeting in accordance with the Brown Act and RMC Chapter 4.05.
- D. A simple majority of all members of the Board shall constitute a quorum for the transaction of business. A motion shall carry upon the affirmative vote of the majority of the members present at the meeting.
- E. The Board meeting may be cancelled by the Chair due to a lack of a quorum or lack of sufficient agenda items.
- F. The City Manager has designated a representative of the Museum of Riverside to act as secretary for the recording of minutes of the Board meetings. The minutes shall be kept on file in the Museum of Riverside and shall be available for public

inspection. The Board may promulgate such rules, regulations, policies and procedures for its conduct, as it deems necessary.

- G. All adopted rules, regulations, policies, and procedures shall be promptly filed with the City Clerk and shall bear the signature of the Chair and the date they were adopted.
- H. In the event the Board has a meeting for the purpose of visiting and/or observing a public or private museum or cultural institution/facility, all Board members shall abide by the rules posted (e.g. prohibition of photos/video camera, food/drink) at that museum or institution.
- I. City Council Rules of Procedure and Order of Business shall govern the proceedings of the Board in all cases, unless they are in conflict with these rules or the City Charter or the laws of the State of California.

## 7. COMMITTEES

- A. The Board may establish standing committees, which shall consist of any appointed Chairperson and at least two other Museum of Riverside Board Members.
- B. The Board may appoint an ad hoc committee as needed. Each ad hoc committee shall consist of an appointed Chairperson and at least two other Museum of Riverside Board members. Ad hoc committees serve a limited or single purpose, are not perpetual, and are automatically dissolved once their specific task is completed.

## 8. REPORT TO THE CITY

As requested, the Board shall present a periodic written report of its activities to the Mayor and City Council.

## 9. ATTENDANCE POLICY (Per City Council Minutes dated May 6, 2014, Charter § 805)

Board members shall make every effort to notify the Chairperson or his/her designee no later than twenty-four (24) hours prior to any regular meeting of his/her intent not to attend said meeting. A member's inability to provide twenty-four (24) hours advanced notice shall not preclude the Board from exercising its discretion to excuse said absence as outlined in Section 805 of the Charter. The term of any member of the Board shall expire and the position vacated subject to either of the following conditions: (a) he or she is absent unexcused from three (3) consecutive regular meetings of the Board; or (b) he or she is absent, whether excused or unexcused, from more than one-third of the regularly scheduled meetings in any calendar year.

## 10. AMENDMENT OF STANDING RULES

The standing rules may be amended at any regular meeting of the Board by majority vote of the Board, provided that notice of such amendment was provided in accordance the RMC Chapter 4.05 and the Brown Act.

Respectfully Submitted,

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Mary Hughes  
Chairperson

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Date of Amendment

Adopted January 12, 1982

Amended March 12, 1996

Amended April 11, 2006

Amended June 9, 2015

Amended August 11, 2015

Amended July 10, 2019

Amended November 19, 2019 pursuant to Ordinance No. 7496

Amended March 24, 2021