



# Museum of Riverside Board Memorandum

*City of Arts & Innovation*

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**TO: MUSEUM OF RIVERSIDE BOARD** **DATE: MAY 28, 2025**

**FROM: MUSEUM DEPARTMENT** **WARDS: ALL**

**SUBJECT: REPORT ON PROPOSED REVISIONS TO THE STANDING RULES OF THE  
MUSEUM OF RIVERSIDE BOARD**

## **ISSUE:**

Receive a report on proposed revisions to the Standing Rules of the Museum of Riverside Board.

## **RECOMMENDATION:**

That the Museum of Riverside Board approve or decline proposed revisions to the Museum of Riverside's Standing Rules.

## **BACKGROUND:**

The Museum of Riverside (Museum) was established in 1924 with a donation to the City of Riverside of the cultural and anthropological collections of Nabisco magnate Cornelius Earle Rumsey. The City Council amended the City Charter in 1925 to establish a municipal museum. Pursuant to Section 804 of the Riverside City Charter, the Museum of Riverside Board (Board) established rules and regulations for its operation early in its history. In addition to being based in City Charter Section 800, the Standing Rules of the Board incorporate portions of the Riverside Municipal Code Chapter 2.12.

The Standing Rules of the Board have been amended on multiple occasions to adjust to evolving Museum operational standards as well as City of Riverside concerns. Revisions occurred in 1982, 1996, 2006, twice in 2015, in 2019, and most recently in 2021.

## **DISCUSSION:**

At its meeting on February 26, 2025, the Board heard a request from Board member Luz Negrón Bermó to review the Museum's Standing Rules and consider revisions. Board members who wished to propose revisions were asked to submit them formally to Toni Kinsman by April 11, 2025. By that deadline, proposed revisions had been received only from Luz Negrón Bermó.

Substantial portions of the Museum's Standing Rules are part of the City of Riverside Municipal Code and City Charter and, thus, some revisions would require a lengthy and complex process. Pursuant to Charter section 804, Standing Rules must be consistent with the City Charter.

The Standing Rules provide broad guidance and provide for the Board's meeting procedures. They are not intended to be a detailed action plan or day-to-day procedural document.

<b>Section</b>	<b>Proposed Revision</b>
Section 1 {RMC§ 2.12.020}	Reconsider the word "activities" in the introductory paragraph. It may be too general.
	<p><b>Staff response:</b> Revision is not recommended.</p> <p>This section of the Standing Rules is a restatement of the Municipal Code and should remain consistent.</p> <p>The general scope of the Museum Board was deliberately defined in broad terms to ensure flexibility. In practical fact, the activities of the Museum are defined by its mission: "As a center for learning, the Museum of Riverside interacts with the community to collect, preserve, explore, and interpret the cultural and natural history of Riverside and its region."</p>
	<p><b>City Attorney response:</b> In the event of an inconsistency between the Municipal Code and the Standing Rules, the Municipal Code language will control. A revision to the powers and duties of the Board would require the City Council to revise section 2.12.020 of the Municipal Code.</p>
Section 1.A. {RMC§ 2.12.020}	Replace the word "public" with "community."
	<p><b>Staff response:</b> Revision is not recommended.</p> <p>This section of the Standing Rules is a restatement of the Municipal Code and should remain consistent.</p> <p>Refer above to the Museum's mission statement, which is the overarching, guiding document for the services the Museum provides. This statement uses the word "community."</p>
	<p><b>City Attorney response:</b> In the event of an inconsistency between the Municipal Code and the Standing Rules, the Municipal Code language will control. A revision to the powers and duties of the Board would require the City Council to revise section 2.12.020 of the Municipal Code.</p>
Section 1.C. {RMC§ 2.12.020}	Clarify how to approach the City Manager or City Council.
	<b>Staff response:</b>

	<p>Revision is not recommended.</p> <p>This section of the Standing Rules is a restatement of the Municipal Code and should remain consistent.</p> <p>All boards and commissions provide their advice to City Council and the City Manager through their discussions and formal recommendations made by vote during Board meetings. These recommendations are incorporated into reports that go before City Council, as required by the nature of the decision.</p> <p>Board members are also always free to contact Council members individually.</p>
	<p><b>City Attorney response:</b> Recommendations to the City Manager or City Council on behalf of the Board are done through discussion and vote at an agenda meeting of the Board. Recommendations are memorialized in the Board minutes and included in reports to the City Council.</p>
Section 6.E.	Reconsider cancellation of Board meetings due to lack of agenda items.
	<p><b>Staff response:</b> Revision is not recommended.</p> <p>Other City boards and commissions operate in a similar manner regarding meeting cancellations.</p> <p>A significant amount of staff time—in the Museum and other departments—is required to prepare for and hold Museum Board meetings. Many items that come before the Museum Board are not urgently tied to a schedule, and few are action items. Museum staff group them for efficiency out of respect for Board members' time and to make better use of City staff time.</p>
	<p><b>City Attorney response:</b> The Brown Act limits discussion during meetings to items appearing on a published agenda. This makes it impossible for the Board to have any meaningful discussion when there is a lack of agenda items. Typical practice is to allow the Board Chair to cancel the meeting when there are insufficient items.</p>
Section 8.	Request for specific information on when and how the Board is to present a written report of its activities to the Mayor and City Council.
	<p><b>Staff response:</b> Revision is not recommended.</p> <p>The Board reviews its own work plan annually. This includes reporting on alignment of actual activity to the plan as well as the projected plan for the coming year.</p> <p>The Board most recently reviewed its own work plan at its meeting on February 26, 2025. The Museum Board's work plan is subsequently presented to the City Council's Safety, Wellness, and Youth Committee, in accordance with City Council and City Clerk's schedule for reporting all</p>

	boards' and commissions' plans to City Council. The report to the Safety, Wellness, and Youth Committee was most recently presented by the Museum Board chair on April 16, 2025.
	<b>City Attorney Response:</b> The current process for providing updates is through the adoption of an annual workplan. The City Council has the option to request additional updates, if desired.

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