

**OFFICE OF HISTORIC PRESERVATION
DEPARTMENT OF PARKS AND RECREATION**

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**Information Center Procedural Advisory Committee
of the
State Historical Resources Commission****Rules of Order**

October 15, 2013

- RULE I:** The name of this committee shall be the Information Center Procedural Advisory Committee ("ICPAC") of the State Historical Resources Commission ("SHRC").
- RULE II:** The ICPAC was created by the SHRC in 1989 (as the "Subcommittee on Historic Preservation"). The SHRC's purpose for the Committee, consistent with the responsibilities set forth in section 5020.4 of the California Public Resources Code, is to evaluate the mission and scope of the California Historical Resources Information System (CHRIS), operational policies and procedures, and accessibility of information. The Committee shall remain in existence until dissolved by the SHRC.
- RULE III:** Any Rule of Order of the ICPAC may be amended, repealed, suspended, or modified by a majority vote of the ICPAC members voting at any time when it is considered prudent and in the best interests of the State of California.
- RULE IV:** The Chair of the SHRC shall appoint the members of the ICPAC upon recommendation by the Chair of the ICPAC.
- RULE V:** The officers of the ICPAC shall be a Chair and Vice-Chair and will be selected from amongst the members of the SHRC that serve on the ICPAC. The Chair and Vice-Chair shall be appointed by and shall serve at the pleasure of the Chair of the SHRC. The Vice-Chair shall act for the Chair in his/her absence.
- RULE VI:** The Deputy State Historic Preservation Officer or his/her designee shall serve as the ICPAC Secretary and shall act as custodian of Committee records.
- RULE VII:** The ICPAC Secretary shall be responsible for planning and noticing all meetings; taking and distributing meeting minutes and agendas in accordance with appropriate public noticing statutes; and for other communications to the ICPAC as a whole.
- RULE VIII:** The ICPAC shall use the current authorized edition of Robert's Rules of Order in conducting ICPAC meetings.
- RULE IX:** Questions regarding parliamentary rules shall be referred to staff counsel, when staff counsel is present during a meeting of the ICPAC. In the absence of staff counsel, the Secretary shall act as Parliamentarian.