

**State Historical Resources Commission
Rules of Order
Adopted May 8, 2019**

RULE I

Any Rule of Order of the State Historical Resources Commission ("Commission") may be amended, repealed, suspended, or modified by a majority vote of the Commissioners at a properly noticed meeting when it is considered prudent and in the best interests of the State of California.

RULE II

The elected officers of the Commission shall be a Chairperson and Vice-Chairperson. The Chairperson and Vice-Chairperson shall be elected annually at the last meeting of the calendar year and shall take office at the first meeting of the following calendar year. The Vice-Chairperson shall act for the Chairperson in his/her absence.

RULE III

The State Historic Preservation Officer shall serve as the Executive Secretary of the Commission. The Executive Secretary shall be custodian of the records of the Commission.

RULE IV

The Chairperson shall, at a properly noticed meeting, appoint the members of each committee of the Commission. Committee members shall serve at the pleasure of the Chairperson, who will also serve as an alternate member of each committee. The Commission may reconsider the committees, creating new committees or abolishing committees by a majority vote of the Commissioners at a properly noticed meeting.

RULE V

The Executive Secretary shall be responsible for planning all meetings, field trips, and other Commission activities.

RULE VI

The Chairperson may ask Commission members to attend dedications of historical landmarks and presentations of plaques. The Chairperson shall attempt to assign this task to Commission members who reside closest to the dedication site.

RULE VII

Any statement or opinion that is transmitted under Commission stationery is the official position of the Commission. Only the Chairperson shall sign correspondence on behalf of the Commission. Commissioners' personal opinions shall be transmitted on private stationery or stationery other than that of the Commission.

RULE VIII

The Commission shall use the current authorized edition of Robert's Rules of Order in conducting Commission meetings.

RULE IX

Questions regarding parliamentary rules shall be referred to staff counsel, when staff counsel is present during a meeting of the Commission. In the absence of staff counsel, the Executive Secretary shall act as Parliamentarian.

RULE X

Commissioners may be reimbursed for travel and per diem expenses for scheduled meetings or for other activities approved by the Chairperson and/or Executive Secretary.