

BY-LAWS

CULTURAL HERITAGE COMMISSION

ARTICLE I - NAME

The name of this Commission shall be the CULTURAL HERITAGE COMMISSION.

ARTICLE II - PURPOSES

The general purposes of this Commission shall be to act in an advisory capacity to the Board of Directors of the City of Pasadena in all matters pertaining to the selection and preservation of historical and cultural landmarks and districts in the City, to make recommendations thereon to said Board and to promote awareness of Pasadena's unique heritage.

ARTICLE III - MEMBERSHIP

The Board of Directors shall appoint the seven (7) members of the Cultural Heritage Commission who shall serve at the pleasure of the Board. The said members shall serve for a term of one year and may be reappointed to additional one-year terms by the Board. All members shall be knowledgeable in the heritage of the City of Pasadena.

ARTICLE IV - OFFICERS

A. Officers

The officers of the Commission shall consist of the Chairman, Vice Chairman, and Secretary. Said officers shall be elected at the annual meeting of the Commission held during the month of July and shall hold office for one year or until their successors are elected.

B. Chairman

The Chairman shall preside at all meetings of the Commission and at each meeting shall submit such recommendations and information as the Chairman may deem appropriate.

C. Vice Chairman

The Vice Chairman shall perform the duties of the Chairman in the absence of the Chairman, and in the case of resignation or death of the Chairman, the Vice Chairman shall perform such duties as are imposed on the Chairman until such time as the Commission shall elect a new Chairman.

D. Secretary

The Secretary's duties shall include identification of items and documents which require the signature of the Secretary, certification of minutes, and performance of such other duties as the Chairman shall designate.

E. Vacancies

Should the office of the Chairman, Vice Chairman or Secretary become vacant, the Commission shall elect a successor from its members at the next regular meeting.

F. Recording Secretary

The Director of Community Development shall designate one of his staff to act as Recording Secretary to the Commission. The duties of the Recording Secretary shall be to take minutes of all Commission meetings, to prepare and serve all required notices, and to perform such other duties as may be prescribed by the Director of Housing and Community Development.

ARTICLE V. - MEETINGS

A. Annual Meetings

The annual meeting of the Commission at which officers shall be elected and other appropriate business transacted, shall be held concurrently with the first regular meeting date in the month of July.

B. Regular Meetings

Regular meetings are to be held during the first and third week each month at the City Hall.

C. Attendance

Members of the Commission are to inform the Recording Secretary by 12 Noon the Friday prior to a regular meeting, if they are unable to attend the scheduled meeting.

Any member who, without good cause, absents himself from three consecutive regular meetings of the Commission, shall be deemed to have resigned from membership.

D. Quorum

A majority of the members shall constitute a quorum provided, however, a smaller number may adjourn from time to time. Action may be taken by the Commission only upon an affirmative vote of four (4) members.

If the Recording Secretary determines that a quorum is not available for the scheduled meeting, the Secretary shall inform the members that the meeting is cancelled.

E. Special Meetings

The Chairman of the Commission may, when the Chairman deems it expedient, or upon the written request of three (3) members of the Commission, call a special meeting of the Commission. The call and notice for a special meeting shall designate the time and place thereof and the business to be transacted and shall be delivered to each member of the Commission or shall be mailed to the business or home address of each member of the Commission and delivered to each local newspaper, radio or television station which has requested notice in writing, at least 24 hours prior to the time of such special meetings. No other business shall be considered at such meeting. Such written notice may be dispensed with as to any member who files with the Secretary a written waiver of notice or who is actually present when the meeting convenes.

F. Actions

All meetings of the Commission shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act (Section 54950 et seq. of the Government Code of the State of California).

G. Order of Business

At the regular meetings of the Commission, the following shall be the order of business:

1. Roll Call
2. Reading and approval of the minutes of the previous meeting
3. Comments on the Agenda
4. Communications
5. Reports (Staff and Committees)

6. Unfinished Business
7. New Business
8. Emergency Actions
9. Comments from Members of the Commission
10. Comments from the Floor
11. Adjournment

All resolutions shall be copied in the minutes of the meeting.

H. Manner of Voting

The voting on all questions coming before the Commission shall be by voice vote unless otherwise requested by the Chairman or a member of the Commission.

ARTICLE VI - ADOPTION AND AMENDMENT OF BY-LAWS

The By-Laws of the Commission shall be adopted and amended only with the approval of at least a majority of the members of the Commission at a regular or special meeting, but no such By-Laws or amendments thereto shall be adopted unless at least seven (7) days written notice thereof has been previously given to all of the members of the Commission.

These By-Laws and any amendments hereto shall become effective only upon approval of such By-Laws or amendments by the Board of Directors of the City of Pasadena.