



**COUNTY OF MENDOCINO**  
**DEPARTMENT OF PLANNING AND BUILDING SERVICES**  
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DATE: May 6, 2024  
TO: Mendocino Historical Review Board  
FROM: Julia Krog, Planning and Building Services Director  
RE: Mendocino Historical Review Board Rule and Bylaw Amendments

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### **MEMORANDUM**

The Department of Planning and Building Services prepared recommended streamlining options and amendments to the rules and bylaws of the Mendocino Historical Review Board for consideration on April 8, 2024. The MHRB did not approve the recommendations presented by Staff at the April 8, 2024 meeting, but provided direction for Staff to return with two items for consideration at the May 6, 2024 MHRB meeting including:

- (1) possible meeting time change to earlier in the evening and the associated potential meeting location change; and
- (2) possible consideration of action minutes as opposed to the current level of more detailed minutes.

In addition, Staff returns with the previously recommended clean-ups to the MHRB Rules and Bylaws to bring them into conformance with current agenda publication order as well as to rely upon Roberts Rules of Order for any points of order or procedures not governed by the existing MHRB Rules and Bylaws.

**ATTACHMENT:**

Draft Redline of MHRB Rules and Bylaws

**RULES AND BYLAWS  
OF THE  
MENDOCINO HISTORICAL REVIEW BOARD**

**ARTICLE I – NAME**

SECTION 1. The name of this Board shall be the Mendocino Historical Review Board.

**ARTICLE II – DUTIES**

SECTION 1. To review all applications for development within the Historical Preservation District pursuant to Chapter 20.760 of the Mendocino County Code.

**ARTICLE III – MEMBERSHIP & OFFICERS**

SECTION 1. Membership of the Board shall be as specified in Section 20.760.020 of the Mendocino County Code.

SECTION 2. The officers of the Board shall be a Chair and a Vice Chair.

SECTION 3. The offices of Chair and Vice Chair shall be elected by a majority of the total membership of the Board. The persons so elected shall serve for a term of one (1) year. Elections shall be held at the first regular meeting in April of each year.

SECTION 4. CHAIR – The Chair shall preside at all meetings of the Board, shall appoint committees, and at each meeting shall submit such recommendations and information as may be considered proper concerning the business, affairs and policies of the Board.

SECTION 5. VICE CHAIR – The Vice Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in the case of the resignation or death of the Chair, the Vice Chair shall perform the duties of the Chair until such time as the Board shall elect a new Chair. If Chair and Vice Chair are not present, the presiding officer shall be the senior member of the Board.

**ARTICLE IV – MEETINGS**

SECTION 1. REGULAR MEETINGS – Regular meetings of the Board shall be held once each month on the first Monday. Said meetings shall commence at 7:00 PM in the Town of Mendocino or its immediate environs. When the first Monday falls on a legal holiday, the regular meeting shall be held on the second Monday.

SECTION 2. SPECIAL MEETINGS – Any regular meeting may be adjourned and be reconvened at any specified time and place upon a majority vote of a quorum. Special meetings may be held upon seventy-two (72) hours notice to each

**Commented [JK1]:** Discussion to be held regarding meeting time per MHRB motion from April 8, 2024.

member of the Board and to the media, public and applicants in accordance with the provisions of the Ralph M. Brown Act. At such special meetings no business shall be considered other than as designated in the call.

SECTION 3. QUORUMS – A majority of the membership of the Board shall constitute a quorum for the purpose of conducting routine business. It shall require a majority vote of the Board members to adopt or amend these regulations and bylaws.

SECTION 4. AMENDMENT OR REPEAL OF BYLAWS – A majority vote of the full Board membership shall be required to amend or repeal these regulations and bylaws.

SECTION 5. ORDER OF BUSINESS – At the regular meetings of the Board, the following shall be the order of business:

- 1) CALL TO ORDER
- 2) ROLL CALL
- 2)3) DETERMINATION OF LEGAL NOTICE
- 3)4) APPROVAL OF MINUTES
- 4)5) CORRESPONDENCE
- 5)6) REPORT FROM THE CHAIR
- 6)7) PUBLIC EXPRESSION
- 7) ~~DETERMINATION OF NOTICING~~
- 8) PUBLIC HEARINGS (CONTINUED) CONSENT CALENDAR
- 9) PUBLIC HEARINGS ~~(NEW) ITEMS~~
- 10) MATTERS FROM THE BOARD
- 11) MATTERS FROM THE STAFF
- 12) ADJOURNMENT

SECTION 6. MANNER OF VOTING – The voting on formal resolutions and on such other matters as may be required by any member of the Board shall be by roll call, and the ayes and noes and members present and not voting shall be entered on the minutes of such meeting except the election of officers which may be by ballot.

SECTION 7. RULES OF ORDER – ~~All rules of order not herein provided shall be determined with Sturgis' applicable publication. On all points of order or procedure not governed by these rules, the general rules of parliamentary practice as outlined in Robert's Rules of Order, latest revised edition, shall govern.~~

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approved by BOS ~~2/24/07~~