

Santaquin City Resolution 08-03-2013

A RESOLUTION ADOPTING THE BYLAWS OF THE SANTAQUIN CITY MUSEUM BOARD

WHEREAS, the City of Santaquin, a fifth class city in the State of Utah, owns and operates the Santaquin Chieftain Museum; and

WHEREAS, on April 3, 2013 the Santaquin City Council created the Santaquin City Museum Board (Ordinance 04-02-2013) to assist in the operation and future planning of the Santaquin Chieftain Museum; and

WHEREAS, all advisory boards created in Santaquin City operate under bylaws that are reviewed and approved by the Santaquin City Council; and

WHEREAS, the Santaquin City Museum Board, respectfully submits to the Santaquin City Council, the attached bylaws recommended by the board during their August 15, 2013 meeting, for their consideration and possible approval;

NOW, THEREFORE, BE IT RESOLVED, that the Santaquin City Council approves the attached bylaws of the Santaquin City Museum Board

Santaquin City Museum Board Bylaws

Recommended by the Santaquin City Museum Board – August 15, 2013
Approved by the Santaquin City Council – 8-21-13

Regular Meetings.

The regular meeting of the Museum Board of the Santaquin City Museum shall be on the third Thursday of each month. The meeting shall be in the Santaquin City Council chambers at 6pm for one hour unless extended by a motion of the committee. The meetings shall be open to the public and noticed in advance. At the beginning of each fiscal year, the board shall, by resolution, specify regular meeting dates and times. The secretary of the board shall then (1) provide for the local newspaper the schedule of regular meetings of the board for the ensuing fiscal year, and (2) post the schedule of meetings in the Museum and with the City Recorder's Office. Both notices shall have the dates, times, and places of such meetings.

Special Meetings.

Special meetings shall be held at any time when called by the chair or by any three members of the board, provided that notice with the agenda of the special meeting is given at least 24 hours in advance, except in the case of a bona fide emergency, to board members and to any new medium which has filed an annual request for notice under the Open Meetings Act; no business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 24 hours in advance in the standard posting locations of Santaquin City except in the case of a bona fide emergency.

Annual Meeting.

An annual meeting shall be held in February for the purpose of hearing the annual reports of the Museum Director and committees. The report should include a summary of the year's work with detailed account of the receipts and expenditures, a budget for the following year, and other information according to statute. A copy will be on file in the Museum and with the City Recorder's Office.

Quorum.

A quorum at any meeting shall consist of four Board members. Approval of Museum Board motions shall be by simple majority of the Board members present if the total number of Board members present constitutes a quorum.

Board of Museum Trustees.

The Museum Board of the Santaquin City Museum is charged with the responsibility of the governance of the Museum. The Board will recommend the appointment of a skilled Museum Director, based on qualifications outlined in the Santaquin City Museum Director Job Description, who will be responsible for the day-to-day operations of the Museum. Although it is anticipated that The Board will meet monthly, the Board must meet at least once per quarter. These meetings will be open to the public, and noticed in advance.

The agenda shall be established by the Chair of the Museum Board. The agenda and/or information packet for the meetings will be prepared and distributed to the Board by the Secretary of the Museum Board one week prior to meetings. Any Board member or others wishing to have an item placed on the agenda will contact the Chair of the Museum Board in sufficient time preceding the meeting to have the item placed. Any Board member who is unable to attend a meeting will contact the Secretary of the Museum Board to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this communication should be placed as far in advance as possible.

Board members are not to be compensated, but will be reimbursed for necessary and related expenses as trustees. To be effective, Board members must attend most meetings, read materials presented for review, and attend occasional Museum training (e.g. workshops, seminars, or meetings.) The Museum Director will make the dates of these training opportunities known to the Board in a timely manner. It is the goal of the Museum Board to have each member attend a minimum of one Museum training during

each calendar year. Board members using their own vehicle will be reimbursed at the rate allowed by the IRS for travel to and from any Museum training.

Officers and Elections.

The officers of the Board shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer. Those officers shall be elected by a ballot vote for one year terms at the regular meeting in the month of July. The chair shall not serve more than two consecutive terms unless by unanimous board consent. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted by a ballot vote at the next regular meeting.

Chair Person.

The Chair shall preside at all board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, and perform all other such duties as may be assigned by the board. The Chair shall be the *only* spokesperson for the Museum Board in all advisory or disciplinary action directed to the staff.

Vice-Chair.

The Vice-Chair, in the absence of the Chair, shall assume all duties of the Chair.

Secretary.

The Secretary shall keep minutes of all board meetings, record attendance, record a roll call on all votes (except when a ballot vote is taken). The Secretary shall perform all other such clerical duties as may be assigned by the Board. The normal repository for all Board minutes and records shall be with the Santaquin City Recorder.

Treasurer.

The Treasurer shall serve on the finance committee, and is authorized to request financial distributions from the Santaquin City Recorder on behalf of the Museum Board. The Treasurer shall keep all financial records of the Board. The normal depository of all financial records shall be with the Santaquin City Recorder. The normal depository for all monetary funds will be the Santaquin City Treasurer. The Treasurer shall have responsibility to oversee the request for distribution of all Museum funds and income and shall report at each meeting the state of the funds. In the absence of the Treasurer or when he or she is unable to serve, the Chair or Vice-Chair may perform the duties of the Treasurer.

Standing and Special Committees.

The standing committees shall be appointed annually in the month of July and shall consist of a minimum of three members which may include the Museum Director. The standing committees at their first meeting shall elect a chairperson. Special committees may be appointed by the Chair to present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed. The standing

committees may be the finance committee, the personnel committee, the policy committee, the building and grounds committee, and other committees as needed. The Santaquin City Recorder shall be the depository of all committee reports.

Finance Committee.

The Finance Committee shall be comprised of a minimum of one member of the Museum Board including the Treasurer as well as the Museum Director. The Finance Committee's responsibilities include, but are not limited to, drafting a recommended preliminary budget drafting a recommended tax levy for full board approval and recommendation to the City Council for consideration. The finance committee may also draft a working budget for full board approval.—The finance committee may also work to secure additional funds for special projects by way of grants, fund raisers, recommended budget appropriations, etc.

Policy Committee.

The Policy Committee shall be comprised of at least one member of the Museum Board and the Museum Director. The primary responsibility of the Policy Committee is to develop the Museum Policy for the governance and operations of the Museum.

The committee shall determine the Museum regulations governing the use of the Museum and review sections of existing policy in a systematic fashion to insure that all policy is reviewed at an interval not to exceed three years. As a result of such policy reviews, the Policy Committee will make recommendations regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate or of value. The entire Museum Policy must be approved by Board vote and made readily available to the public.

Building and Grounds Committee.

The Building and Grounds Committee shall be comprised of at least one member of the Museum Board and the Museum Director. The Building and Grounds Committee's responsibilities include, but are not limited to, conducting an annual inspection of the Museum's physical facility to identify areas which are in need of repair, and making recommendations to the full board regarding any and all repairs which are deemed necessary either as a result of the annual inspection or throughout the year as the need arises. The Building and Grounds Committee shall also plan and prepare for future facility needs.

Museum Director Search Committee.

When the position of Museum Director falls vacant, the Board shall immediately select an acting Museum Director for the interim and establish a Museum Director Search Committee, which shall consist of the Chair and two members elected from the Board as well as the Mayor, or designee. Applications for the position of Museum Director shall be filed at the Museum, the City Recorder's Office and available to all Board members. The Search Committee shall report

the results of applications and interviews to the Board. The Board shall vote to choose a candidate to recommend to the Mayor, or designee, for hire, after which the Search Committee is dissolved.

Order of Business.

The following Order of Business shall be followed at regular meetings:

- Call to order
- Roll call, recording both present and absent members
- Chair's report
- Secretary's report, approval of minutes as received or corrected
- Treasurer's financial report
- Museum Director's report
- Committee reports, in order of their appearance in the Bylaws
- Correspondence, communications, and public comments
- Unfinished business
- New business
- Other
- Adjournment

Parliamentary Procedure.

Robert's Rules of Order, Revised shall govern the parliamentary procedure of the Board, unless otherwise specified in the Bylaws.

Amendments.


Amendments to these Bylaws may be proposed at any regular meeting of the Board and will become effective if and as recommend by a majority of those members present providing they represent a quorum and if approved by the Santaquin City Council.

Amendments to Museum Policies, or any other policy or procedural document may be proposed at any regular meeting of the Board and will become effective if and as adopted by a majority of those members present providing they represent a quorum.

Approved and adopted by the Santaquin City Council this 21st day of August, 2013.



James E. DeGraffenried, Mayor

Attest: 

Susan B. Farnsworth, City Recorder

