

# MARIN COUNTY ARCHITECTURAL COMMISSION

## BYLAWS

### ARTICLE I            NAME

This organization shall be called "MARIN COUNTY ARCHITECTURAL COMMISSION", herein after, COMMISSION, existing by virtue of Marin County Code Section 19.04.028(c) [ORD. 3619, 2014], and exercising the powers and authority delegated to it by the Marin County Board of Supervisors.

### ARTICLE II            PURPOSE AND INTENT

The purpose of this COMMISSION is to qualify, register and inventory architecturally significant structures, features and designs determined to have local importance to the history, architecture, well-being or culture of an area within the unincorporated areas of Marin County; to serve as the appropriate local jurisdictional body to designate locally qualified historical buildings or structures pursuant to Health and Safety Code Section 18950 et seq., and structures deemed of present or future importance to the history, architecture, well-being or culture of Marin County pursuant to Health and Safety Code Section 18955 and Chapter 19.23 of Marin County Code, and shall include structures and sites on existing or future local inventories of architectural significance.

The intent of this COMMISSION is to support the use of alternative construction design, materials and methods that protect the environment, stimulate the economic viability of sustainable construction, aid affordability of construction practices, increase participation and consumer protection through lawful construction activity, enhance owner equity in the improvement of property, contribute to the well-being of the community, and/or permit the voluntary application of alternative building regulations contained within Part 8 of Title 24 of the California Code of Regulations for the construction, alteration, expansion or preservation of designated architecturally significant structures and features.

For the purposes of this Article:

***Architecturally significant structure*** is any existing or future structure or property, collection of structures, and their related sites deemed to have present or future local importance to the history, architecture, well-being or culture of an area by the COMMISSION, and inventoried along with its significant features within the Marin County Register of Architecturally Significant Structures.

***Architecturally significant feature*** is a specific character-defining feature of a structure that is determined to have local importance by the COMMISSION, and is expressly inventoried with the structure within the Marin County Register of Architecturally Significant Structures.

The above qualitative descriptions of both *architecturally significant structure* and *architecturally significant feature* are exemplary only and not intended to be inclusive. Eligible structures, designs and features which the COMMISSION may deem architecturally significant are not limited to these descriptions. It is the intent of the COMMISSION to exercise sensitivity and latitude in the application of this Article and to what is considered to have local importance to the history, architecture, well-being or culture of Marin County and its communities.

## **ARTICLE III            MEMBERSHIP**

### **1. Commission composition**

The COMMISSION shall consist of five (5) regular members, who shall be two (2) California licensed Architects, one (1) California licensed engineer, one (1) California licensed Contractor and one (1) member of the general public.

The Marin County Board of Supervisors may appoint alternate representative members. Alternate members shall have a voice but no vote unless called upon by the chair to complete a quorum in the event of absence or conflict of interest of a regular member. The Building Official shall be an ex-officio member of and shall act as secretary to the COMMISSION and provide staff support.

### **2. Compensation**

All members of the COMMISSION shall serve without compensation. Member's meeting attendance travel costs, including bridge tolls and vehicle mileage at current mileage rates may be reimbursed by the County, provided there is departmental budget to support such reimbursement. All members of the COMMISSION are therefore required to complete bi-annual Ethics Training, as mandated by California Assembly Bill 1234.

## **ARTICLE IV            TERM OF SERVICE**

### **1. Term of Appointment**

Each member shall serve a four (4) year term to conclude the first day of April. A member may be reappointed by the Board of Supervisors at the conclusion of the term.

## **2. Mid-term appointment**

If a COMMISSION member, whose-term has not yet expired, resigns or does not complete the term, the Marin County Board of Supervisors may appoint a new member to the COMMISSION for the completion of the term.

## **3. Staggered Terms**

To keep terms staggered, for inaugural appointments two seats shall serve a term of three years and three seats shall serve a term of four years. Subsequent terms shall all be for four years.

## **4. Resignation**

A resignation of a COMMISSION member shall be in writing and filed with the Clerk of the Marin County Board of Supervisors with a copy to the Deputy Director, Building and Safety.

# **ARTICLE V            MEETINGS**

## **1. General**

All meetings of the COMMISSION shall be open to the public and the public shall be notified in accordance with the provisions of the Brown Act.

## **2. Meeting Frequency**

Meeting frequency shall be determined by the COMMISSION Chair.

## **3. Meeting Time and Place**

Meetings shall be held at a time and place established by the COMMISSION Chair.

## **4. Special Meetings**

Special meetings may be scheduled by any officer of the COMMISSION pursuant to and in compliance with the requirements of Article V (1.).

## **5. Annual Business Meeting**

The Annual Business Meeting of the COMMISSION shall take place during the last month of the calendar year. The purpose of the annual meeting shall be for the election of officers for the succeeding year unless changed by an amendment to the bylaws.

## **6. Quorum**

A majority of the membership of the COMMISSION, three (3), shall constitute a quorum for the transaction of business and voting on action items.

## **7. Conduct of Meetings**

The current edition of "ROSENBERG'S RULES OF ORDER" shall govern proceedings of all meetings, except as otherwise herein provided. This shall be the parliamentary authority for all matters of procedure, for this COMMISSION, not specifically covered in these bylaws.

## **8. Voting**

An affirmative vote of the majority of all members of the COMMISSION present at the time shall be necessary to approve any action item before the COMMISSION. If requested by any member in attendance, a roll call vote must be held.

## **9. Fees**

There is no fee for Architectural Commission Review.

## **10. Teleconferencing**

Teleconferencing technology may be used for all purposes during any meeting, provided that the meeting complies with all provisions of the Brown Act. At least a quorum of the COMMISSION must participate from locations within the County of Marin. Additionally, teleconference locations (other than the "regular meeting place") must be identified in the notice and agenda of the meeting, including a full address and room number, as may be applicable. Agendas must be posted at each teleconference location, even if a hotel room or residence. Each teleconference location must be accessible to the public, and have technology that enables the public to participate. The agenda must provide the opportunity for the public to address the COMMISSION directly at each location. Finally, all votes during a teleconferenced meeting must be by roll call.

## **ARTICLE VI OFFICERS**

### **1. Officers of the Commission**

The officers of the COMMISSION shall be elected at the Annual Business Meeting of the COMMISSION and shall be as follows: Chair, Vice Chair.

## **2. Duties of Officers**

Chair: the Chair shall preside at all meetings, appoint all committees, and generally perform the duties and functions of the presiding officer.

Vice-Chair: the Vice-Chair, in the event of the absence or disability of the Chair, or vacancy in the office of Chair, shall assume and perform the duties of the presiding officer.

## **3. Term of Office**

Officers shall serve for one year or until their successors are elected.

The term of office shall begin immediately following the Annual Business Meeting at which they were elected. No member shall be eligible to serve more than two consecutive terms in the same office.

## **ARTICLE VII COMMITTEES**

Committees such as standing, ad hoc or special, shall be appointed by the Chair.

## **ARTICLE VII BYLAWS**

### **1. Amendments**

Any proposal to amend these bylaws shall be subject to approval by a majority vote of all COMMISSION members. No amendment to these bylaws shall take effect or be binding until such proposed amendments are reviewed by County Counsel and ratified by the Marin County Board of Supervisors.

### **2. Notice**

Written notice of any proposed amendment shall be provided to all COMMISSION members at least ten (10) calendar days prior to the meeting at which action is proposed to be taken.

### **3. Effective Date of Amendment**

No amendment to these bylaws shall take effect or be binding until the Marin County Board of Supervisors ratifies amendments.

Ratified by the MARIN COUNTY BOARD OF SUPERVISORS,  
on this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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Katie Rice,  
President, MARIN COUNTY BOARD OF SUPERVISORS