

*SILVER CITY MUSEUM BOARD RULES OF ORDER
Approved 05/23/2013*

PREAMBLE TO RULES

Rules of the Town Board are amended to conform to City Ordinance 1212, last amended September 11, 2012 and are presented in the order of Article II covering sections 30-20 through 30-26.

Section 30-20. NAME

The name of the advisory Board shall be the Museum Board of the Town of Silver City.

Section 30-21. PURPOSES AND DUTIES

The goals of the Museum Board are to participate in the process of continuous improvement of service to the citizens of and visitors to Silver City and Grant County and to ensure that all systems, policies, and procedures are in place to secure and maintain national (AAM) accreditation of the Museum.

Specifically, the Museum Board:

PLANNING

a) Shall participate in strategic planning processes organized by the Museum Director.

COMMITTEES

b) Shall participate, when called upon, in committees associated with the Museum's collections and their management, fund raising, events, planning related to Museum facilities, and other committees as may be formed for the benefit of the Museum. Various committees that the President or Museum Director shall deem necessary to carry on the work of the Board shall be appointed by the President. Such committees shall participate in activities associated with the continuous improvement of the Museum's services to the citizens of Silver City and Grant County.

RECOMMENDATIONS TO THE TOWN MANAGER

c) May recommend to the Town Manager, with the advice and counsel of the Museum Director, such policies regarding the regulation and promotion of the Museum.

Section 30-22. COMPOSITION; TERMS

MEMBERSHIP AND OFFICERS

The Silver City Museum Board shall be composed of nine members, who shall be county residents and shall be appointed by the mayor, with the council's advice and consent. The mayor shall designate and appoint one member of the town council as an ex officio member of the museum board.

One of the nine positions on the museum board shall be reserved for the president of the Silver City Museum Society, or a designee, and shall be appointed annually.

Terms of office for the remaining members of the museum board shall be three years. For future members (after the adoption date of these Rules of Order), the three year term shall extend to the last day of the annual month of the appointment.

For current members, expiration will still be May 31st of their third year.

Section 30-23. QUALIFICATIONS.

Members of the museum board shall be residents of this county and shall have a known interest in history, archaeology, anthropology or fine arts and crafts.

Section 30-24. ELECTED OFFICERS; DUTIES

The museum board shall annually elect from its membership such officers as may be necessary for the efficient and effective operation of the board. The duties of said officers shall be laid out in the rules of order adopted by the board.

The Museum Board will be chaired by a member elected annually at the first meeting of the calendar year to the position of President by majority vote of the Board members. The President shall chair meetings and will provide notice of meetings as required by the Open Meetings Act and will serve on committees and carry out other tasks as required by the position.

A Vice-President shall be elected annually at the same meeting by majority vote of the Board members. The Vice-President shall chair meetings when the President is unable to do so and will perform all the other duties of the President when the President is unavailable to do so and carry out other tasks as requested by the President.

A Secretary shall be elected annually to a one-year term by a majority vote of Board members. The Secretary is responsible for ensuring that all minutes and records of Museum Board meetings and Board actions are kept in a secure manner and that they are complete and accurate in all details.

An Alternate Secretary shall also be elected annually to a one-year term by majority vote of Board members to ensure continuity and accuracy of record keeping and shall take minutes of Board meetings when the Secretary is unable to do so and shall assist

the Secretary in ensuring that all records are complete and accurate.

Any other officers as may be necessary for the efficient and effective operation of the Board shall be annually elected from its membership. All officers shall discharge their duties in a manner consistent with the Museum Board's purpose and goals.

A representative to the Board of Silver City Museum Society shall be elected annually by the Town Board membership to act as liaison. This representative shall attend Museum Society Board meetings on dates when the Museum Board and Society Board do not meet jointly and provide a report back to the Museum Board at the next regularly scheduled meeting.

Members of the Museum Board may serve two consecutive three-year terms for a total of six years of service. Upon completion of a second term, a Board member shall go off the Board for one full year before serving additional term(s) on the Museum Board. During this year, individuals may continue their service as a member of one or more committees of the Museum Board.

Section 30-25. RULES OF ORDER ADOPTED

The museum board shall adopt, by majority vote, such rules of order as may be necessary for the efficient and effective operation of the board. Any and all rules of order so adopted shall be consistent with the provisions of this Code and the museum's mission.

The Rules of Order will be adopted by a majority vote of those present and will be reviewed every two years and may be amended at any regular meeting of the Board by a majority vote, provided that the proposed amendment has been distributed to all members 10 days in advance of that meeting and that the meeting notice includes the agenda item listing An Amendment to the Rules of Order as an item of business for that meeting.

Sec. 30-26. MEETINGS

The Museum Board shall meet in three-month intervals to receive reports and conduct business starting with a January meeting to hold elections, then April, July, and October with occasional joint meetings as necessary. Additional special meetings may be called by the Board President as necessary to fulfill the duties of the Board.

Notice including date, time, place, and the meeting agenda will be distributed at least 10 days prior to any special meeting in order to get the proper public notices published. Public notice of meetings shall be made in compliance with the Open Meetings Act by notifying the Town Clerk of the agenda at least 10 days prior to the meeting. All Museum Board meetings at which a quorum is present shall be subject to the provisions of the said Act.

A quorum will be reached when 5 of the 9 members are present.

Each member will be entitled to one vote on each matter submitted to a vote of the Board.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are consistent with these rules and any special rules of order the Board may adopt in the spirit of Robert's Rules of Order.

Absenteeism and Removal of Board Members

The Museum Board is a working board; therefore, absences are discouraged. After three unexplained absences, a board member will be presumed to have resigned, and the President will consult with the mayor for a replacement.

A Museum Board member may request a leave of absence by informing the President of the reason for the request via telephone with a follow-up letter or E-Mail to either the President or Vice-President, who will then notify the Secretary or Alternate Secretary. Such leave shall be granted for a specified period by majority vote of the membership at the next regularly scheduled meeting or by means of a canvas of the members conducted by the President at his/her discretion. This leave does not extend the term of service for the absent Board member.

Vacancies on the Museum Board shall be filled by mayoral appointment according to the procedure stated in Section 30-22 of the Code of Ordinances of the Town of Silver City.

The President, in consultation with the Museum Director and/or the Society Board President (if necessary or appropriate), will prepare an agenda for each scheduled meeting listing the items of business to be considered at the meeting. The agenda shall be distributed at least 10 days before the meeting for their review via E-Mail or other means agreed upon by the Board members.

The Secretary or Alternate Secretary shall keep minutes for all the meetings. The draft minutes shall be distributed to all members of the Board within 10 working days following the meeting. The minutes are not official until approved by the Board at the next regular meeting, after which time, the Secretary or Alternate Secretary shall Email the approved minutes to the Town Clerk, who shall make the minutes be made available for public inspection.