

Draft of 10 March 2018



# Cuyahoga County Archives Advisory Commission

## Bylaws

Adopted: \_\_\_\_\_, 2018

# Draft of 10 March 2018

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## CUYAHOGA COUNTY

### ARCHIVES ADVISORY COMMISSION

#### BYLAWS

##### ARTICLE 1 - AUTHORITY

The Cuyahoga County Archives Advisory Commission (CCAAC) was established by the County Council of the County of Cuyahoga, Ohio, pursuant to Article III, Section 3.09(2) of the Charter of Cuyahoga County, by enacting Ordinance No. O2014-0028, amending the Cuyahoga County Code to enact Section 206.11, adopted October 14, 2014.

##### ARTICLE 2 - DEFINITIONS

Wherever used in these Bylaws, the following terms have the meanings indicated which are applicable to both the singular and plural thereof unless such meaning is clearly precluded by the context in which the term is used.

**CCAAC.** The Cuyahoga County Archives Advisory Commission.

**Charter.** The Charter of the County of Cuyahoga, Ohio, adopted November 3, 2009 and effective January 1, 2010.

**County.** The County of Cuyahoga, Ohio.

**County Archives.** The Cuyahoga County Archives is located at 3951 Perkins Avenue Cleveland, Ohio 44114 and exists to preserve the records of Cuyahoga County Government and other records or items, in whatever form, entrusted to Cuyahoga County, in accordance with the principles of modern archival administration, so that the historical and cultural heritage of a vital urban community can be made available for future generations.

**County Council.** The County Council of the County of Cuyahoga, Ohio.

**County Executive.** The County Executive of the County of Cuyahoga, Ohio.

**Organizational Meeting.** *The CACC meeting defined in Section 6.1 of these Bylaws.*

##### ARTICLE 3 - POWERS AND DUTIES

The CCAAC shall have the following powers and duties, as specified in Section 206.11 of the Cuyahoga County Code:

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- A. To promote the identification and preservation of Cuyahoga County's historical records by identifying the necessary resources and raising the visibility of the Archives;
- B. To ensure availability of Cuyahoga County's historical records by identifying facilities that meet best standards for archival preservation and, which may easily be accessed by the citizens of Cuyahoga County;
- C. To raise awareness of the historical value and significance of Cuyahoga County's historical records through effective public programming;
- D. To recommend the appropriate practices, policies and procedures to bridge the gap between technological efficiencies and historical competencies;
- E. To encourage best practices that align with the standards of a modern archival administration and are in accordance with the terms as defined by the Society of American Archivists.

## ARTICLE 4 - MEMBERS

**4.1 Number of Members; Selection and Appointment.** The CCAAC shall consist of nine (9) voting members, and shall be selected and appointed as follows:

- A. Five electors of the County who shall be appointed by the County Executive and confirmed by the County Council;
- B. The following *ex officio* members:
  - i. Chief Information Officer or designee;
  - ii. Director of Public Works or designee;
  - iii. A member of County Council as determined by the President of Council; and
  - iv. Clerk of Council.
- C. The County Archivist will be a non-voting member and shall provide general organizational support and professional expertise,

**4.2 Term of Membership.** An appointed CCAAC member shall serve for a period of four years. With regard to the initial terms of appointed CCAAC members, three members shall be appointed to full terms and two members shall be appointed to half terms.

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- 4.3 Vacancies.** If an appointed Commission member should resign, the County Executive shall appoint, subject to confirmation by Council, a replacement Commission member to fulfill the remainder of the unexpired term, as set forth in Section 206.11(G) of the Cuyahoga County Code.
- 4.4 Indemnification.** Indemnification of CCAAC members shall be in accordance with Ohio Revised Code, Chapter 2744, or such applicable successor statute.
- 4.5 Expenses.** Appointed CCAAC members shall be entitled to reimbursement for reasonable expenses incurred in connection with performing Commission duties with the prior approval of the Director of Public Works.

## ARTICLE 5 - OFFICERS

- 5.1 Officers.** The CCAAC officers shall be the Chairperson, the Vice-Chairperson, and the Secretary, all of whom shall be CCAAC members.
- 5.2 Selection of Officers.** The CCAAC officers shall be elected annually at the CCAAC Organizational Meeting described in Section 6.1, below. The sequence of the election shall be the Chairperson, then the Vice-Chairperson and then the Secretary. Open nominations shall be put forth and a majority roll call vote of the CCAAC members shall be required to elect an officer. The nomination and voting process shall be repeated as necessary until a nominee receives a majority vote for such office.
- 5.3 Term of Office.** An officer shall serve until the next succeeding Organizational Meeting.
- 5.4 Removal from Office.** The CCAAC may remove any officer by a roll call and by an affirmative vote of no fewer than five (5) CCAAC members in attendance at any Regular or Special meeting.
- 5.5 Chairperson's Duties.** A Chairperson's duties shall be as follows:
- A. To call and preside at all CCAAC meetings;
  - B. To appoint CCAAC members to chair the committees established by the CCAAC pursuant to Article 7;
  - C. Cause to have the following done:
    - 1. Notice of Regular and Special meetings to be served on the CCAAC members and published by the Secretary; and
    - 2. Preparation of the agenda for the CCAAC meetings;

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D. Any other duties determined appropriate by a majority roll call vote of the CCAAC members in attendance at any Regular or Special meeting of the CCAAC.

**5.6 Vice-Chairperson's Duties.** The Vice-Chairperson shall assume the duties of the Chairperson in his or her absence.

**5.7 Secretary's Duties.** The Secretary shall be responsible for:

- A. Preparing notice of Regular and Special meetings and sending said notices on the CCAAC members;
- B. Sending the agenda, as prepared by the Chairperson, to the CACC members prior to the CCAAC meetings;
- C. Maintaining records of the attendance of CCAAC members at CCAAC meetings;
- D. Preparing minutes of the CCAAC meetings and sending said minutes to the CCAAC members; and
- E. Preparing and maintaining records of the matters considered and of the related itemized votes at CCAAC meetings.

## ARTICLE 6 - MEETINGS

**6.1 Organizational Meeting.** The CCAAC Organizational Meeting shall be held annually between January 2 and February 28 each year. The Organizational Meeting shall be called to order by the CCAAC Chair elected at the prior Organizational Meeting.

**6.2 Quorum.** The CCAAC shall conduct its business at any Regular or Special Meeting only if a majority of the CCAAC members are in attendance.

**6.3 Voting.** Unless otherwise specified in these Bylaws, a majority vote of a quorum at a meeting shall be required to approve any and all matters under consideration. The vote on each matter considered by the CCAAC shall be itemized in the official record of the CCAAC.

**6.4 Regular Meetings.**

- A. Regular Meetings of the CCAAC shall be held in accordance with the calendar adopted by the CCAAC at the Organizational Meeting described in Section 6.1, above. Such calendar

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shall be posted to the Cuyahoga County website and publicized in accordance with ORC Section 121.22 ("Ohio's Open Meetings Law").

- B. The CCAAC Secretary shall cause written notice of any Regular Meeting, or cancellation thereof, to be served to the CCAAC members not less than five (5) business days prior to the date of such meeting. The notice shall be set via electronic mail and shall include the meeting agenda; provided that any CCAAC member may request that such notice be sent via First Class United States Mail, postage prepaid.
- C. A CCAAC member may request that a matter be added to the agenda of a Regular Meeting at or prior to such meeting.
- D. The CCAAC shall schedule at least two (2) Regular Meetings annually, in addition to the Organizational Meeting described in Section 6.1, above. At the discretion of the CCAAC Chairperson, additional or re-scheduled Regular Meetings may be placed on the CCAAC's calendar, provided that all notice requirements detailed herein, are satisfied.
- E. Regular Meetings of the CCAAC shall be held at the regular place of business of the County Archives or at such other location as published on the Cuyahoga County website.

## **6.5 Special Meetings.**

- A. A Special Meeting of the CCAAC may be called by the CCAAC Chairperson. In addition, a Special Meeting shall be called by the CCAAC Chairperson upon receiving a written request for such a meeting from four (4) members of the CCAAC.
- B. A Special Meeting of the CCAAC shall not require the five (5) day prior written notification specified in Section 6.4, above.
- C. The CCAAC Chairperson shall make a good faith effort to provide all CCAAC members with telephone and written notification of a Special Meeting of the CCAAC, including the agenda, time, and location, not less than forty-eight (48) hours prior to such Special Meeting.
- D. Notice of any Special Meeting shall be immediately posted to the Cuyahoga County website.
- E. No business shall be transacted at a Special Meeting of the CCAAC on any matter not included on the agenda of said Special Meeting.

**6.6 Public Meetings; Notice.** All CCAAC meetings shall be noticed and conducted pursuant to Ohio's Open Meetings Law. Specifically, and without limitation, the CCAAC shall establish a reasonable method that allows the public to determine the time and place of Regular

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Meetings, and the time, place, and purpose of a Special Meeting.

- 6.7 **Meeting Minutes.** Full and accurate minutes of each Regular and Special Meeting shall be promptly prepared, and shall include a summary of the meeting's proceedings, specified actions and the reasons therefore indicated in detail, and the vote of each member on roll call votes; such minutes shall include the names of members in attendance. CCAAC meeting minutes shall be posted to the Cuyahoga County website upon approval of same by the CCAAC.
- 6.8 **Meeting Agenda.** The CCAAC Meeting Agenda shall be set by the CCAAC Chairperson.
- 6.9 **Rules of Order.** All CCAAC meetings shall be conducted in accordance with "Robert's Rules of Order."

## ARTICLE 7 - COMMITTEES

- 7.1 **Establishment.** The CCAAC may establish those committees it deems appropriate to conduct its business.
- 7.2 **Abolishment.** The CCAAC may abolish any committee which the CCAAC has established pursuant to Section 7.1.
- 7.3 **Committee Chairs.** The chairperson of each committee established by the CCAAC shall be a CCAAC member and shall be appointed by the CCAAC Chairperson.
- 7.4 **Committee Membership.** The committee chairperson shall invite CCAAC members and/or other persons to serve as members of a CCAAC committee. All members of a CCAAC committee shall have the same privileges, including voting, on any matter before the committee.
- 7.5 **Rules and Procedures.** The CCAAC may establish rules and/or procedures governing the conduct of committee business and the interface of the committee with the CCAAC.

## ARTICLE 8 - AMENDMENT of BYLAWS

Unless such amendment is mandated by federal, state, or county law, these Bylaws may be amended by a majority roll call, and by no fewer than five (5) affirmative votes, of the CCAAC members in attendance at any Regular Meeting of the CCAAC. Any amendment to the CCAAC's Bylaws that is mandated by federal, state, or county law shall be introduced by the Chairperson of the CCAAC at the first available Regular Meeting of the CCAAC. The Secretary shall issue copies of the mandated Bylaw amendments to all members of the CCAAC and shall cause all mandated amendments to be incorporated into the current version of the CCAAC's Bylaws. Amendments to the Bylaws that are not mandated by federal, state or county law, shall not be adopted at any Regular Meeting at which it is



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introduced.

## **ARTICLE 9 - INTERPRETATION of BYLAWS**

Any and all questions regarding the interpretation of these Bylaws shall be referred by the CCAAC to the Cuyahoga County Department of Law, and such interpretation shall be final.

### **Reference Documents:**

*Article III, Section 3.09(2), Charter of Cuyahoga County, Ohio.*

*Cuyahoga County Ordinance No. O2014-028*  
amending the Cuyahoga County Code to enact  
Section 206.11.

*Cuyahoga County Resolution No. R2017-0197*