

RULES AND REGULATIONS AND BY-LAWS OF THE  
PALO ALTO ARCHITECTURAL REVIEW BOARD

ARTICLE I

NAME

Section 1.0     The name of this board shall be the PALO ALTO ARCHITECTURAL REVIEW BOARD (ARB)

ARTICLE II

Section 2.0     This board shall perform any duties imposed upon it by Ordinances of the City of Palo Alto and by applicable State and Federal law, or as requested by the City Council of the City of Palo Alto.

ARTICLE III

Officers

Section 3.0     The officers of the Board Shall consist of a Chairperson, a Vice Chairperson, and a Secretary who shall be a non-voting member.

Section 3.1     The offices of Chairperson and Vice Chairperson shall be elected from among the appointed members of the Board, and the person so elected shall serve for a term of one year or until a successor is elected. Elections shall be held at the first meeting in April of each year, which coincides with the first meeting of new Board members.

Section 3.2     The Director of Planning and Development Services of the City of Palo Alto or their designated representative shall be the Secretary of the Board.

Section 3.3     The duties of the offices of the ARB shall be as follows:

Section 3.31    It shall be the duty of the Chairperson to preside over all meeting of the Board, to appoint committees and to serve as an ex-officio member of the committees so appointed, to call special meetings of the Board and to designate the time and place of such meeting, to set the date and time for the public hearing held by the Board, to sign documents and correspondence in the name of the Board, to ensure the Annual Report/Council Work Plan is completed before the end of their term (March 31<sup>st</sup>), and to represent the Board before the City Council, its commissions and committees, and such other groups and organizations as may be appropriate. The Chairperson may designate the Vice Chair, or in the Vice Chairperson's absence, another member of the Board to act in their stead.

Section 3.32 It shall be the duty of the Vice Chairperson to assist the Chairperson and to act in their stead during their absence.

Section 3.33 It shall be the duty of the Secretary to keep a record of all meeting of the Board, to accept in the name of the Board documents and correspondence addressed to it, to present such correspondence to the Board, to provide the Board with early notification of pending projects that will require the ARB's review, and perform other staff functions as deemed necessary by the Board. The Secretary will determine the agenda for all public meeting of the Board, based upon an assessment of the applications made to the City requiring architectural review, and based also upon the desirability of hearing such other matters as may be deemed, by the Chairperson or by the Secretary, to be of concern to the Board.

#### ARTICLE IV

##### Committees

Section 4.0 The Chairperson shall appoint special committees as they be desired or required.

#### ARTICLE V

##### Quorums and Voting

Section 5.0 Three members of the Board shall constitute a quorum for the purposes of conducting business.

Section 5.1 All actions taken must be by affirmative vote of majority of those Board members present, except to adjourn or continue for lack of a quorum.

A tie vote constitutes a denial of an item, except that a member of the Board may then move that the item be reconsidered or continued to another meeting. A majority of the Board may then vote to reconsider or continue the item to another meeting

#### ARTICLE VI

##### Meetings

Section 6.0 Regular meetings of the ARB shall be held not less than twice a month. The Chairperson shall establish the dates of the meetings. Meetings shall be held on Thursday at 8:30 A.M. in the Palo Alto City Hall. Regular meetings may be adjourned and reconvened upon a majority vote of the members present.

- Section 6.1 The Chair, Vice Chair and Secretary shall meet ahead of each public hearing to go over the agenda and submit early questions to staff that will be answered at the hearing.
- Section 6.2 Special meetings may be called at any time by the Chairperson, or at the request of three members, by a written or oral notice given to each member at least 48 hours before the time specified for the proposed meeting.
- Section 6.3 Board members may attend remotely in accordance with the Brown Act, including traditional teleconferencing procedures in Government Code Section 54943, subdivision (b)(3), and remote attendance procedures set forth in Assembly Bill 2449 (Cal.Gov. Code Section 54953, subdivision (f)). Remote attendance under AB 2449 shall not be used for more than 20% of regular meetings (4 total meetings) in a calendar year or for more than three consecutive months.

## ARTICLE VII

### Rules

- Section 7.0 All meetings of the Board shall be conducted in accordance with a modified Robert's Rules of Order.

## ARTICLE VIII

### Design Awards

- Section 8.0 Design Awards for outstanding built projects may be awarded every five years beginning in 2005. Award-winning projects shall be selected from those reviewed by the ARB, and completed since the last awards were made.
- Section 8.1 Criteria and number of awards shall be determined by the awarding board.
- Section 8.2 Winning projects may be displayed in the City Hall lobby for one month following the presentation of awards. The ARB shall request that the Mayor of the City of Palo Alto issue an appropriate proclamation.

THE FOREGOING BY-LAWS WERE ADOPTED BY A MAJORITY VOTE OF THE PALO ALTO ARCHITECTURAL REVIEW BOARD THE 28TH DAY OF JUNE, 1973.

Amended: July 3, 1974  
May 19, 1977  
August 4, 2005  
February 5, 2015  
September 15, 2022  
March 16, 2023