



COUNTY OF SAN MATEO
Parks Department



DATE: March 28, 2014

COMMISSION MEETING DATE: April 3, 2014

TO: Parks and Recreation Commission
FROM: Marlene Finley, Parks Director
SUBJECT: Parks and Recreation Commission Bylaws

RECOMMENDATION:

Review and adopt San Mateo County Parks and Recreation Commission Bylaws.

BACKGROUND:

County Counsel has prepared draft Bylaws for the Parks and Recreation Commission to consider adopting.

DISCUSSION:

Adoption of these draft Bylaws would change the nomination and election process to allow anyone to nominate from the Commission membership candidates for Chair and Vice-Chair and that those nominations be provided to the Secretary (staff) for inclusion in the agenda materials prior to the meeting. The other change would be for the election to occur as the first order of business at the October meeting of the Commission for the term of office to start January 1 and end December 31 of the following year.

The Commission is requested to review the draft Bylaws, Attachment A, for adoption.

**SAN MATEO COUNTY
PARKS AND RECREATION COMMISSION
BYLAWS**

Article 1: Name

This body shall be known as the San Mateo County Parks and Recreation Commission (the “Commission”).

Article 2: Purpose

The Commission acts in an advisory capacity and makes policy recommendations to the Board of Supervisors regarding the management and operation of County natural preserves, marine reserves, open space areas, trails, parks and/or recreation areas and facilities within unincorporated San Mateo County.

Article 3: Responsibilities

The Commission’s responsibilities shall include the following:

- A. The Commission shall adopt and forward to the Board of Supervisors recommendations regarding fees to be charged for the use of County natural preserves, marine reserves, open space areas, trails, parks and/or recreation areas and facilities within unincorporated San Mateo County.
- B. The Commission shall advise the Board of Supervisors regarding fish, game and wildlife policies and programs, and shall make recommendations to the Board regarding the expenditure of fish and game propagation funds.
- C. The Commission shall amend the Bylaws, as necessary and as permitted by (1) the ordinance of the County of San Mateo Board of Supervisors that established the Commission and (2) these Bylaws.

Article 4: Commissioners

The Commission shall consist of five members (“members” or “Commissioners”), appointed by and serving at the pleasure of the San Mateo County Board of Supervisors. One member shall reside in each supervisorial district and members shall reside in the district of their appointment during their term. These residency

requirements may be waived by the Board of Supervisors, pursuant to the terms of San Mateo County Ordinance Code Section 2.63.010.

All Commissioners must attend all Commission meetings. Commissioners shall be entitled to receive agendas, minutes, and all other materials related to the Commission, may vote at meetings of the Commission, may hold office and may serve as Chair of Commission committees.

Article 5: Term of Office

The term of office for each member shall be four years. The term for a member shall coincide with the term of office of the Supervisor representing the member's district of appointment. When a Supervisor vacates office for any reason, the term of the member appointed from the same district shall also be vacated, except that said member may continue in office until a successor is appointed by the Board of Supervisors. Members are limited to three consecutive full terms of office. For purposes of determining the number of consecutive terms that a member may serve, any person appointed to fill a vacancy on the Commission will be considered to have served a full term if there are two or more years remaining in the term to which appointed, determined as of the date of appointment to fill the vacancy; and any person appointed to fill a vacancy on the Commission with less than two years remaining in the term as of the date of appointment to fill the vacancy will not be considered to have served a full term.

Article 6: Removal

The San Mateo County Board of Supervisors may remove for cause (by majority vote) or without cause (by four-fifths vote) any members of the Commission, as required by the San Mateo County Charter.

Article 7: Conflict of Interest

Commissioners must annually file the Statement of Economic Interests form (Fair Political Practices Commission Form 700).

Commissioners are subject to the same conflict of interest rules applicable to San Mateo County boards, commissions, and advisory committees.

Article 8: Compensation

Members of the Commission are to be volunteers in relation to their work for the Commission and shall not receive compensation for their participation on the

Commission. No member of the Commission shall be deemed an employee of the County of San Mateo by virtue of their work on the Commission.

Article 9: Meetings

Section A - Regular Meetings

Meetings of the Commission are held regularly on the first Thursday of even-numbered months at 4:00 p.m. in the Board of Supervisors Chambers, Hall of Justice, 400 County Center, Redwood City, CA 94063. Meeting months are February, April, June, August, October and December. Additional meetings may be set by the Commission as needs arise.

All meetings of the Commission, including, without limitation, regular, special, and adjourned meetings, shall be called, publicly noticed, held, and conducted in accordance with the provisions of the Ralph M. Brown Act (commencing with Section 54950 of the California Government Code), as amended (the "Brown Act"). Minutes of each meeting shall be kept.

Section B - Conduct of Meetings

Meetings shall be conducted under Rosenberg's Rules of Order, available at <http://daverosenberg.net/articles/RulesOfOrder.htm>.

Section C - Notice, Agenda, and Supportive Materials

1. Written notice of each regular meeting of the Commission, specifying the time, place, and agenda items, shall be sent to each member not less than four (4) days before the meeting. Preparation of the Agenda shall be the responsibility of the Chair in conjunction with support staff.
2. The agenda of each meeting shall be posted in a public notice area in accordance with the Brown Act and not less than seventy-two (72) hours prior to the meeting except as permitted by the Brown Act.
3. Supportive materials for policy decisions to be voted upon shall be distributed to all members along with the meeting notice. If, on a rare occasion, such prior submission is precluded by time pressures, and if the urgency of a Commission vote is established by the Chair of the Commission, an item may be placed on the agenda although supporting materials are not available in time to be distributed; however, such material shall be available at the meeting.

Section D - Special Meetings

To hold a special meeting, advance notice of such meeting shall be given as required by law.

Section E - Quorum and Voting Requirements

1. A quorum is necessary to conduct business and make recommendations. A quorum shall be constituted by the presence (either physical presence or participation by telephone, videoconference, or other similar electronic means as permitted by the Brown Act) of three members.
2. A majority vote of members present is required to take any action.
3. Each member shall be entitled to one vote. Only members who are present (as defined in Subsection E.1, above) are permitted to vote; no proxy votes will be accepted.
4. Attendance at all meetings shall be recorded in the official minutes.

Article 13: Officers

The Officers of the Commission shall be the Chair, the Vice-Chair, and the Secretary. The Chair and Vice-Chair of the Commission shall be chosen from among the voting members of the Commission. A member of the support staff shall serve as the Secretary of the Commission.

Section A - Nomination & Election

Anyone may nominate from the Commission membership candidates for Chair and Vice-Chair. Nominations shall be given to the Secretary. A list of nominees for Chair and Vice-Chair shall be presented to the Commission in advance of its October meeting. A nominee may decline nomination. The Chair and Vice-Chair shall be elected annually by a majority vote of those members present and voting as the first order of business at the October meeting of the Commission.

Section B - Term of Office

The Chair and Vice-Chair shall be elected for a term of one (1) year or, if applicable, for any portion of an unexpired term thereof, and shall be eligible for reelection for a maximum of three (3) additional terms. A term of office for an officer shall start January 1 and shall terminate December 31 of the year for which they are elected, or they shall serve until a successor is elected.

Section C - Vacancies

Vacancies created during the term of an officer of the Commission shall be filled for the remaining portion of the term by special election by the Commission at a regular meeting in accordance with this Article.

Section D - Responsibilities

The officers shall have such powers and shall perform such duties as from time to time shall be specified in these Bylaws or other directives of the Commission.

1. Chair

The Chair shall preside over meetings of the Commission and shall perform the other specific duties prescribed by these Bylaws or that may from time to time be prescribed by the Commission.

2. Vice-Chair

The Vice-Chair shall perform the duties of the Chair in the latter's absence and shall perform additional duties that may from time to time be prescribed by the Commission.

3. Secretary

The Secretary or the Secretary's designee shall take minutes of the meetings, submit those minutes to the Commission in advance of the following meeting for approval of the Commission, ensure that notice of meetings is given as required by these Bylaws, and ensure that space is reserved for meetings of the Commission.

Article 15: Committees

The Commission may designate one or more committees as the Commission deems appropriate to address specific issues or duties as they arise. Any such committee is limited to a membership of fewer than half the members of the Commission. Committees may also consist of additional persons from the community chosen for their knowledge and concern about a specific issue, field, or endeavor who are not members of the Commission. The Commission shall consult with the Office of County Counsel as to the applicability of the Brown Act to committees of the Commission.

The designation of such committees and the delegation thereto of authority shall not operate to relieve the Commission of its responsibility. Committees shall not have power to bind the Commission, and any recommendations of a committee

must be approved by the Commission by formal action occurring at Commission meetings pursuant to the proper notice required for such action.

Article 16: Amendments

These Bylaws may be amended at any meeting of the Commission at which a quorum is present upon agreement by two-thirds (2/3) of those present and voting. At least fourteen (14) days written notice must be given to each member of the Commission of the intention to alter, amend, or adopt new Bylaws at such meetings, and such notice must include the text of the proposed alteration, amendment, or substitution. Bylaw changes which are approved by the Commission and which are inconsistent with or in opposition to established San Mateo County policies and procedures are not effective unless approved by the San Mateo County Board of Supervisors. These Bylaws must always remain consistent with the Ordinance which created the Commission, and any change to the Bylaws which is inconsistent with that Ordinance is null and void.

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Original: April 2014

Revision History: none