

**SAN RAMON
PARKS AND COMMUNITY SERVICES COMMISSION
GUIDELINES AND BY-LAWS**

*Approved by the Parks and Community Services Commission: March 12, 2003
Amended by the Parks and Community Services Commission: March 11, 2005
Amended by the Parks and Community Services Commission: August 9, 2005
Amended by the Parks and Community Services Commission: December 14, 2005
Amended by the Parks and Community Services Commission: August 12, 2015
Approved by the San Ramon City Council August 25, 2015*

ARTICLE I: NAME

- A. The name of this group shall be the San Ramon Parks and Community Services Commission (hereinafter referred to as "Commission").

ARTICLE II: HISTORY

- A. The Commission was established by Ordinance No. 128, Chapter IV, Section A5-71 and adopted by City Council on May 10, 1988.

ARTICLE III: PURPOSE

- A. The purpose of the Commission is to provide ongoing input to the City of San Ramon on the provision and delivery of parks, recreation and community services.

ARTICLE IV: CHARGE

- A. The Commission's main objectives are to:
 - 1. Be the principal advisor to the city council, the director of parks and community services, and other boards, commissions, committees and departments of the city in all matters pertaining to parks, public recreation, library, arts and cultural facilities and historical activities, senior citizen and teen activities and concerns and other municipal community and volunteer services.
 - 2. Appoint Finance/Policy, Program, and Facility, standing sub-committees and other sub-committees as necessary to provide preliminary review and comment of recommendations prior to being presented to full Commission.
 - 3. Review and recommend policies governing park, recreation and community services for approval by the city council.
 - 4. Review and comment on the budget submitted by the director of parks and community services.
 - 5. Conduct public hearings and make recommendations to the director of parks and community services and/or the city council regarding parks, recreation and community services.
 - 6. Review and comment on subdivisions and other development proposals in which land is proposed for dedication, credit for private open space as requested, projects on school lands or other significant park, creek, trail or open space where concerns exist.

7. Perform such duties as may be assigned by the city council from time to time. (Prior code § A5-73)

ARTICLE V: MEMBERSHIPS

- A. The Commission shall consist of seven (7) community representatives and one non-voting high school student member of the San Ramon Valley Unified School District. Members shall meet any one or more of the following criteria and must meet all qualifications:
 - Have an interest in and commitment to the importance and value of community affairs as well as parks and recreation.
 - Have prior experience in community projects or activities;
 - Have prior experience in a community-based organization.

Applicants must meet all of the following qualifications:

 - Applicants should have the ability to take an active role in Commission meetings and projects.
 - Shall be eighteen years of age [with the exception of the student commissioner] and be a resident of the City of San Ramon.
- B. The Commission will have voting capacity.
- C. Persons meeting the qualifications and interest in serving on the Commission shall complete the appropriate application form. An application-filing period will be announced publicly in order to solicit applications when vacancies exist on the Commission.
- D. All seven (7) seats shall be appointed by the City Council.
- E. Members will serve a four-year term on the Commission or until a successor is appointed and able to serve. The student non-voting member shall serve a one-year term. Incumbents wishing to reapply will be re-interviewed by the City Council and re-appointed by the City Council. Terms will commence in July of each year.
- F. Members wishing to resign from the Commission must provide a written resignation addressed to the City Clerk. Once the City Clerk receives the resignation, the City Clerk then follows the application process for filling the vacancy. [Muni Code A5-72]

ARTICLE VI: COMMISSION ORGANIZATION

- A. Meetings will be held once a month on the second Wednesday. Additional meetings may be scheduled as deemed necessary by the Chair of the Commission or by Department staff.
- B. Quorum: A majority of voting members in good standing shall constitute a quorum for the purpose of action on any issue or agenda item.

- C. Members shall notify the Chair or staff in the event of an anticipated absence from a regularly scheduled meeting. Each member of the Commission who has knowledge of the fact that they will not be able to attend a regularly scheduled meeting of the Commission will notify the Recording Secretary at the earliest possible opportunity and, in any event, prior to 5 p.m. on the date of the meeting. The Recording Secretary shall notify the Chair and other members of the Commission in the event that the projected absence will result in a lack of quorum. Three absences in any twelve-month period shall constitute a review of the commissioner's continued appointment by the Policy Committee of the City Council. If the Policy Committee recommends the resignation of a commissioner due to absence, the resigned position will be announced publicly and filled under the appointment process. Former members may re-apply. Staff will maintain attendance records.
- D. Adjournment: No new matter will be commenced after 11 p.m. and meetings will be adjourned by 12 midnight, unless the Commission votes to extend the meetings for 30-minute increments. A motion for adjournment shall always be in order and upon a second shall be voted upon without debate.
- E. Meetings shall follow the Brown Act Laws for Open Public Meetings, Government Code Section 54950.5, and public input during a public forum shall be established and supported. Standard rules of parliamentary procedure will govern meetings.
 - 1. Agendas: A written agenda shall be developed by the Chair and the staff, and shall be delivered to all Commission members at least 72 hours in advance of the Commission meeting.
 - 2. Minutes: Written summary minutes shall be recorded by the staff, typed and issued to all Commission members for their approval.
 - 3. Written Correspondence/Verbal Communication: All written official correspondence and verbal communication on behalf of the Commission or any Commission member that is directed to any outside agency, organization or person shall have the consent of the Commission.
 - 4. Rules of Order: Robert's Rules of Order will apply in all instances, which are not otherwise provided for in these rules.

F. Officers:

The Commission shall elect a Chair and a Vice Chair from among its members following the annual appointment. Term of office is one year. The Chair shall not serve consecutive full year terms as Chair. Elections also shall be held to fill vacancies in these positions as they occur, or as soon thereafter as practical.

- a. Chair: Shall preside at all meetings of the Commission; decide on all points of order; appoint sub-committee membership; follow up on work of sub-committees; represent Commission to City Council; call special meetings; coordinate agenda preparation with staff; encourage active participation of members.
- b. Vice-Chair: Shall preside at all meetings in the absence of the Chair.

- c. Should the Chairperson and Vice Chairperson be absent or unable to act, the members present shall select a Chair Pro-tem and have an order so stating entered into the record.

G. Staff:

Shall record all activities of the Commission and keep written summary minutes of all Commission meetings; record attendance; arrange for filling vacancies; prepare agenda in consultation with Chair; provide information necessary for Commission work; assure compliance with applicable laws; lend professional expertise; track time spent on Commission work.

ARTICLE VII: POWERS OF COMMISSION:

- A. Commission members may recommend and the Commission establishes sub-committees as deemed necessary. Appointment of sub-committee members will be made by the Chair. Sub-committees will be appointed either for single task force assignments or as an ongoing standing sub-committee. Sub-committees are for the sole purpose of researching, reviewing, or providing overall policy direction on programs, facilities, or services prior to being presented to the full Commission.
- B. Commission will submit recommendations to the City Council in writing, as approved by a majority of the Commission.
- C. Commission shall establish annual goals and action plan consistent with City Council policies and direction.
- D. Conflict of Interest: Members of the Commission shall not participate, in any manner, or vote, except to abstain, upon any matter in which they knowingly may have a conflict of interest. When Commissioners determine they have a conflict of interest, a public declaration to the effect shall be made or they may choose to absent themselves from that particular hearing. No member shall act for any petitioner or applicant in any case before the Commission

ARTICLE VIII: AMENDMENTS

- A. Any proposed amendment to these bylaws must be approved by a majority vote of the Commission, and ratified by the City Council.