

# Memo

Carmichael



RECREATION AND  
PARK DISTRICT

**To:** Advisory Board of Directors  
**From:** Ingrid S. Penney, Administrative Services Manager  
**Date:** December 19, 2019  
**Subject:** Advisory Board of Directors Bylaws – Draft Revisions

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***Background/Discussion:***

The Advisory Board of Directors Bylaws (Manual) were last revised in September 2015. Staff has performed a review and recommends minor changes to the section on Meetings & Procedures (attached). The procedures may be amended by a majority vote of the Advisory Board of Directors. The Advisory Board may want to consider a complete review of the Manual later for additional updates.

The attachment tracks the recommended changes. These changes eliminate reference to gender in Board officer titles and incorporate the latest Brown Act requirements, and County governing resolution and department names.

***Recommendation:***

Staff recommends that the Advisory Board of Directors approve and amend the Meetings & Procedures, as highlighted and presented.

# Carmichael Recreation and Park District ADVISORY BOARD MEETINGS AND PROCEDURES

## POLICY TITLE: Advisory Board Meetings and Procedures

### MEETINGS

**Regular Meetings:** Regular meetings of the Advisory Board of Directors shall be held on the third Thursday of each month in the evening in the Community Clubhouse. All Meetings shall be conducted in a manner as defined by the Brown Act.

**Special Meetings:** Special Meetings may be called by the Chairperson when deemed advisable by the Chairperson or when requested by three (3) members of the Advisory Board of Directors. Special Meetings require a 24 hour posted notice, and shall be scheduled and conducted as defined by the Brown Act.

**Adjourned Meetings:** Any Meetings of the Advisory Board of Directors may be adjourned to a time and place in the order of adjournment.

**Emergency Meetings:** An emergency meeting may be held when prompt action is needed because of actual or threatened disruption of public facilities. An "emergency situation" exists if the Advisory Board determines a work stoppage, crippling disaster, or other activity severely impairs public health and/or safety.

**Executive Closed Sessions:** The Advisory Board may hold an closed executive session during a regular or special meeting as defined by the Brown Act.

**Quorum:** Three (3) Advisory Board members shall constitute a quorum.

**Agenda:** The Administrator shall prepare an agenda in coordination with the Chairperson and as defined by the Brown Act. Advisory Board members shall receive the agendas at least 72 hours in advance of the meeting. All items to be included on the agenda, such as letters from interested individuals, shall be in the District Office by 12:00 noon on the Friday preceding the Advisory Board meeting. The agenda shall be posted as defined by the Brown Act. The posting must occur in a place that is freely accessible to the public and on the District's website. The internet posting shall occur on the District's primary website homepage through a prominent, direct link to the current agenda. The agenda shall meet all other requirements as defined by the Brown Act.

Commented [IP1]: Brown Act Requirement.

**Non-Agenda Items:** ~~The Brown Act generally prohibits any action or discussion of items not on the agenda. However, there are three (3) specific situations in which the Advisory Board of Directors can act on an item not on the agenda:~~

A. ~~When a majority decides that there is an "emergency situation" as defined for emergency meetings.~~

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B. ~~When two-thirds of the members (or all members if less than two-thirds are present) determine that there is a need for immediate action and the need to take action "came to the attention of the local agency subsequent to the agenda being posted".~~

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~~When an item appeared on the agenda of, and was continued from, a meeting held not more than five (5) days earlier.~~

C. The Advisory Board shall not discuss or take action on any item that does not appear on the posted agenda except that the Advisory Board may act on items not on the agenda to address emergency situations, subsequent need items, and hold-over items from a continued previous

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meeting held with the prior five days. The Advisory Board may also respond to public comments and make announcements.

Commented [IP2]: Brown Act Requirement.

~~Parliamentary Rules of Procedure~~**Order**: Unless otherwise provided by these policies, all proceedings before the Advisory Board shall be conducted in accordance with and pursuant to the parliamentary rules of procedure as prescribed in Meetings of the Advisory Board of Directors shall be conducted by the Chair in a manner consistent with the policies of the District. "Roberts Rules of Order" shall be used as a general guideline for meeting protocol. **"ROBERTS RULES OF ORDER"**. It is the policy of the Advisory Board that the Chairperson can second a motion while performing as Chairperson.

### OFFICERS

**Election:** The officers shall consist of a Chairperson, Vice-Chairperson, and a Secretary. The election shall take place at the regular meeting held in June of each year. New officers shall officially take office on July 1. Standing committees shall be appointed and announced by the Chairperson at the first meeting following the election. Terms of officers of the Advisory Board shall be for one (1) year. The Chairperson of the Advisory Board of Directors shall be changed annually. Exception to this can only be made with the unanimous consent of all of the Advisory Board.

### Duties:

**Chairperson:** It shall be the duty of the Chairperson to preside at all meetings of the Advisory Board, to appoint committees, and to call special meetings when they may be deemed necessary and advisable.

**Vice-Chairperson:** The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the latter. The Vice-Chair serves as a representative to the Council of Recreation and Park Agencies.

**Secretary:** The Secretary shall notify members of all meetings, keep a record of all proceedings of all meetings, and call special meetings upon request of the Chairperson or three (3) members of the Advisory Board. The above duties of the Secretary may be delegated to staff. The Secretary assumes the duties of the Chair and Vice-Chair in the event of their absence.

### COMMITTEES

**Functions:** All business requiring further study will be referred to the proper committee for report and recommendations to the Advisory Board as a whole for action.

Under no circumstances is a committee or any member of that committee to take any action or make any statements committing the Advisory Board as a whole unless given authority to do so by the vote of the Advisory Board.

**Chairperson - Ex-Officio Committee Members:** The Chairperson of the Advisory Board of Directors shall be an ex-officio member of all committees and as such, shall be notified of all committee meetings and their agendas. The Chairperson shall attend and participate at a committee meeting when a regular committee member is unavailable. Three (3) Advisory Board members cannot attend or participate in a committee meeting as that would constitute a quorum and be in violation of the Brown Act.

**Standing Committees:** The Chairperson shall appoint annually, two (2) Advisory Board members to the following standing committees. One appointee of each committee shall be designated as Chairperson of that committee (7/17/98).

**Personnel and Personnel Policies:** This committee shall study and recommend the following:

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- A. Personnel policies on annual salary increases and benefits.
- B. Current salary schedule.
- C. Evaluate job descriptions.
- D. Establish job descriptions for new positions.

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**Budget and Finance:** This committee shall study and recommend the following:

- A. Fiscal year operating budget.
- B. Expenditures from bond improvement fund.
- C. Monthly financial expenditures.
- D. Budgetary items from fiscal capital outlay budget for new projects.
- E. The need for additional financing for the District.

The Budget Committee shall submit a proposed budget to the Advisory Board of Directors for approval. The Advisory Board shall submit a budget to the County Board of Supervisors for final adoption.

**Program and Policy:** This committee shall study and recommend the following:

- A. The recreation program as a whole.
- B. Policies dealing with the use of District facilities.
- C. All general policies pertaining to the District unless specifically the responsibility of another committee, standing or special.

**Facility:** This committee shall study and recommend the following:

- A. Acquisition of new sites.
- B. Type of facilities that should be planned for all sites.
- C. Joint planning and developing with School District and County.
- D. Any maintenance or physical matters dealing with parks or facilities.

**Special Committees:** In addition to the standing committees, the Chairperson may, from time to time, appoint special or select committees to consider matters that the Advisory Board feels may not properly go to a standing committee or the Chairperson feels may require special attention. Their activities are limited to the purpose for which they are created and after they have performed the service imposed upon them, they cease to exist.

#### DUTIES OF THE ADVISORY BOARD

The Advisory Board of Directors of the Carmichael Recreation and Park District is responsible for the establishment and conduct of a recreation and parks program within the boundaries of the Carmichael Recreation and Park District. In exercising this responsibility it may, as it chooses, delegate certain responsibilities to the District employees (see Sacramento County [Powers and Duties-Resolution 2017-0010](#) for further detail).

Commented [IP3]: Latest governing resolution.

#### RESPONSIBILITIES OF THE ADVISORY BOARD

Advisory Board members should provide leadership and be responsive to recreational needs and desires in the community.

Advisory Board members should be aware of the relationship of the recreation service to other community

services. Programs should be coordinated with other youth-serving agencies such as the schools, other districts and ~~the Sacramento County Department of Regional Parks and Recreation.~~

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Advisory Board members should keep abreast of changing conditions and continually reassess their efforts. Long range planning should include consultation with the Sacramento County Planning and ~~Environmental Review~~ Department and the Local Agency Formation Commission.

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Advisory Board members should have the courage to resist pressures which would be detrimental to the community in terms of parks and recreation and insist upon high standards for their district, particularly in regard to competent professional personnel.

Advisory Board members must avoid any personal interest, financial or otherwise, direct or indirect, in any contract, purchase, sale, or other activity of the District. It is the duty of Advisory Board members to avoid any situation that could, under any given set of circumstances, affect the objective exercise of judgement by the Advisory Board members (see Policy on Conflict of Interest).

As a matter of policy, Advisory Board members shall attempt to deal directly with the District Administrator when at all possible as the Administrator is primarily responsible for staff assignments and should be most informed concerning policy, whereas informational matters, such as: use of facilities, programs, etc., would most logically be referred to the appropriate staff member.

It is the responsibility of the Advisory Board to set policy and determine operating procedures within the limitations set forth by the Sacramento County ~~Powers and Duties~~ Resolution 2017-0010. The Board of Supervisors of Sacramento County is the ex-officio Board of Directors of the Carmichael Recreation and Park District and, therefore, the final governing authority.

Commented [IP6]: Latest governing resolution.

As a matter of policy, all media contact regarding the CRPD shall be initiated by the District Administrator or designee, unless otherwise ordered by the Advisory Board.

#### CONFLICT OF INTEREST CODE

In compliance with the Political Reform Act of 1974, California Government Code 81000, Et. Seq., the Carmichael Recreation and Park District on January 13, 1977, adopted a Conflict of Interest Code which applies to the following designated employees: Advisory Board of Directors, District Administrator, ~~Financial Administrative Services Manager Assistant, Recreation Services Manager of Business and Community Services~~ (amended 9/10/87), and ~~Park Services Manager, Recreation Supervisor, and Maintenance Supervisor, of Facilities and Park Services~~ (amended 9/10/87/12/9/2014).

All designated employees are required to file Statements of Economic Interest in Compliance with the Code. The Code and Statements are in the District Office for the District ~~Administrative~~ Staff. The Statements for the District Advisory Board of Directors are filed with the Sacramento County Clerk of the Board ~~for all District Advisory Board Directors.~~

#### AMENDMENTS TO ADVISORY BOARD PROCEDURES

These procedures may be amended by a majority vote of the Advisory Board of Directors.

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