



City of Greenfield Parks and Recreation Committee

1351 Oak Avenue
Greenfield, CA 93927

Special Meeting Agenda May 23, 2019 10:30 A.M.

Your courtesy is requested to help our meeting run smoothly.

Please follow the following rules of conduct for public participation in the meetings: Refraining from public displays or outbursts such as unsolicited applause, comments or cheering; Any disruptive activities that substantially interfere with the ability of the Committee; Committee to carry out its meeting will not be permitted and offenders will be requested to leave the meeting. Please turn off cell phones and pagers.

A. CALL TO ORDER / ROLL CALL

B. PUBLIC COMMENTS FROM THE AUDIENCE REGARDING ITEMS ONLY ON THE AGENDA

This portion of the Agenda allows an individual the opportunity to address the Committee on any items not on the agenda. A three-minute time limit may be imposed on all speakers other than staff members.

C. SELECTION OF COMMITTEE CHAIR AND VICE CHAIR

D. CONSIDERATION OF APPROVAL OF COMMITTEE BYLAWS

E. COMMENTS FROM COMMITTEE MEMBERS

F. ADJOURNMENT

In compliance with the American With Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (831) 674-5591. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (CFR 35.102-35.104 ADA Title II).

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This agenda is duly posted outside the Greenfield Community Center, City Hall and on the City of Greenfield web site.

**Parks & Recreation Committee
City of Greenfield
Committee Bylaws**

SECTION I – ORGANIZATION AND OFFICERS

A. Organization

1. The Parks and Recreation Committee (“Committee”) shall consist of five (5) Members.
2. Members of the Committee shall be members of the public at large and shall be appointed by a majority vote of the City Council.
3. Members shall serve a ___ year term and may be re-appointed by majority vote of the City Council at the conclusion of a Member’s terms.
4. When a vacancy occurs, either by the conclusion of a Member’s term, resignation, or otherwise, the City shall solicit applications from individuals interested in becoming a Committee Member. City Staff shall compile and review applications and provide the same to the City Council, as where necessary, make recommendations to the City Council. The City Council shall then make appointments by majority vote.
5. Committee Members shall not be officials or employees of the City but shall be members of the public at large and shall be residents of the City or of the area of the sphere of influence of the City.
6. If a Member absents himself or herself without permission from more than two (2) consecutive Committee meetings, the City Council may deem his or her office vacant.

B. Officers and Committee Members

1. Selection of Officers

- a) A Chair and Vice-Chair shall be elected annually from among the Committee’s membership at the first meeting in January to serve in those positions at the pleasure of the Committee.
- b) The Vice-Chair shall succeed the Chair if his/her seat is vacated before the term is completed. The Vice-Chair is to serve the unexpired term of the vacated office. A new Vice-Chair shall be elected at the next regular meeting after the Vice-Chair takes the Chair’s position.
- c) In the absence of the Chair and Vice-Chair at a meeting, any other member shall call the Committee to order, whereupon a Chair shall be elected from the members to preside.

2. Responsibilities of Officer

The Responsibilities and Powers of the officers of the Committee shall be as follows:

a) The Chair shall:

- i. Preside at all meetings of the Committee;
- ii. Call Special Meetings of the Committee in accordance with legal requirements and these bylaws;

- iii. Sign documents in the name of the Committee;
 - iv. See that all actions of the Committee are properly taken;
 - v. Assist City staff in determining agenda items; and
 - vi. Attend City Council, where necessary, as the Committee's representative.
- b) The Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair during the absence, disability, or disqualification of the Chair.

3. Responsibilities of Committee Members

- a) Members who are unable to attend a meeting shall, if possible, inform the Parks & Recreation Director or the Chair in advance of said meeting.
- b) If speaking to the press, media, or addressing the public outside of a Committee meeting, Members must be very specific in stating that they speak for themselves and not for the Committee or in their capacity as a Committee Member.
- c) Review agenda materials and be prepared to discuss agenda items prior to a public meeting. This may include site visits, research, or calling on City Staff for clarification and understanding of what is to be discussed.
- d) Each Member's input is important and valued. All Members in attendance are expected to participate.

C. Duties and Powers

- 1. The Committee's primary function is to review parks and recreation facilities within the City and provide recommendations to the City Council.
- 2. The Committee shall exercise such other functions as may be prescribed by City Ordinance, Resolution, or have been otherwise delegated to it by the City Council.
- 3. Each Member shall have such powers as are reasonable and necessary in order to enable the Committee to fulfill and carry out the duties and powers set forth herein.
- 4. The Committee shall further perform all of the following functions:
 - a) Endeavor to promote public interest in, comment on, and understanding of the parks and recreation facilities within the City.
 - b) Promote the coordination of parks and recreation facilities and offerings within the City.
 - c) Perform other functions as the legislative body provides, including conducting studies or preparing plans and recommendations other than those required or authorized by these Bylaws.

D. Rules of Order

Except as otherwise provided in these Bylaws, "Rosenberg's Rules of Order" shall be used as a guide to the conduct of the meetings of the Committee. Provided, however, that the failure of the Committee to conform to said rules of order shall not, in any instance, be deemed to invalidate any action taken by the Committee.

SECTION II – MEETINGS

A. Public Meetings

All meetings shall be held in full compliance with the provisions of state law, City Ordinances, and these Bylaws.

B. Regular Meetings

1. Regular Meetings shall be held on the _____ of each month at 6:00 p.m., in the Community Center located at Patriot Park, 1351 Oak Avenue, unless otherwise determined by the Committee.
2. Whenever a regular meeting falls on a public holiday, no regular meeting shall be held on that day. Such regular meeting will be adjusted to the following day, provided that is not also a public holiday, or cancelled by motion adopted by the Committee.

C. Special Meetings

Special Meetings of the Committee may be held at any time upon the call of the Chair, by a majority of the voting members of the Committee, upon request of the City Council, or upon request of the Parks & Recreation Director, following at least 24 hours' notice to each Member of the Committee and any other notice required by law.

D. Study Sessions/Workshops

The Committee may be convened as a whole or as a subcommittee of the whole in the same manner as prescribed for the calling of a special meeting for the purpose of holding a study session provided that no official action shall be taken, and no quorum shall be required. Such meetings and workshops shall be open to the public.

E. Agenda

1. An agenda for each meeting of the Committee shall be prepared by the Parks & Recreation Director with the cooperation of the Chair or, in his/her absence, the Vice-Chair.
2. There shall be attached to each agenda a report of matters pending further action by the Committee.
3. A copy of the agenda shall be posted by the City in a place freely accessible to the public and on the City's internet website. For a Regular Meeting, the agenda must be posted at least seventy-two (72) hours in advance of the meeting. For a Special Meeting, the agenda must be posted at least twenty-four (24) hours in advance of the meeting.

F. Order of Meetings

The order of business shall be as follows:

1. The Chair shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Committee to order. If a quorum is not present, the Committee may:
 - a) Continue the meeting, including any scheduled public hearings, to a later definite time and date;
 - b) Adjourn the meeting; or
 - c) Recess the meeting until a quorum is present.
2. Members present and absent shall be recorded.
3. During the public comment period, announce that any member of the audience may comment on any matter not listed on the agenda. The Committee will take no action on these public comments except to direct staff, if warranted, to study the particular matter for setting on a future agenda.

4. The Committee shall hear, consider, and act upon those items scheduled for consideration, together with such other matters of business set forth in the agenda.
5. Adjournment.

G. Voting

1. Voting Requirements

- a) A quorum shall consist of a majority of the membership of the Committee.
- b) Unless otherwise required by law, the affirmative vote of a simple majority of the quorum shall determine the act or decision.

2. Voting Order

The order of roll call voting, if required, will be rotated such that the Chair will always vote last.

3. Conflicts of Interest, Reasons for Disqualifications from Voting

A member shall disqualify himself or herself from voting in accordance with the state law concerning conflict of interest. When a person disqualifies him/herself, he or she shall state prior to the consideration of such matter by the Committee that he or she is disqualifying him/herself due to a possible conflict of interest, state the nature of the conflict and shall not participate in voting or discussion.

4. Abstentions

When a member of the Committee abstains from voting for any reason (other than a conflict of interest), the abstention shall be counted with the affirmative vote.

SECTION III – REVIEW AND AMENDMENTS PROCEDURE

- A. When deemed necessary by the Parks & Recreation Director or the Chair, or upon direction from a majority of the Committee, these Bylaws shall be reviewed by the City Attorney and the Parks & Recreation Director. The City Attorney and/or Parks & Recreation Director shall then present their recommendation to the Committee for amending or not amending these Bylaws.
- B. These Bylaws may be amended or suspended at any meeting of the Committee by a majority of the membership of the Committee.

SECTION IV – FAILURE TO ADHERE TO BYLAWS SHALL NOT INVALIDATE ACTION

With the exception of those requirements imposed by State law or the City Council, a Committee's failure to conform to any part of these Bylaws shall not, in any instance, be deemed to invalidate any action taken by the Committee.