



CITY OF RED BLUFF PARKS AND RECREATION COMMISSION BYLAWS

ARTICLE 1. AUTHORITY

The following Bylaws of the Parks and Recreation Commission of the City of Red Bluff, hereinafter referred to as the “Commission”, are hereby adopted pursuant to Section 65102 of the Government Code of the State of California and Chapter 2, Article IV of the City Codes of the City of Red Bluff.

ARTICLE 2. PURPOSE AND FUNCTIONS

The Parks and Recreation Commission shall have the power and duty to:

- 1) Act in an advisory capacity to the Council and the City Manager in all matters pertaining to parks and recreation;
- 2) Formulate and recommend to the Council and the City Manager a parks and recreation program for the residents of the City that will contribute to the attainment of the general educational and recreational objectives for children and adults of the City, promote and stimulate public interest therein, and to the end, solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested in therein;
- 3) Formulate and recommend to the Council and the City Manager policies for the acquisition, development, and improvement of parks and playgrounds and for the planning, care and removal of trees and shrubs in all parks, playgrounds, and streets;
- 4) Recommend to the Council and the City Manager as to the acceptance or rejection of offers of donations of money, personal property, or real estate to be used for park and recreation purposes; and
- 5) Perform such other duties relating to park and recreation matters as may be prescribed by the Council not inconsistent with the provisions of the Red Bluff Municipal Code.

ARTICLE 3. OFFICE

The principal office of the Parks and Recreations Commission shall be at the City Council Chambers at City Hall of the City of Red Bluff, Red Bluff, California.



ARTICLE 4. ELECTIONS AND OFFICERS

In accordance with Section § 2.47 of the Red Bluff Municipal Code, the Commission shall, as soon as practical following the first day of January, elect from among their members a Chairperson and Vice-Chairperson. The term of office shall be for one year.

ARTICLE 5. MEMBERS

- 1) The Commission shall consist of five (5) members appointed by the City Council in accordance with Section § 2.45 of the Red Bluff Municipal Code. The Parks and Recreation Commission consists of five members.
- 2) The Parks and Recreation Commission members shall be appointed as follows:
 - a) Three members to be recommended by the Mayor for appointment by the City Council, one of which may be a student from one of the local high schools;
 - b) One member to be recommended by the High School Board of Trustees for appointment by the City Council; and
 - c) One member to be recommended by the Elementary School District Board of Trustees for appointment by the City Council.
- 3) Terms of service shall be three (3) years, with the exception of the student member, which is an appointment for one year and shall expire on December 31st or for the unexpired portion of a term when a member is appointed upon the resignation of an incumbent.
- 4) A vacancy on the Commission shall occur when any member dies, resigns, or is removed. There is no limit to the number of terms a Commissioner may serve.
- 5) Should a commissioner find it necessary to resign their appointment, the Commissioner will notify the appointing Council member and submit a letter of resignation to the Recreation Supervisor and/or City Clerk.

ARTICLE 6. COMMITTEES

All standing or special committees of the Commission, which may be necessary to carry out the functions and purposes of the Commission, shall be established by the Chairperson or by vote of the majority of the Commission.

Such committees may include, but not be restricted to, members of the Commission.



The Chairperson of the Recreation & Parks Commission shall make all committee assignments and appoint the Chairperson of each committee.

Commission committees may make a verbal or written report at any meeting of the Commission. The Chairperson or member of a committee shall present the report on the subject under consideration by such committee. Each committee shall establish its own quorum upon appointment.

ARTICLE 7. MEETINGS AND ACTIONS

- 1) The Parks & Recreation Commission shall meet in regular session on the second Tuesday of each month at 5:30 pm in the City Council Chambers. The Commission may schedule meetings to begin earlier as determined during a prior meeting or due to Commission or Staff needs. Variances in meeting start times will be noted on meeting agendas and posted accordingly per the Brown Act. If the second Tuesday is a holiday or it has been determined that a quorum will not be present, then the Recreation Supervisor shall determine the next available meeting date.
- 2) Special Meetings may be called by the Chairperson, City Manager, Recreation Supervisor, or a majority of the members at a time, date, and place as specified in the agenda.
- 3) Items may be placed on the Commission's agenda by staff or the Commission by consensus. Staff places items on the agenda in accordance with the Department's mission and the City of Red Bluff's Strategic Plan.
- 4) All Commission Agenda items must be noticed in the print media 72 hours prior to the meeting in accordance with the requirements of the Brown Act to be discussed.
- 5) Commissioners may place an item on the Commission's agenda by making a request:
 - a) At a commission meeting under Oral Communications, briefly describing their reason for the request. If there is a consensus in favor of the item being placed on a future agenda from the Commissioner's present, the item will be placed on the Commission's next regular meeting.
 - b) It is suggested that if an issue of a policy nature needs to be raised and discussed, that item should be placed on the Commission Agenda to allow full Commission input on the importance of studying or further discussing the issue in relation to the overall work program of the Parks & Recreation Department and City of Red Bluff Strategic Plan. Commissioners are encouraged to discuss policy issues with the Recreation Supervisor prior to placing the item on the agenda.



ARTICLE 8. THE AGENDA FORMAT

Commission Agendas are divided into the following sections:

- 1) Roll Call: Attendance is taken to determine if a quorum is present.
- 2) Pledge of Allegiance
- 3) Communications:
 - a) Citizens Comment from the Public
 - b) Commissioner Reports
 - c) Recreation Supervisors Report
 - d) Future Agenda Items

Under oral communications, the Commissioners may give oral reports, ask for information, or present comments from the public on matters of department interest and concern. Oral communications from the public enable residents to bring matters to the attention of the Commission that are not on the agenda. NO action or discussion shall be taken on any item presented. All matters relating to the Commission will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and a report. Any Commissioner, with the consensus of the Commission, may place matters brought under Oral Communications on a future agenda.

Correspondence addressed or referred to the Commission may be included in the meeting packet or distributed at the meeting. Should any correspondence require consideration by the Commission, the Recreation Supervisor will place the item on the agenda.

- 4) Reports and Presentations
The Commission will receive oral and/or written reports from staff on departmental operations.
- 5) Public Hearings
These matters require the Commission to hold a public hearing at which members of the public are encouraged to give input. The Commission may be required to adopt a resolution to recommend or not recommend a particular item.
- 6) Unfinished Business
This section of the agenda is for items that have been discussed previously, but the Commission has not made a final determination as to a course of action, such as recommending approval, adopting a motion of approval, or denying approval. The Commission may adopt a motion or a resolution depending on the nature of the item.



Items that are advisory to another Commission or the City Council will be made by Resolution of the Commission. Motions most often direct staff to a course of action or relate to issues pertaining solely to the Commission. The Commission will encourage public input on items of unfinished business.

7) **New Business**

This section of the agenda is for items that have not been discussed previously, and the Commission will need to act to approve or not a particular item of business.

Commission action could include the adoption of a resolution, passing of a motion, or directing staff to provide additional information, if necessary. The Commission will encourage public input on new business items.

8) **Adjournment**

This section will advise the Commission of the next scheduled meeting date and time.

ARTICLE 9. QUORUM

A majority of three (3) members shall constitute a quorum and is necessary for a meeting to be held.

ARTICLE 10. ABSENCE, VACANCIES, OR REMOVAL OF MEMBERS

Members shall advise the Recreation Supervisor of their anticipated absence from a meeting. If the absence is known well in advance, the Commissioner may advise the Recreation Supervisor of the anticipated absence from the meeting at the time preceding the absence. If the Commissioner will be absent due to a conflict, illness, or other such reason, the Commissioner should advise the Recreation Supervisor no later than 4 P.M. of the day of the meeting. If it is determined that a quorum will not be present, the Recreation Supervisor will then notify the Commissioners that the meeting will be canceled due to a lack of a quorum.

Note: Commissioners are urged to notify the Recreation Supervisor if they are unable to attend a meeting to allow for timely cancellation if a quorum is not achieved.

A vacancy on the Commission shall occur when a members term of office expires or when any member dies, resigns or is removed.

A member may be removed from the Commission, pursuant to Municipal Code Section 2.46 (C), by a majority vote of the City Council. A member is disqualified and automatically removed from office if he or she is absent from two consecutive meetings of the



Commission without the consent of the Chair of the Commission. The City Council, at its discretion, may rescind the automatic removal provided herein and reappoint the subject member to the Commission.

ARTICLE 11. VOTING

A majority vote of the members present (three) shall be required to carry a motion, proposal or resolution.

ARTICLE 12. PARLIAMENTARY PROCEDURES

Rosenberg's Rules of Order, as well as the Ralph M. Brown Act, will govern procedures of the Parks & Recreation Commission meetings as well as the provisions Sections 2.44-2.53 of the Red Bluff Municipal Code.