

THE CITY OF SAN DIEGO
San Diego Parks and Recreation Board
Bylaws

ARTICLE I – NAME

The name of this advisory committee shall be the San Diego Parks and Recreation Board (Board).

ARTICLE II – PURPOSE

It is the purpose and intent of the City Council to establish a policy advisory board on matters relating to the acquisition, development, maintenance, and operation of parks, beaches, and recreation property and facilities in a manner consistent with the Parks Master Plan, and that the Board will, along with other duties, perform the functions of the former Park and Recreation Commission per San Diego Charter Sections 55 and 55.2 and San Diego Municipal Code Sections 26.30 and 26.31. Effective July 1, 2009, the Park and Recreation Board shall also fulfill the role of the San Diego Regional Parks Improvement Fund Oversight Committee as described in City Charter Section 55.2.

The Board is subject to the Ralph M. Brown Act of the State of California and shall conduct its meetings in accordance with the provisions thereof. The City of San Diego shall provide necessary administrative support to the Board as shall be consistent with the Board's purposes, as set forth in City Charter 55.2.

ARTICLE III – DUTIES AND RESPONSIBILITIES

The responsibilities and duties of the Parks and Recreation Board shall be as follows:

- (a) Advise the City Council through the City of San Diego Mayor on public policy matters relating to the acquisition, development, maintenance and operation of parks, beaches, recreational property, facilities, and activities in the City of San Diego.
- (b) Periodically review the recreational program of the City in relation to the needs and desires of the citizens.
- (c) Coordinate the work of such committees as may be established towards the end of developing integrated and balanced policy recommendations.
- (d) Conduct such investigations, studies, and hearings which, in the judgment of the Board, will aid in effectuating its general purposes.
- (e) Pursuant City of San Diego Municipal Code 26.30, the San Diego Parks and Recreation Board serves as the San Diego Regional Park Improvement Oversight Committee.

ARTICLE IV – MEMBERSHIP

Section 1. Number

The Board shall consist of eleven (11) members as outlined in San Diego Municipal Code Section 26.30(b), “Parks and Recreation Board.”

Section 2. Appointment and Terms

(a) The members shall be appointed by the Mayor, based on nominations from City Council Members, and confirmed by the City Council.

(b) The members shall serve two (2) year terms and each member shall serve until their successor is duly appointed and qualified. The members shall be appointed in such a manner that the terms of not more than six (6) members shall expire in any year. The expiration date shall be March 1st.

Section 3. Qualifications

Each member of the Board shall possess expertise, or demonstrated experience or knowledge, in one or more of the following areas: auditing, finance or municipal finance, general business, planning, biology or environmental science, resource management or protection, wildlife management or protection, construction management, recreation management, or planning.

Section 4. Ethics–Conflict of Interest

By accepting appointment to the Board, each member agrees to comply with the City of San Diego’s Conflict of Interest Code.

ARTICLE V – MEETINGS

Section 1. Meetings

The Board meets monthly with the exception of August and December, but can meet at other times, if needed.

Section 2. Location

Meetings typically will be held at the Balboa Park Club Ballroom at 2150 Pan American Road West, San Diego, CA 92101, but can be held at other locations, as properly noticed.

Section 3. Procedures

All meetings shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 et. seq. A majority of the number of Board members shall constitute a quorum for the transaction of any business, except adjournment.

ARTICLE VI – VACANCIES

The Board shall find that a vacancy exists upon:

- (a) Receipt of a resignation in writing from one of its members, or
- (b) The third consecutive absence, or
- (c) The fourth absence in the 12-month period of March through February of a member(s) from the Board's regular meetings.

Upon report that a vacancy exists, Parks and Recreation Department staff shall notify the Office of Boards and Commissions of the vacancy and request the nomination of a candidate to City Council for confirmation.

ARTICLE VII – STAFF SUPPORT

Section 1. Staff

The City shall provide to the Board necessary technical and administrative assistance as follows:

- (a) Preparation of and posting of public notices as required by the Ralph M. Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the City Council;
- (b) Provision of a meeting room including any necessary audio/visual equipment;
- (c) Preparation and copies of any documentary meeting materials, such as agendas and reports;
- (d) Retention of all Board records, and providing public access to such records; and
- (e) Establishment and oversight of a mechanism to ensure public accountability regarding the extent and nature of revenues, expenses, and improvements pursuant to San Diego Charter Section 55.2 and compliance with the requirements of San Diego Charter Section 55.2.

Section 2. Staff Relationship to the Board

City staff and/or City consultants shall attend all Board proceedings as appropriate in order to report on the status of the park system, updates on park projects and planning initiatives, and the expenditures of improvement funds and bond proceeds, as applicable.

ARTICLE VIII – OFFICERS

Pursuant to San Diego Municipal Code 26.30, during March of each year, the Mayor may designate one member as Chairperson; however, in absence of such designation, the Board shall on or after April 15, select from among their members a Chairperson. The Board shall elect a vice-chair who shall act as chairperson only

when the chairperson is absent. Both positions shall continue for a two (2) year term.

ARTICLE IX – SUBCOMMITTEES AND COMMITTEES

Section 1. Appointments

The Chair, with the advice of the Board, shall appoint standing and ad-hoc committees concerned with specific problems or areas of interest to the Board and shall be disbanded upon completion of the appointive goals.

Section 2. Standing Subcommittees

(a) Membership of Standing Subcommittees

(i) The Chairperson of the Board shall appoint a Member of the Board to Chair and Vice-Chair each of the committees.

(ii) If a Board Member appointment is not made, within 60 days the majority of the members of the Subcommittee shall select an “interim” Chair and Vice-Chair until such appointment is made.

(iii) In this event the Interim Chairperson will be required following each meeting of the subcommittee to either: Make a verbal report to the Board or submit a written report prior to the next scheduled Board meeting.

(b) Area Community Parks I and II Committees are standing subcommittees of the Board for dissemination of information items to community recreation groups, community advisory bodies, park stakeholder groups, and park users.

(i) Area Community Parks I (CP I) is constituted with the geographic location by Council Districts 1, 2, 5, 6, and 7 along with downtown parks and Naval Training Center Park.

(ii) Area Community Parks II (CP II) is constituted with the geographic location by Council Districts 3, 4, 8, and 9 along with Citywide Aquatics, Therapeutic Recreation, Age-Well Services, Mount Hope Cemetery, and Animal Services.

(c) Design Review Committee is a standing subcommittee of the Board comprised of members of the Parks and Recreation Board to provide feedback and assistance with park planning initiatives and park design efforts.

Section 3. Mayoral Appointments

Specific subcommittees are designated in the City of San Diego Municipal Code Section 26.30 for appointment by the Mayor of San Diego. For those Subcommittees, the appointments of Board Members to those Subcommittees are as follows:

(a) The Mayor shall appoint one member from among the members of the Parks and Recreation Board to be Chair of the Balboa Park Committee.

Section 4. Citizens Advisory Committee Appointments

(a) Many parks have standing citizen advisory committees (CAC's) including community recreation groups, joint exercise of powers policy committees, and open space advisory bodies. Each CAC is assigned to a park or area of parks to advise the City on matters of operations, maintenance, planning, budget, programs, activities, events, projects, and related matters.

(b) The Board can ask for a member to attend the publicly noticed advisory committee and report back.

(c) The Board member report can be part of the committee updates section of the agenda or added to the agenda as information or action items as issues arise that are relevant to the mission of the Board or require input by the Board.

(d) From time to time, the Parks and Recreation Board may appoint one of its members to a CAC to provide guidance and support from the perspective of the City park system in compliance with the Parks Master Plan.

(e) Mission Trails Regional Park Citizens Advisory Committee (MTRP CAC) shall have one member of the Parks and Recreation Board assigned to attend their meetings. This member shall be chosen by vote of the Board and shall provide a report summarizing the activities at Mission Trails Regional Park at each Board meeting. When appropriate to the mission of the Board, reports and items appearing at the MTRP CAC may be brought forward for Board consideration.

ARTICLE X – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters not covered under these Bylaws.

ARTICLE XI – AMENDMENT OF BYLAWS

Any amendment to these Bylaws shall be approved by a two-thirds vote of the entire San Diego Parks and Recreation Board.

ARTICLE XII – ADOPTION OF BYLAWS

Immediately upon favorable vote of not less than two-thirds vote of full membership of the Board and approval of the San Diego Parks and Recreation Department, these Bylaws shall be in full force and effect.