



**THE CITY OF SAN DIEGO  
PARK AND RECREATION DEPARTMENT - GOLF DIVISION**

**MUNICIPAL GOLF COMMITTEE**

**BYLAWS**

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## **THE CITY OF SAN DIEGO**

### **Bylaws**

#### **ARTICLE I-NAME**

The name of this advisory committee shall be the Municipal Golf Committee (MGC).

#### **ARTICLE II-PURPOSE**

The City Council established a Municipal Golf Committee to serve in an advisory capacity to the Park and Recreation Board, Mayor, and City Council on policy issues relating to the acquisition, development, maintenance, and operation of the following municipal golf courses: Balboa Park Golf Course, Mission Bay Golf Course and Torrey Pines Golf Course; as described in San Diego Municipal Code, Chapter 2, Article 6, Division 00, Section 26.30 (d).

The MGC 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 MGC as shall be consistent with the MGC's purposes, as set forth in San Diego Municipal Code section 26.30(d).

#### **ARTICLE III-DUTIES AND RESPONSIBILITIES**

The powers and duties of the Municipal Golf Committee shall be to:

Advise the Park and Recreation Board, Mayor and City Council on policy issues relating to the acquisition, development, maintenance, and operation of the following municipal golf courses: Balboa Park Golf Course, Mission Bay Golf Course and Torrey Pines Golf Course.

Examples of the types of matters that may be before the MGC for recommendations are:

- (i) Policy advice on the larger issues facing the Golf Division.
- (ii) Recommendations to the Park and Recreation Board on:

- 1) Golf Division's Yearly Operational Budget
- 2) Annual update report to the Park and Recreational Board
- 3) Capital Improvement Projects
- 4) Rate Changes
- 5) Business Plans
- 6) Golf Enterprise Fund
- 7) Quality of the golf experience

(iii) Conduct such investigations, studies and hearings which, in the judgment of the MGC, will aid in effectuating the performance of its powers and duties.

## **ARTICLE IV-MEMBERSHIP**

### Section 1. Number

The MGC shall consist of eleven (11) members as outlined in the City of San Diego Municipal Code 26.30 (d), Municipal Golf Committee.

### 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) For the initial appointments, five members shall be appointed to a term of two years, and six members to a term of four years. Subsequent appointments shall be for four year terms. The expiration of each term shall be May 1. Each member may elect to serve until his or her successor in interest is duly appointed and qualified. The maximum number of terms that a member may serve is two, including those members initially appointed to serve a two year term. An interval of four years must pass before any member who has served two consecutive terms may be reappointed.

(c) During May of each year, the Mayor shall designate one (1) member as the Chairperson. In the absence of such designation, the Municipal Golf Committee shall, on or after June 15 of that year, select a Chairperson from amongst its members.

(d) During May of each year, the Municipal Golf Committee shall select a Vice Chairperson from amongst its members.

### Section 3. Qualifications

The members of Municipal Golf Committee shall serve without compensation and appointments shall be subject to the following conditions:

- (a) One (1) member shall have expertise in accounting or financial management;
- (b) One (1) member shall represent a lessee from one of the above municipal golf courses;

- (c) One (1) member shall have expertise in general business;
- (d) One (1) member shall have expertise in golf course architecture, landscape architecture, or irrigation management;
- (e) One (1) member shall be from the Torrey Pines Golf Course Men's or Women's Club;
- (f) One (1) member shall be from the Balboa Park Golf Course Men's or Women's Club;
- (g) One (1) member shall represent the Mission Bay Golf Course, until such time as a club is formed for this golf course, at which time the member shall be from that club;
- (h) One (1) member shall be a youth golf program professional; and
- (i) Three (3) members shall be at large members, however, they shall have experience playing golf, utilizing the golf courses, or shall be familiar with the courses and needs of golfers in general.

#### Section 4. Ethics-Conflict of Interest

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

### **ARTICLE V-MEETINGS**

#### Section 1. Meetings

The MGC meets quarterly, but can meet more often if needed.

#### Section 2. Location

Meetings typically will be held at the Public Utilities Metropolitan Operations Complex (MOC II Building), 9192 Topaz Way, San Diego, CA 92123, 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 MGC members shall constitute a quorum for the transaction of any business, except adjournment.

### **ARTICLE VI-VACANCIES**

The MGC 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 third absence in the 12-month period of May through April of a member(s) from the MGC's regular meetings.

Upon report that a vacancy exists, the Municipal Golf Committee staff shall notify the Mayor 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 MGC 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 as may be available;

(c) Preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) Retention of all MGC records and providing public access to such records as may be required by law.

### **Section 2. Staff Relationship to the MGC**

City of San Diego staff and/or City consultants shall attend all MGC proceedings as appropriate in order to report on matters within the subject matter jurisdiction of the MCC, as provided in Article III.

## **ARTICLE VIII-OFFICERS**

Pursuant Municipal Code 26.30 (d), during May of each year, the Mayor may designate one member as Chairperson; however, in absence of such designation, the Committee shall on or after June 15, select from among their members a Chairperson. The Committee shall elect a vice-chair who shall act as chairperson only when the chairperson is absent.

## **ARTICLE IX-SUBCOMMITTEES & COMMITTEES**

The Chair, with the advice of the MGC, shall appoint standing and ad hoc committees concerned with specific problems or areas of interest to the MGC. The committees shall be composed of MGC

members, and as needed, augmented by other representative citizens appointed by the MGC Chair. The MGC Chair shall appoint committee members as Chair and Vice–Chair of each such committee.

#### **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 Municipal Golf Committee.

#### **ARTICLE XII-ADOPTION OF BYLAWS**

Immediately upon favorable vote of not less than two-thirds vote of the entire Municipal Golf Course and approval of the San Diego Park and Recreation Department, these Bylaws shall be in full force and effect.