

REGIONAL PARKS ADVISORY COMMISSION

I. COMMISSION GUIDELINES

A. PURPOSE

The purpose in establishing a Regional Parks Commission is to provide a citizen body responsible to communities and the people of San Bernardino County to recommend policy regarding the development and operation of a well-balanced system of regional parks.

The Commission further is to assist the Board of Supervisors by keeping it fully informed on all activities related to regional parks and to see that all policies established by the Board of Supervisors are followed and carried out in the development and operation of the regional parks.

B. COMMISSION ORGANIZATION

The terms of office, organization, and other details relating to conduct of business shall be as follows:

1. The terms for commissioners shall be as stated in County Policy 02-09, adopted by the Board of Supervisors on October 4, 2011, and as amended from time to time (copy attached).
2. The commissioners shall elect a Chair and a Vice-chair and determine frequency of meetings, preferably monthly, with other additional meetings as necessary.
3. Periodically, meetings shall be held in various locations of the County to give citizens in all County communities an opportunity to attend and make community needs known.
4. Remuneration of commissioners shall be on a per diem basis comparable to other County commissions and reimbursement for expenses within the limits of the travel code.
5. All Commission meetings shall be open to the public and publicized in advance. In addition, the agenda should be prepared in advance and made available to interested individuals and organizations.

C. COMMISSION RELATIONSHIPS

1. The Commission shall be advisory to the Board of Supervisors and shall submit recommendations to the Board of Supervisors and be responsible to the Board.
2. The Commission shall operate within established procedures and coordinate with such other County departments as necessary, and specifically, the County Administrative Office.

3. The Regional Parks Department shall provide full information and assistance to the Commission so it can promote the development of the Regional Parks program and facilitate the operation of the parks program and the best possible economic and effective functioning of the Regional Parks Department.

D. AUTHORITY AND RESPONSIBILITY

The Commission shall act within established Board policy, rules and regulations of the County and within the prevailing philosophy of the Board of Supervisors as representatives of the County as a whole.

1. The Commission shall review Regional Parks' priorities, park programs, departmental objectives, and other matters as requested by the Board of Supervisors and make recommendations to the Board of Supervisors on such matters as appropriate.
2. The Commission shall recommend on broad, general budgetary matters such as capital improvement items and proposed revenues. The Commission shall seek to relate these to a fiscal plan that can be based on a defined tax rate or other measurable method to provide known and predictable consistency in Regional Park expenditures.

E. PUBLIC RELATIONS

Public relations and information is a prime activity of this Commission. Public statements and release of information on Regional Parks shall be coordinated and in accordance with policies of the Board of Supervisors. Recommendations for future park sites shall be made only after adequate hearing in the vicinity of the proposed park site.

II. RULES AND PROCEDURES

A. REGIONAL PARKS ADVISORY COMMISSION MEETINGS

1. Regular meetings of the Regional Parks Commission shall be held on the second Wednesday of each month at 2:30 p.m. Any meeting may be canceled by a majority vote of the Regional Parks Commission.
2. Special meetings may be ordered by the Chair. Notification by telephone shall be given to the secretary at least twenty-four hours prior to the meeting time, if ordered by the Chair.
3. Regular Regional Parks Commission meetings shall be called to order at 2:30 p.m. and shall be held in the administrative office of the Regional Parks Department. The time and place of special meetings shall be designated by the Chair of the Regional Parks Commission when such meetings are ordered.

4. The order of business at regular Regional Parks Commission meetings shall be:
 - a. Chair calls meeting to order
 - b. Roll Call
 - ~~b-c. Recognition of Guests and Media~~
 - ~~e-d. Public Commentary Acceptance of Minutes~~
 - ~~d-e. Acceptance of Minutes Unfinished Business~~
 - ~~e-f. Unfinished Business New Business~~
 - ~~f-g. New Business Director of Regional Parks Report~~
 - ~~g-h. Director of Regional Parks Report Commission Proposed Business by Title for Next Meeting~~
 - ~~h-i. Commission Proposed Business by Title for Next Meeting Public Comment~~
 - ~~i-j. Transmittals Commission Comments~~
 - j-k. Adjournment
5. Procedure: The rules of parliamentary practice as set forth in Robert's Rules of Order shall govern at all meetings of the Regional Parks Commission except as otherwise provided herein.
6. A quorum for conducting the business of the Commission shall be a majority of the voting members.

B. ELECTIONS, APPOINTMENTS AND TERMS OF OFFICE

1. The Regional Parks Commission shall, each calendar year in January, elect from among the appointed members a Chair and Vice-Chair.
2. Election shall be by ~~secret open vote ballot with ballots cast separately~~ for each office. Election Balloting for Vice-Chair shall follow election of the Chair. In each case, the Commission member with the highest number of votes shall be declared elected.
3. The Chair or Vice-Chair may be removed from office at any time by two-thirds vote of the Commission.
4. In case of the absence or inability to act of the Chair and the Vice-Chair, the members present at any meeting shall, by an order entered into the minutes, select one of the members as Chair Pro-tem for that meeting.

5. The Director or designee of Regional Parks shall serve as Secretary and is responsible for the agenda and information brought to the Commission.
6. Term Limits for Chair. The Chair may continue in that capacity pending the annual election for no more than three (3) consecutive one year terms with a minimum of one (1) year absence before being elected to serve as Chair again.

C. DUTIES OF OFFICERS AND MEMBERS

1. The presiding officer shall preserve order and decorum and shall decide questions of order.
2. The Chair, or in his/her absence, the Vice-Chair, or in his/her absence, the Chair Pro-tem, shall be the presiding officer at all Regional Parks Commission meetings.
3. All Regional Parks Commission members wishing to make a statement or ask a question shall first gain recognition by the Chair.
4. The Chair shall facilitate the business of the Commission. The Chair may limit the amount of time which a person may use in addressing the Commission.
5. The Chair shall appoint and discharge all committees, which shall act in an advisory capacity.
6. With the approval of the Commission, the Chair may suspend or vary the regular order of business.
7. Members of the Regional Parks Commission shall absent themselves from the meeting whenever items are being considered wherein there is a conflict of interest. Such action may be taken voluntarily by a member. The conflict of interest may otherwise be determined only by a majority vote of all the Commission members present upon motion duly seconded. Before such a motion may be heard, an allegation of the conflict of interest must be stated and the member allegedly subject to the conflict of interest must be heard.
8. The Chair shall certify such documents as may be required and shall perform all other duties necessary or incidental to his/her office.
9. The Secretary shall maintain the minutes of the Commission meetings and shall record the official actions of the Regional Parks Commission as required. The Secretary shall examine all incoming mail for proper referral and answer correspondence for the Commission.
10. The Regional Parks Director shall be the administrative head of the Department of Regional Parks. The Director shall furnish professional

and technical advice to the Commission and shall assist the Commission in the discharge of its responsibilities.

11. All questions of law shall be referred to County Counsel for opinion. All contracts and ordinances shall be referred to County Counsel for approval as to form.

D. GENERAL RULES OF PROCEDURE

1. All Regional Parks Commission meetings shall be open to the public and conducted in accordance with the applicable provisions of the Ralph M. Brown Act.
2. The Regional Parks Commission will receive appearances from the public.
3. Any matters of urgency may be considered by the Regional Parks Commission upon request of any member of the Commission or upon request of the Regional Parks Director. In the interest of facilitating the Regional Parks Commission meeting, a member of the Commission requesting consideration of an urgent matter should notify the Secretary at the earliest time practical.
4. Scheduled agenda items shall take precedence over urgent matters. However, the Chair may allow consideration of an urgent matter at such time as he/she deems appropriate.
5. Any of the rules and procedures not required may be suspended, changed or modified by a majority vote of the Commission, providing notice has been made to each member of the Commission on the agenda for that meeting.

E. PROCEDURE FOR CONDUCT OF PUBLIC HEARINGS

1. Chair announces the hearing, stating the nature of the hearing and the general location.
2. Regional Parks Director or his/her designated officer presents reports describing the physical situation and other facts bearing on the matter and reads or notes communications received.
3. Chair declares the public hearing and calls for testimony.
4. Chair calls for further testimony of proponents.
5. Chair calls for testimony of opponents.
6. Chair calls for closing statement.
7. Chair declares public hearing closed.

8. Chair calls for discussion or examination by inspecting committee and by members of Commission in rotation.
9. Chair may call for Regional Parks Director to present summary, alterations and recommendations.
10. Chair asks if there is further discussion on the motion.
11. Question is called for.
12. Vote is taken.
13. Chair announces recommendation of Commission and proceeds to next item on agenda.