



PARKS AND RECREATION COMMISSION

BYLAWS

1. Authority

The following Bylaws of the Parks and Recreation Commission of El Dorado County, hereinafter referred to as the Commission, are hereby approved pursuant to Resolution **XXX-2025** Section 5, Rules and Procedures.

2. Office

The principal office of the Commission shall be at the El Dorado County Government Center, 330 Fair Lane, Placerville, California.

3. Meetings

- a. Regular meetings of the Parks and Recreation Commission shall be held at least once a month on the third Thursday of the month starting at 3:00 PM. When the regularly scheduled meeting falls on a legal holiday, the meeting shall be held on an alternate date set by a majority of the Commission unless cancelled.
- b. Special meetings of the Commission may be called by the Chair or any two members of the Commission by notifying the Executive Secretary, stating the purpose, time and place of the meeting at least 72 hours in advance. An agenda for said special meeting shall be noticed and posted as required by law.
- c. Meetings may be adjourned to another time and place by the Chair with majority concurrence.

4. Subcommittees - Research and Review Assignments

The Commission may establish special research and review assignments or committees on an Ad Hoc or Standing basis. Findings and reports of special research and review shall be filed with the Executive Secretary and Chair as a proposed future agenda item.

5. Procedures

The Chair shall act as the presiding officer at all meetings of the Commission. In the absence of the Chair, the Vice Chair shall preside and exercise the duties of the Chair. Meetings shall be conducted in such manner as the Chair directs within the rules herein set forth and any regularly adopted agenda therefore.

- a. Members of the Commission who are unable to attend a meeting shall, if possible, inform the Chair or Executive Secretary in advance of said meeting in order to determine a quorum in advance.
- b. Any question of procedure not governed by the rules herein set forth, shall be decided in accordance with the latest revised edition of Rosenberg's Rules of Order.
- c. Any Commissioner may request to place a future agenda item during a Commission meeting.
- d. A majority of the appointed members shall constitute a quorum. The only action which can be taken at a meeting attended by less than a quorum is to adjourn the meeting to a certain day and time or indefinitely.

Adopted by the Board of Supervisors
of the County of El Dorado on
_____, 2025.

By: _____
Deputy Clerk

Chair, Board of Supervisors