



RESOLUTION NO.
OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO
RESOLUTION ESTABLISHING PARKS AND RECREATION COMMISSION BYLAWS

WHEREAS, recreation is so important for the physical and mental health of both the residents of, and visitors to, the County; and

WHEREAS, the County established a Parks and Recreation Commission with the expressed purpose of advising the Board of Supervisors on matters related to the development and maintenance of recreational opportunities within its borders; and

WHEREAS, El Dorado County Code Section 2.20.730 requires the Parks and Recreation Commission to submit for Board of Supervisors approval bylaws providing rules that may be necessary for the transaction of the business of the Commission.

NOW, THEREFORE, BE IT RESOLVED, the Board of Supervisors hereby established Bylaws for the Parks and Recreation Commission as provided in Exhibit A attached hereto and said amendments shall become effective upon approval by the Board of Supervisors.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the ____ day of _____, 20__, by the following vote of said Board:

Attest:
Kim Dawson
Clerk of the Board of Supervisors

Ayes:
Noes:
Absent:

By: _____
Deputy Clerk

_____ Chair, Board of Supervisors

EXHIBIT A

Sec. 2.20.665. Office.

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

Sec. 2.20.670. Appointment.

One member of the County Parks and Recreation Commission shall be appointed by the Board of Supervisors for each supervisorial district in the County to represent that district on the Parks and Recreation Commission, upon the nomination of the member of the Board of Supervisors representing the district.

(Prior Code, § 17, 102; Code 1997, § 2.33.020; Ord. No. 3848, § 2, 1988)

Sec. 2.20.680. Term of office.

Members of the County Parks and Recreation Commission shall hold office for a term in concurrence with the term of office of the supervisor who appoints the Commissioner to the Commission. Members of the Parks and Recreation Commission shall continue in office as holdover members after the expiration of their term until the appointment and qualification of their successors in office. All vacancies shall be filled by appointment for the unexpired term, made in the same manner as other members are appointed. The term of office of each member of the County Parks and Recreation Commission shall be as prescribed by Section 2.20.010. Vacancies shall be filled in the same manner as the original appointment for the unexpired portion of the term.

(Prior Code, § 17,104; Code 1997, § 2.33.030; Ord. No. 3848, § 3, 1988)

Sec. 2.20.690. Officers.

At the first meeting of the Parks and Recreation Commission held after March 1 in each calendar year, the Parks and Recreation Commission shall elect from its regular members a Chair and a Vice-Chair, who shall hold office for a term of one year and until the election of their successors. The officers and employees of the County shall not be eligible to hold office on the Parks and Recreation Commission. 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 all the duties of the Chair.

The Parks Manager shall be ex-officio Executive Secretary of the Commission. The Executive Secretary shall be responsible for the preparation and publication of an agenda and for the keeping of minutes, and shall deliver, correspondence, reports, and other matters on behalf of the Commission.

(Prior Code, § 17,105; Code 1997, § 2.33.040; Ord. No. 3848, § 4, 1988)

Sec. 2.20.700. Meetings.

Regular meetings of the Parks and Recreation Commission shall be held at least once each quarter on the third Thursday of the month at 3 p.m.. Special meetings of the Commission may be called by the Chair or any two members of the Commission by notifying the Clerk, stating the purpose, time and place of the meeting. The special meeting shall be noticed as required by law.

(Prior Code, § 17,106; Code 1997, § 2.33.050; Ord. No. 3848, § 5, 1988)

Sec. 2.20.710. Quorum.

A majority of the members of the Parks and Recreation Commission shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time.

(Prior Code, § 17,107; Code 1997, § 2.33.060; Ord. No. 3848, § 6, 1988)

Sec. 2.20.720. Lapse of membership.

In the event that a member of the Parks and Recreation Commission fails to attend four consecutive regular meetings of the Commission, the Secretary of the Commission shall notify the Board of Supervisors of the fact and the Board of Supervisors shall declare the office vacant and immediately fill the vacancy in the manner specified in Section 2.20.680. A member of the Parks and Recreation Commission may be removed from office without cause by an order declaring his or her office vacant, adopted by a three-fifths vote of the Board of Supervisors.

(Prior Code, § 17,108; Code 1997, § 2.33.070; Ord. No. 3848, § 7, 1988)

Sec. 2.20.730. Powers and duties.

The Parks and Recreation Commission shall have the following powers and duties:

- A. Act in an advisory capacity to the Board of Supervisors in formulating and reviewing policies affecting public recreation;
- B. Consult with staff, including the Parks Manager, on methods of financing park and recreation facilities. Study and make fiscal recommendations to the Board of Supervisors on planning acquisition, development, maintenance, and operation of said facilities including a long-term capital outlay projection;
- C. Review the current sections of the recreation element of the County general plan. Recommend to the Board of Supervisors modifications, updating, and adding new sections to said element as needed or concurrent with other review by the Planning Division;
- D. Review and recommend to the Board of Supervisors adoption of master plans and policy on usage operations and maintenance of parks and recreation facilities;
- E. Review and recommend to the Board of Supervisors support for legislation favorable to parks and recreation;
- F. Prepare an annual work plan for consideration by the Parks Manager and approval by the Board of Supervisors.
- G. Cooperate and correspond with special interest groups for the discussion of park and recreation matters of importance.
- H. 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.

(Prior Code, § 17,109; Code 1997, § 2.33.080; Ord. No. 3848, § 8, 1988; Ord. No. 5051, § 3, 4-18-2017)

Sec. 2.20.740. Citizens' committees.

When directed by the Board of Supervisors, the Parks and Recreation Commission shall have authority to appoint citizens' committees to assist in making recommendations to the Commission concerning the matters set forth in Section 2.20.730.

(Code 1997, § 2.33.090; Ord. No. 3848, §.9, 1988)

Sec. 2.20.750. Parks Manager; duties.

All recommendations of the Commission to the Board of Supervisors shall be first submitted to the Parks Manager, and his or her recommendation may be a part of or accompany any Commission recommendations.

(Ord. No. 5051, § 3, 4-18-2017)

Sec. 2.20.760. Procedures.

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, to inform the Chair, Executive Secretary, or Clerk 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 of the Executive Secretary the addition of an agenda item to place an item before the Commission for a majority vote on agendizing the proposed item for a future meeting.

Editor's note(s)—Ord. No. 5051, § 3, adopted Apr. 18, 2017, amended § 2.20.750 to read as herein set out. Former § 2.20.750 pertained to Director of Parks and Recreation; duties, and derived from Code 1997, § 2.33.100; and Ord. No. 3848, § 10, adopted 1988.