



ADMINISTRATIVE GUIDELINES

FOR IMPLEMENTATION OF COUNCIL POLICY 700-42:

Standard Operating Procedures and Responsibilities of Recognized Recreation Advisory Groups

The Administrative Guidelines are intended to be used as a companion document to Council Policy 700-42, expanding upon and explaining provisions of Council Policy 700-42. They provide additional detail and direction to Recreation Advisory Group members and City staff. They do not replace Council Policy 700-42 and the Recreation Advisory Group's adopted bylaws.

Reviewed by the City Attorney's Office on _____.

Deputy City Attorney

Reviewed and Approved by the Director of the Parks and Recreation Department on

_____.

Herman D. Parker, Director

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BACKGROUND

The BACKGROUND Section of Council Policy 700-42 (CP 700-42) states that Recreation Advisory Groups (Advisory Groups or Groups) are recognized by the City to make recommendations to City Council, the Parks and Recreation Department (Department) and its various boards with respect to recreation programs in the community.

Prior to the establishment of Advisory Groups in 2018, recreation councils served in an advisory role to the Department in the 1950s. Over time, their role expanded after passage of Proposition 13 in 1978 when they started managing contracts, generating revenue, and paying for recreation classes. CP 700-42 formalized the City's relationship and provided indemnification to recreation council members under certain situations, starting in 1981. Recreation councils served an important advisory function for capital improvement projects, a function that the City continues to need as older parks are renovated and more parks are built.

Recreation councils were an invaluable conduit of public input, and helped the City ensure that its parks and recreation facilities operated consistently with the priorities of the community.

Recreation councils and their volunteer members helped to identify programs and events desired by their communities. With the Department, recreation councils co-sponsored free and low-cost community events, coordinated specialized recreation classes, and funded enhanced maintenance such as field renovations, turf fertilization, and gym floor resurfacing.

In September 2017, a legal opinion issued by the Office of the City Attorney stated that funds collected by recreation councils are City funds and subject to City Charter and Municipal Code requirements governing the use of City funds. In response, Department staff prepared a strategy adopted by City Council to ensure continuity of services. With support from the Department, a special committee of interested volunteers known as the Recreation Council Working Group developed recommendations for revision of CP 700-42. Many of those recommendations were incorporated into these Administrative Guidelines.

By adoption of the revised Council Policy, the City Council will no longer recognize recreation councils in any official capacity and establishes Advisory Groups operating in conformance with CP 700-42 to take their place. The role of Advisory Groups is to make recommendations to City Council, the Department, and its various boards with respect to recreation programs in the community and to provide recommendations on the expenditure of Recreation Center Funds. The City shall be responsible for financial management for City parks and recreation facilities.

PURPOSE

The PURPOSE section states that CP 700-42 exists to identify responsibilities and establish minimum operating procedures governing the conduct of Advisory Groups when they

operate in their advisory capacity. Council Policy 700-42 and these Guidelines apply to all members of Advisory Groups (elected or confirmed), who are more fully described in these Guidelines.

POLICY

The POLICY section discusses the requirement for Advisory Groups to adopt and operate within bylaws that are consistent with CP 700-42 and these Guidelines. The City does not delegate any authority to Advisory Groups to act on behalf of the City. Advisory Groups are voluntarily created and maintained by their members. Membership is solely within the purview of the Advisory Group. The City does not take a position on individual members for election, appointment, or removal.

These Administrative Guidelines are intended to more fully explain the minimum operating procedures and responsibilities of Advisory Groups contained in CP 700-42. Failure of an Advisory Group to comply with these Administrative Guidelines, CP 700-42, or their adopted bylaws may be cause for the Department to withdraw the Group's recognition.

Advisory Groups are subject to California's Open Meeting Law, the Ralph M. Brown Act, California Government Code sections 54950 through 54963 (Brown Act). These Guidelines identify several requirements of the Brown Act that Advisory Groups must follow. When these Guidelines, the bylaws, and the Brown Act are silent on meeting operations or other areas of concern, the Advisory Groups should follow the latest version of Robert's Rules of Order (Robert's Rules).

ROLES AND RESPONSIBILITIES

The Director has delegated management of the Recreation Advisory Group program to the Recreation Program Manager. Generally, each Advisory Group will work directly with Department employees working at the recreation centers assigned to the Advisory Group (Department Representative(s)). These Department Representatives include Recreation Center Directors, Assistant Center Directors, and Area Managers.

The Department Representative will provide support to assist Advisory Groups with compliance with Article IV of CP 700-42 by reviewing bylaws, attending Advisory Group meetings, and providing timely comments and recommendations to the Advisory Group.

All Department Representatives are required to report any potential violation of requirements in an Advisory Group's bylaws, these Guidelines, or CP 700-42 to their respective District Manager and the Recreation Program Manager who will confer with appropriate City employees to address the issue or concern.

ARTICLE I: NAME AND RECREATION FACILITIES

Section 1. Official Name

The Section states that Advisory Groups will adopt and operate under an official name, which will include the respective community or site name followed by “Parks and Recreation Advisory Group.” All activities of the Advisory Group will be conducted under its official name.

The Advisory Group Chairperson will submit the proposed Advisory Group name to the Recreation Program Manager. The Recreation Program Manager will ensure that the name is clear and not misleading and provide approval or comments to the Advisory Group Chairperson and the Department Representative.

Section 2. Recreation Facilities

The Section states that the Department will assign recreation facilities to Advisory Groups based on logical man-made boundaries or geographic boundaries. Advisory Groups will have an advisory role for City-owned recreational facilities, parks, open space, and City park development projects at those locations, as assigned. The Department will try to assign at least one recreation center to each Advisory Group, unless, the Advisory Group is intended to advise only on City-owned open space or other natural park.

For newly established parks, the Advisory Group may be assigned an anticipated recreation center. Joint use facilities may be assigned to the closest Advisory Group, preferably within the same Council District.

As new parks and recreation centers are developed, the Department may change the recreation facilities that are assigned to an Advisory Group. In the event an Advisory Group disbands, the Director may reassign its recreation facilities to a nearby Advisory Group.

Prior to any changes to the assigned recreation facilities of an Advisory Group taking effect, the Deputy Director or Recreation Program Manager shall give public notice to the affected Advisory Groups and the community to allow for public input. The Director shall consider any public input before finalizing any changes to recreation facilities assigned to an Advisory Group. The Deputy Director or Recreation Program Manager will request the affected Advisory Group(s) include a discussion item on the agenda for their next regularly scheduled meeting, unless the Advisory Group chooses to call a special meeting.

Section 3. Existing Advisory Groups

To honor existing boundaries as much as possible, the Department will allow certain existing groups to assume the advisory role of the former recreation councils, other committees, and local Advisory Groups identified below.

1. San Diego Civic Dance Arts Advisory Group
2. San Diego Presidio Park Advisory Group
3. Black Mountain Park Citizens' Advisory Committee
4. Tecolote Canyon Natural Park Citizens' Advisory Committee
5. La Jolla Parks and Beaches Advisory Group
6. La Jolla Shores Advisory Group
7. Sunset Cliffs Natural Park Advisory Group
8. Dusty Rhodes Park Advisory Group
9. Marian Bear Advisory Group
10. University Heights Recreation Advisory Group

Section 4. Director Authority

When CP 700-42 calls for the approval or confirmation of the Director, the Director may act, in each instance, in his or her sole discretion subject to all applicable laws. As stated in the Roles and Responsibilities section of these Guidelines, the Director appointed the Recreation Program Manager to act on his behalf in the management of the Advisory Group program.

ARTICLE II: PURPOSE OF RECREATION ADVISORY GROUPS

Section 1. Purpose of the Recreation Advisory Group

The purpose of Advisory Groups is to advise the City on recreation programs and activities at their assigned recreation facilities, to provide input on proposed annual budgets for Recreation Center Funds, and to participate in the park planning process established in Council Policy 600-33.

Section 2. Input and Recommendations

The Advisory Group will serve as the recognized conduit for community input on recreation programs, facilities, and park development projects. The positions and opinions of an Advisory Group must be established by the Group as a whole by a vote at a public meeting. The positions and opinion of an Advisory Group may not be established by an individual, subcommittee, or any other organization. The Advisory Group may select an individual to act as its authorized representative.

The Department Representative will forward a summary of recommendations along with the supporting meeting minutes to their respective District Manager for review. The District Manager will submit to their respective Deputy Director and the Recreation Program Manager as needed for additional review. The management team will consider whether the recommendations are consistent with City and Department policies, Department operational procedures, and whether needed resources are available. As appropriate, the Department Representative will report back to the Advisory Group regarding recommendations.

ARTICLE III: RECREATION ADVISORY GROUP OPERATIONS

Section 1. Public Outreach

The Advisory Group will give time at its meetings to hear input from the public to identify what is in the best long-term interest of the community at large. The Advisory Group is responsible for assisting the Department with outreach to the community to promote participation in Advisory Group duties, activities, and decisions. This may be accomplished through such methods as local newspapers, Advisory Group social media, flyers or community events in coordination with their Department Representative.

Section 2. Recreation Center Fund Budget

Funds collected into a City Recreation Center Fund (RCF) will be used for park-related purposes, including promoting and conducting community recreation programs and events, purchasing equipment, supplies, furnishings, and maintenance projects, repairs and Capital Improvement Projects. Each year, the Department Representative shall prepare a preliminary budget for each Recreation Center Fund based on the direction provided by City Council in Resolution R-311478, or any amendments to that Resolution, for the use of Recreation Center Fund.

The Advisory Group shall review and provide input for the proposed annual budget for the Recreation Center Funds. The Department shall present proposed budgets for consideration by the Mayor and City Council during the City's budgeting process each fiscal year. Proposed annual budgets must comply with all applicable laws, regulations, policies, and Department guidance. The timing of the Department's annual budget review process for each fiscal year (July 1 – June 30) is generally, as follows:

October 1 st	Department Representative submits draft budget to RCF Financial Analyst.
October 15 th	RCF Financial Analyst completes draft review.
November 1 st	Department Representative submits a draft budget to Advisory Group. Advisory Group adopts recommendations at the next scheduled meeting and provides those recommendations to the Department Representative.
December 15 th	Advisory Group's recommendation is submitted by the Department Representative to the RCF Analyst. <i>If this deadline is missed by the Advisory Group, the Department budget process may proceed without Advisory Group recommendations.</i>
January 15 th	RCF Financial Analyst presents the proposed budget to the Director for approval.

March - April Department presents proposed annual budgets to the Mayor and City Council.

The Department may adjust these deadlines based on internal operations and the request of the City's Department of Finance.

2.1 Review of Financial Records

The RCF Financial Analyst shall prepare monthly financial reports summarizing revenue and expenses of the Recreation Center Fund for each Advisory Group. The Advisory Group may request the Department present financial updates and transaction details to the Advisory Group.

Monthly financial reports summarizing revenue and expenses of the Recreation Center Fund for each Advisory Group will be posted on the Department's Recreation Resources website (<https://www.sandiego.gov/park-and-recreation/general-info/reccouncilresources>) by the RCF Financial Analyst. These reports shall be posted after the "Target Closing Date" for each financial accounting period, which is approximately 5-6 weeks after the end of the period. The Recreation Program Manager will provide an Advisory Group with the City's Financial Accounting Period Closing Schedule upon request.

2.2 Advisory Group Contributions

Advisory Groups are expected to support the Department's commitment to providing recreation programs and activities to the entire City to enhance its citizens' lives and communities. To support this commitment, an Advisory Group may recommend contributions of Recreation Center Funds to recreation programs and events throughout the City.

The Department Representative that supports an Advisory Group will forward its recommendation along with the supporting meeting agenda and minutes to the Director, the Recreation Program Manager, and the RCF Financial Analyst.

Section 3. Role of Recreation Advisory Groups on Facility Use

Advisory Groups will assist the Department by providing advice for coordinating the use of parks and recreation facilities under their purview by assisting the Department in evaluating the needs of each user group and providing recommendations to the Director.

Upon request by the Director, Advisory Groups may act as a central point of communication between the City and user groups. Advisory Groups shall assist the Department in evaluating the needs of each user group and provide recommendations to the Director on the allocation of facilities. Advisory Groups must adhere to the Administrative Guidelines, the Fee Schedule, and state and local laws related to park and facility use. Advisory Groups' recommendations must also be consistent with Department

Instruction 8.3 Priority Classifications for Scheduling Reserved Use of Parks and Recreation Athletic Fields (**attachment x**).

Section 4. Role of Recreation Advisory Groups on Recreation Programs

Advisory Groups will provide recommendations for recreation programs and events at City parks and recreation facilities under their purview. Recommendations must be consistent Department policies, the Parks and Recreation Fee Schedule, and CP 700-42.

4.1. Partnering with Nonprofit Organizations

Advisory Groups may request and the Department may agree to co-sponsor certain events with community non-profit organization that have a broad public benefit. Examples of co-sponsored events include seasonal community gatherings, cultural programs, and related community-building activities.

The Director has the authority to determine the appropriate number of co-sponsored events for each fiscal year. The Advisory Group should submit an agenda and meeting minutes supporting its recommendation for the Department to co-sponsor an event to its Department Representative.

The following are minimum requirements for Department co-sponsorship of events. See Department Instruction xxxx for a detailed description of the process.

- a. The non-profit organization is a current 501(c)(3), 501(c)(4), or 501(c)(6) in good standing.
- b. The non-profit organization's explicit purpose, either as defined in their bylaws or in their operational history, is to provide desired recreational, cultural or community building activities that are consistent with Department priorities.
- c. Events with community non-profit organizations have a broad public benefit where the event is free or accessible to all members of the public. Examples of events may include seasonal community gatherings, cultural programs, and related community-building activities.
- d. The non-profit organization, their subcontractors, and vendors provide public liability and property damage insurance as specified by the City.
- e. City staff will be involved in the planning and/or execution of the event. Department staff will evaluate whether the resources and commitment requested by the non-profit organization are feasible for the Department.

Unless otherwise provided in the Department Fee Schedule, the Department will not charge any Department fee under the authority of the Director for co-sponsored events. CP 700-42

and these Administrative Guidelines do not eliminate any fees charged by other City departments for the event.

ARTICLE IV: BYLAWS

Section 1. Bylaws (Adoption of New Bylaws)

Recognition of an Advisory Group by the City requires the Advisory Group to comply with CP 700-42 and to operate under adopted bylaws in accordance with the terms and conditions set forth in these Administrative Guidelines. Sample bylaws are attached to these Guidelines as a starting point for Advisory Groups in drafting their own bylaws.

The process to create new bylaws is as follows:

1. The Advisory Group uses the sample bylaws to draft its proposed bylaws. The proposed bylaws should be heard and voted on by the Advisory Group at a publicly noticed Advisory Groups meeting. If approved by a two-thirds of the Advisory Group's members, the Group submits the adopted bylaws, along with the relevant meeting agenda and meeting minutes, to their assigned Department Representative.
2. The Department Representative reviews the Advisory Group's adopted bylaws, notes any variances with CP 700-42, these Guidelines, and the sample bylaws, and submits the bylaws to the Recreation Program Manager within 20 business days of receiving them from the Advisory Group.
3. The Recreation Program Manager reviews the bylaws within 20 business days of receiving them from the Department Representative. If the bylaws are consistent with CP 700-42, these Guidelines, and all applicable laws, the Recreation Program Manager submits the proposed bylaws for Deputy Director approval. If the bylaws are not consistent with CP 700-42 or these Guidelines, the Recreation Program Manager will submit requested changes to the Department Representative and the Advisory Group's chairperson.
4. If an Advisory Group is notified that its bylaws do not comply with CP 700-42 or these Guidelines, the Group must take appropriate corrective action to conform the bylaws within 120 days of notification. After 120 days, the City may withdraw recognition of the Advisory Group until the bylaws comply.
5. If an Advisory Group's bylaws conform to CP 700-42 and these Guidelines, the Deputy Director approves the draft bylaws within 20 days of receiving them, and returns the bylaws to the Recreation Program Manager .
6. Recreation Program Manager communicates approval of the bylaws to the Advisory Group Chairperson and the Department Representative within 5 working days of the Deputy Director's approval.

The Department Representative will ensure that copies of the bylaws, including any adopted amendments, are provided to all Advisory Group members and are available at every Advisory Group meeting.

1.1 Amendments to Bylaws

Advisory Groups may propose amendments to their bylaws by two-thirds vote of the members of the Advisory Group at a regularly noticed meeting. Proposed amendments shall be submitted to the Director for review within 30 days from the vote adopting the proposed amendments. An Advisory Group's proposed amendments shall not go into effect, and may not be used by the Advisory Group, until the Director has approved the bylaws and notified the Advisory Group of the effective date of the amendment.

The process to amend existing bylaws will follow the same process as detailed in Section 1 above.

Section 2. Council Policy Will Control.

The bylaws must state that in the event of a conflict between any provisions of the bylaws and CP 700-42, the terms, conditions, and obligations of CP 700-42 will control.

Section 3. Public Meetings.

Advisory Groups are subject to the Brown Act. Accordingly, Advisory Groups will ensure that all meetings are open to the public, properly noticed, and conducted in compliance with the Brown Act.

The Department Representative may assist Advisory Groups by preparing and posting meeting agendas. The Department Representative is also responsible for reporting potential violations of the Brown Act to the Advisory Group Chairperson and Department management, as detailed under the "Roles and Responsibilities" section.

ARTICLE V: MEMBERSHIP

CP 700-42, Article IV includes general information about the selection of members. More specific guidance for Advisory Group membership is provided in these Guidelines and the sample bylaws.

Section 1. Number of Members

See CP 700-42 for direction.

Section 2. Membership Eligibility

The bylaws shall state the total number of members of the Advisory Group and the percentage of At-Large Members and Organization Members (defined below), if any. Organization Members and At-Large Members may be elected or confirmed as determined in the bylaws.

To be eligible as a member, an individual must be at least 18 years of age and be affiliated with the community and recreation facilities assigned to the Advisory Group as one of the following:

- a) property owner, who is an individual identified as the sole or partial owner of record, or their designee, of real property (either developed or undeveloped) that is within a reasonable distance of a recreation facility assigned to the Advisory Group as defined in the bylaws, or
- b) resident, who is an individual whose primary residential address is within a reasonable distance of a recreation facility assigned to the Advisory Group as defined in the bylaws, or
- c) local business person, who is a local business owner, operator, or designee at a non-residential real property address that is within a reasonable distance of a recreation facility assigned to the Advisory Group as defined in the bylaws, or
- d) organizational designee, who is part of an organization, a special interest community service group, or an athletic group that utilizes the recreation facilities assigned to the Advisory Group. Only one representative from a particular organization may hold a seat on the Advisory Group at one time.

An individual may demonstrate eligibility as a property owner, resident, or local business person, as described in (a) through (c) above, (At-Large Member) through a letter of interest showing evidence of qualifications or as described in the bylaws. An individual may demonstrate eligibility as an organizational designee, as described in (d) above, (Organization Member) through a letter of interest from the organization designating the individual as the representative for the organization and showing evidence of qualifications.

Eligibility to vote may be further defined in the bylaws. Eligibility requirements established in an Advisory Group's bylaws may include minimum attendance requirements. Once eligibility is established, an individual remains eligible until he or she does not meet the eligibility requirements.

Section 3. Membership Selection

The bylaws should state whether members are selected by an election process or confirmation process. If the bylaws authorize a confirmation process, the bylaws shall require the potential member to attend three consecutive meetings prior to submitting a letter of interest to the Advisory Group.

Section 4. Removal of Members

The process to remove members for a violation of CP 700-42 or the Advisory Group's bylaws is addressed in Article IX, Section 2 of CP 700-42 and these Guidelines provide additional detail on that process.

The Advisory Group may remove a member if the member has had three consecutive or four total absences during the prior 12-month period. Removal based on absences shall be approved by two-thirds vote of the eligible Advisory Group members present and written confirmation by the Director. The Advisory Group's Secretary shall notify the member to be removed in writing at least 30 calendar days in advance of any action by the Advisory Group to remove the member.

Upon receiving notice of the death or incapacity of a member, the Advisory Group will treat it as a resignation by that member, effective immediately and fill the vacancy in accordance with its bylaws.

Section 5. Filling a Vacancy

In the event of a vacancy by resignation or removal, new members shall be added as provided in CP 700-42 and the Advisory Group's bylaws. The term of office of any member filling a vacancy shall be for the balance of the vacated term.

Section 6. Membership Dues Prohibited

See CP 700-42 for direction.

Section 7. Member Term Limits

The bylaws shall establish the term of membership for each Advisory Group. Members shall serve for fixed terms of two to four years as established in the bylaws, with expiration dates during alternate years to provide continuity. The Department may vary the expiration dates for member terms for the selection of original members for a new Advisory Group.

No person may serve on an Advisory Group for more than eight consecutive years if the bylaws state members are elected to two- or four-year terms. No person may serve on an Advisory Group for more than nine consecutive years if the bylaws state members are elected to three-year terms. However, a member can continue to serve until a new member is selected. After a one-year break in service as an Advisory Group member, an individual who had served for eight or nine consecutive years shall again be eligible to serve on the Advisory Group.

ARTICLE VI: ADVISORY GROUP OFFICERS

Section 1. Officer Election Process

See CP 700-42 for direction.

Section 2. Officer Positions (and Terms)

See CP 700-42 for direction.

The bylaws shall establish the length of each officer's term; however, no term shall exceed two (2) years. No person may serve in the same office for more than four (4) consecutive years, unless authorized by the Director.

Section 3. Removal of Officers

See CP 700-42 for direction.

Section 4. Officer Duties Outlined in Bylaws

The duties of all Advisory Group officers shall be stated in the bylaws. These officers' duties include the following:

Chairperson. The Chairperson shall preside over the Advisory Group meetings and serve as the spokesperson of the Advisory Group. The Chairperson may appoint a designee to speak on behalf of the Advisory Group. The Chairperson shall prepare each meeting agenda.

Vice Chairperson. In the absence of the Chairperson, the Vice Chairperson shall perform all the duties and responsibilities of the Chairperson.

Secretary. The Secretary shall be responsible for the Advisory Group's correspondence, attendance records, agendas, member roster, minutes, and maintaining a record of its actions. At meetings, the Secretary shall identify members who constitute a quorum and keep records of all Advisory Group votes, including how members vote, whether any member abstained or recused from a vote, and the reason for the abstention or recusal. The Secretary shall ensure that Advisory Group members and members of the public have access to this information. At the end of each fiscal year, the Secretary shall prepare a written report for the Advisory Group detailing member attendance for the prior 12-month period.

An Advisory Group may request that the Deputy Director appoint a Department Representative to assist the Advisory Group as a recording secretary. The Department Representative may assist with preparing records, membership rosters, and meeting agendas and minutes and posting all meeting agendas at the meeting site. The Department Representative will not fulfill any other duties of the Secretary.

If the Advisory Group chooses to have a member fill the role of recording secretary, the responsibility for records, membership rosters, meeting agendas and minutes will be assigned to that officer. The secretary will prepare all agendas and be responsible for

posting all meeting agendas. If needed, the secretary may send (via email) the agenda to the Department Representative at least four days prior to the meeting and the Department Representative will post the agenda at the meeting site.

Section 5. Disseminating Business

Officers of Advisory Group are responsible for promptly disseminating information received by the Advisory Group regarding its formal business to all members.

ARTICLE VII: CONFLICTS OF INTEREST

See CP 700-42 for direction.

ARTICLE VIII: RECREATION ADVISORY GROUP MEETING PROCEDURES

Section 1. Public Meetings

In accordance with Brown Act section 54953(a), all Advisory Group recommendations and official authorizations, positions, and opinions shall be voted on in a public meeting of the Advisory Group where a quorum of the members are present. See CP 700-42 for direction.

1.1 Meeting Location

In accordance with Brown Act sections 54954(b) and 54953.2, all Advisory Group meetings shall be held in a City-owned facility assigned to the Advisory Group that meets the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990. If an Advisory Group does not have an appropriate meeting facility within its boundary that is accessible to all members of the public, the Advisory Group may meet at the closest accessible meeting facility as determined by the Director.

1.2. Conduct of Meetings

Advisory Groups are responsible for ensuring compliance with meeting procedures under this Policy. It shall be the duty of each member to attend all Advisory Group meetings.

1.3 Regular Agenda Posting

In accordance with Brown Act section 54954.2, at least 72 hours before a regular meeting, an agenda containing a brief general description of each agenda item shall be posted. The brief general description of each agenda item need not exceed 20 words per item unless the item is complex. The agenda shall also provide notice of the date, time, and location of the meeting. The agenda shall be posted in a place freely accessible to the public. The agenda shall include information regarding how to request disability-related accommodations.

The listing of an agenda item shall state whether the item is an information item only or it is an action item.

At the time of the posting of the agenda, the agenda shall also be sent via the United States Postal Service or electronic mail to every member of the public who has requested notification of the Group's meetings.

1.4 Public Comment

Agenda Items

In accordance with Brown Act section 54954.3(a), any interested member of the public may comment on agenda items during regular or special Advisory Group meetings.

Non-Agenda Items

In accordance with Brown Act section 54954.3(a), each agenda for a regular Advisory Group meeting shall allow for a public comment period at the beginning of the meeting for items not on the agenda, but that are within the scope of the Group. According to Brown Act section 54954.2, members may respond by asking for more information, or by asking a question to clarify, and may schedule the item for a future agenda. However, no discussion, debate, or action may be taken on such items.

Time Limits

An Advisory Group may adopt reasonable time limits for individual items and for individual speakers to ensure operational efficiencies in accordance with Brown Act section 54954.3(b). Any time limits adopted by an Advisory Group must give competing interests equal time.

1.5 Adjournments

In accordance with Brown Act section 54955, Advisory Group meetings may be adjourned to a future date. Within 24 hours, a notice of adjournment must be clearly posted on or near the door of the place where the original meeting was to be held. If a meeting is adjourned because less than a quorum was present, the meeting should be adjourned to the next regular meeting unless the Advisory Group chooses to call a special meeting.

1.6 Continuances

In accordance with Brown Act section 54955.1, if an item is continued from a prior regular meeting to a subsequent meeting that will occur more than five days from the original meeting, a new agenda must be prepared as if a regular meeting; otherwise the original meeting agenda is adequate.

1.7 Consent Agenda

For items to be considered for a Consent Agenda all the following are recommended:

- a) A subcommittee of the Advisory Group has discussed the item at a noticed subcommittee meeting;

- b) Members of the public were given an opportunity to address the subcommittee; and
- c) The item has not substantially changed since the subcommittee's consideration.
- d) Assuming items (a) through (c) above are met, items may be added to the Consent Agenda at the discretion of the Advisory Group Chairperson.
- e) Any Advisory Group member may request that a Consent Agenda item be moved to the regular agenda. An item pulled from consent shall generally be added to the agenda following the last Action/Discussion item and may be tabled to a future meeting due to time constraints.

The comments of the subcommittee, if any, and those made by interested members of the public should be reflected in the minutes of the subcommittee. Any interested member of the public may comment on a Consent Agenda item. Any interested member of the public may request that a Consent Agenda item be moved to the regular agenda.

1.8 Quorum and Public Attendance

A quorum is defined as a majority of non-vacant seats of an Advisory Group. In accordance with Brown Act section 54952.2, a quorum must be present to conduct business, to vote on projects, and to take actions at regular or special meetings.

In accordance with Brown Act section 54953.3, no member of the public shall be required, as a condition of attendance at any meeting of an Advisory Group, to register or provide any other information. Any attendance list or request for information shall clearly state that completion of such information is voluntary. No member of the public shall be charged a fee for admittance.

1.9 Proposed Development Participation

When considering proposed park development projects for recommendation, the Advisory Group shall adhere to Council Policy 600-33 and allow participation of all members of the public. The Advisory Group shall give special emphasis on obtaining participation from all interested parties including, property owners, residents, business establishments, and the local City-recognized Community Planning Group in proximity to the proposed park development. The Advisory Group shall inform the project applicant or representative each time review by the Advisory Group will take place and provide the applicant with an opportunity to present the project.

1.10 Action on Agenda Items

Voting requirements vary by subject of the action:

- a. Removing an elected or confirmed member in accordance with CP 700-42 requires a

two-thirds vote of the members present at the meeting.

- b. A ratifying vote to remove a member due to ineligibility in accordance with CP 700-42 requires a two-thirds vote of the members.
- c. Approving an amendment to an Advisory Group's adopted bylaws requires a two-thirds vote of the members present at the meeting.
- d. All other Group actions, including subcommittee votes, only require a simple majority of the members in attendance when a quorum is present.

In accordance with Brown Act section 54953(c), Advisory Groups shall not engage in or allow secret ballot or proxy voting on any agenda item. Other methods of absentee voting on agenda items, such as by telephone or by e-mail, are also prohibited.

In accordance with Brown Act section 54954(c), all actions taken by Advisory Groups, including votes, must be taken in public.

Positions on agenda items shall be established only by the votes taken by the members.

1.11 Collective Concurrence

In accordance with Brown Act section 54952.2, any attempt to develop a collective concurrence of the members as to action to be taken on an item by members of the Advisory Group, either by direct or indirect communication, by personal intermediaries, by serial meetings, or by technological devices (such as email, text, and social media), is prohibited, other than at a properly noticed public meeting.

1.12 Special Meetings

In accordance with Brown Act section 54956, the Chairperson of an Advisory Group, or a majority of the members, may call a special meeting. An agenda for a special meeting shall be specified as such, and shall be prepared and posted at least 24 hours before the special meeting. Each member shall receive the written notice of the meeting at least 24 hours before the time of the meeting as specified in the notice unless the member files a written waiver of notice with the Secretary at, or prior to the time of, the meeting.

Written notice shall be delivered to each local newspaper of general circulation, and radio or television station requesting notice in writing at least 24 hours before the time of the meeting. The notice shall identify the business to be transacted or discussed at the meeting. No other business shall be considered at this meeting.

Public testimony on agenda items must be allowed during a special meeting; however, the non-agenda public comment period may be waived.

1.13 Emergency Meetings

Brown Act section 54956 describes emergency meetings for matters related to public health and safety. These matters are outside of the purview of Advisory Groups and are prohibited under this Policy.

1.14 Right to Record

In accordance with Brown Act sections 54953.5 and 54953.6, any person attending a meeting of an Advisory Group must be allowed to record or photograph the proceedings in the absence of a reasonable finding by the Group that the recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the meeting.

1.15 Disorderly Conduct

In accordance with Brown Act section 54957.9, in the event any Advisory Group meeting is willfully interrupted by an individual or group making the orderly conduct of the meeting infeasible, the Group may take a motion to request the removal of the individual or individuals willfully disrupting the meeting.

If that is unsuccessful then the Advisory Group may order the meeting room cleared and continue in session on scheduled agenda items without an audience, except that representatives of the media shall be allowed to remain. The Advisory Group may also readmit any individual or individuals who were not responsible for the disruption.

1.16 Abstentions

In limited circumstances, from time to time, members may abstain from participating and voting on an action item. The member must state, for the record, the reason for the abstention.

Abstention is voluntary but available when a member has legitimate, non-economic, personal interests in the outcome that would give the appearance of impropriety or cast doubt on the member's ability to make a fair decision, or if the member lacks sufficient information upon which to cast a vote. The three-part vote on the item (for-against-abstain) will reflect an abstaining member. Abstaining members are still counted in an Advisory Group quorum for that item.

An abstention should be declared prior to the start of the item. A member should declare the abstention and the reason for the abstention. If a member realizes he or she should abstain in the middle of a discussion item, the member should immediately announce that fact and not participate in the item any further. It is inappropriate for a member to participate in an Advisory Group debate, ask questions, express opinions or guide the discussion, perhaps even make the motion or the second, and then abstain from voting. Advisory Group members should not use an abstention as an option because they are uncomfortable with potential criticism of their views on the item.

If there are multiple abstentions due to a lack of information, an Advisory Group should consider a continuance to receive additional information. There should be agreement among the members that more information is necessary to allow the Advisory Group to make an informed decision, and the Group should be specific about what information would assist it in formulating its recommendation.

1.17 Recusals

Any member with a direct economic interest in any item that comes before the Advisory Group or subcommittees must: (1) disclose to the Group that economic interest, (2) recuse himself or herself from voting, and (3) not participate in any manner as a member of the Group for that item on the agenda including any discussion preceding the vote.

Recusal is appropriate when a member of an Advisory Group has a readily identifiable, distinguishable, direct economic interest in the matter being considered by the Group. An Advisory Group member would be considered economically interested in an action before the Advisory Group if the action would financially benefit that member's business, improve the member's property, or gives the member's organization preferred treatment over other organizations.

A recusing member, who is also a member of a team or group presenting to the Advisory Group, may assist in the presentation of the project to the Advisory Group.

The Group's chairperson should ask for recusals before starting any substantive discussion on an action item. The presence of the recusing member does not count toward a quorum for the item that the member recuses on. The vote on the item will not reflect the recusing member at all.

The duty to recuse due to an economic interest must be determined on a case-by-case basis. Here are some common examples:

- a) Advisory Group is recommending hiring vendors for a special event and the member's business is a potential vendor at the special event.
- b) The decision "uniquely affects" the member, in which case there could be ground for recusal. A member is uniquely affected if the proposed action includes a disproportionate effect on the member's financial interests.

When determining whether to recuse from an item, members should err on the side of caution, but situations may arise where a member wishes to contact their Department Representative for advice.

Group members are expected to act in good faith to fulfill their duties. If a conflict is suspected, but it is not recognized or acknowledged by a member, the Advisory Group may

call for a vote to determine whether a member should recuse and whether the Group should discount that member's participation and vote on the item. The vote to discount a member's participation should be approved by two-thirds of the voting members of the Group, or by a unanimous vote if less than two-thirds of the voting members of the Group are present. The vote should be taken before the item is discussed. If the member still refuses to recuse himself or herself, the Group should make it a part of the public record that a vote of the Group considered the member ineligible to participate.

The participation of the member will be deemed void and the member's vote not counted toward the Advisory Group's recommendation. The refusal by a member to recuse from the Advisory Group discussion and vote, when appropriate, may result in discipline of the member under CP 700-42, Article IX, Section 2.

1.18 Subcommittees

Advisory Groups are encouraged to establish standing and ad hoc subcommittees when their operation contributes to more effective discussions at regular meetings.

Standing Committees

Standing subcommittees are subcommittees tasked with reviewing continuous on-going issues at an Advisory Group's assigned recreation facilities, such as sports councils. In accordance with Brown Act section 54952(b), all standing subcommittees of an Advisory Group are subject to Brown Act requirements, as set forth in this Policy.

Ad Hoc Subcommittees

Ad hoc subcommittees are established for a finite period of time to review more focused issue areas and are disbanded following their review. While the Brown Act does not impose requirements upon ad hoc subcommittees when made up entirely of members of the Advisory Group and constitute less than a quorum of the Group, this Policy requires all subcommittee meetings be noticed and open to the public by inclusion of the meeting announcement on a regular meeting agenda, by an electronic notice, or by announcement at a regular Advisory Group meeting.

Recommendations

All subcommittee recommendations must be brought forward in writing for an Advisory Group vote at a noticed public meeting. In no case may a subcommittee recommendation be forwarded directly to the City as the official recommendation of the Advisory Group without a vote taken at a noticed Group meeting.

1.19 Meeting Documents and Records

Agenda by Mail

In accordance with Brown Act section 54954.1, the Advisory Group shall grant public requests for mail copies of a regular agenda and any accompanying material. The Secretary shall mail agenda any accompanying materials when the agenda is posted or

upon distribution to a majority of the Advisory Group members, whichever occurs first. Members of the public may request to receive agendas and materials for each calendar year and such requests are valid for that entire calendar year, but must be renewed for each subsequent calendar year.

Agenda and Documents at Meeting

In accordance with Brown Act section 54957.5, any written documentation prepared or provided by City staff, presenters, or Advisory Group members that is distributed at a meeting shall be made available for public inspection without delay. If such material is prepared by someone other than City staff, presenters, such as from a member of the public during public testimony on an agenda item, then the material shall be made available for public inspection at the conclusion of the meeting or as soon as reasonably possible.

Minutes

For each Advisory Group meeting, a report of member attendance and a copy of approved minutes shall be retained by the Group and shall be available for public inspection. A copy of the draft minutes shall be available for public inspection as soon as reasonably possible, but no later than 72 hours prior to the next Advisory Group meeting. A copy of the draft minutes shall also be delivered to the Department by the same time.

In accordance with Brown Act section 54953(c)(2), the votes taken on each action item, shall include members who voted for, against, or abstained on the item. In addition, for each action item the record should include the names of the speakers and the nature of the public testimony that appeared before the Group.

The Advisory Group shall discuss and adopt any changes to the draft minutes shall at the next Advisory Group meeting.

Advisory Groups are not required to audio record or videotape their meetings. If they do, then the audio or videotapes are subject to a public request to inspect without charge in accordance with Brown Act section 54953.6. A cost-recovery fee may be charged for copies of recordings.

Records Retention

In accordance with Brown Act section 54957.5, Advisory Group records must be retained for public review. To facilitate public review, copies of approved minutes shall also be kept for a minimum of 30 calendar days at the location where the Advisory Group regularly conducts its meetings.

Advisory Group records are meeting minutes, meeting agendas, and any other written documents distributed to the members in connection with a matter subject to consideration at a meeting of the Advisory Group. Advisory Group records do not include

ATTACHMENT 3

writings that are required to be submitted to the City in accordance with this Policy to substantiate and document an Advisory Group's operation and compliance. Advisory Groups also may receive materials that do not qualify as records.

The following table provides information about which documents should be submitted to the City, how long different types of documents should be retained by Groups to be able to fulfill a timely request for public review, and which documents the Group may generate or receive that do not need to be retained or made available.

Those documents identified as City records remain the responsibility of an Advisory Group to produce, if they are not submitted to the City.

Document or Record Type	Required Retention or Availability
Records the Group must submit to the City either as draft (bylaws) or as a copy (rosters, annual reports, approved minutes or minutes of its standing subcommittees, materials used in investigation of alleged violations of CP or adopted bylaws; voting procedures for atypical situations; reports submitted to the Department).	Department to include these items for City retention of required documents with appropriate timeframes.
	Groups should have these records available as operational documents as long as there is use of them by the Group. Specifically: bylaws should be available if they are current; current rosters should be available as should any past rosters used to determine length of term of current members; approved minutes for 2 years or until information in them is outdated.
Recommendations, either created electronically or in paper format, from the Group to the City on projects or plans that fulfill responsibilities contained in CP 700- 42.	Department to include these items for City retention of required documents with appropriate timeframes.
	These are records subject to public availability required by the PRA. Groups should have these records available as operational documents while there is a use of them by the Group, e.g., while a development project is active or a plan is a draft.

<p>Records the Group received or produced that do not qualify as a record of the City and are not required to be submitted to the City, such as: correspondence generated by the Group; correspondence submitted to the Group; meeting sign-in sheets used to determine member attendance.</p>	<p>Department will not retain these documents since these are not City records. Any holding or managing of these documents by the Department is voluntary.</p>
<p>Non-records of the Group are those that are copies of documents received by the Group to review such as: project plans and miscellaneous notices or materials received by the Group either by mail or at a meeting.</p>	<p>These are Advisory Group records subject to public availability required by the PRA. Groups should have these records available as operational documents as long as there is a use of them by the Group. Specifically: published agendas should be retained until minutes of that meeting are prepared (reflecting the final agenda); correspondence should be available for at least 1 year or until its use has passed (e.g., related to a proposed project until the project is heard); meeting sign-in sheets should be available until the next election cycle.</p> <p>Department will not retain these non-records.</p> <p>Groups do not need to make these documents available since they are not records of the Group. Group should hold these documents as long as needed to utilize them for their intended purposes.</p>

Section 2. Membership Roster

The Advisory Group shall maintain an up-to-date roster including the names of each member and whether each member is an At-Large Member or an Organization Member. The roster shall be provided by the Advisory Group to the Department within 30 days of any change.

ARTICLE IX: RALPH M. BROWN ACT AND COUNCIL POLICY 700-42 COMPLIANCE

Violations by Advisory Groups and their individual members are addressed in CP 700-42 Article IX.

Section 1. Violations and Remedies of Brown Act

These Administrative Guidelines identify specific requirements of the Brown Act. Advisory Groups are encouraged to proactively cure violations themselves to prevent legal action that could void their actions. Both individual members of the Advisory Group, as well as the Group as a whole, could be subject to civil remedies. Civil remedies may include injunctive relief to prevent or stop violations of the Brown Act or to void past actions of an Advisory Group. Civil remedies may include payment of attorney's fees.

Individual Advisory Group members may potentially face criminal misdemeanor charges for attending a meeting where action is taken in violation of the Brown Act, but only if the member intended to deprive the public of information which the member knew or had reason to know the public was entitled. Action taken includes collective decisions, promises, and tentative decisions, but does not include mere deliberation without taking some action. Alleged violations are reviewed and evaluated on a case-by-case basis.

Section 2. Violations and Remedies of Council Policy 700-42

2.1 Alleged Violations by a Member of a Recreation Advisory Group

If the Advisory Group has completed its investigation and the member found in violation of the bylaws or CP 700-42 does not, or cannot, take corrective action, the Advisory Group may vote to remove the member. The vote to remove the member shall occur at a regularly scheduled public meeting subject to the procedures outlined in these Administrative Guidelines and in the Group's bylaws. Prior to taking action to remove a member, the Advisory Group's Secretary shall notify the member to be removed, in writing, as specified in Article V, section 4 of these Guidelines.

The matter of removing a seated Advisory Group member will be placed on the agenda as a potential action item. Supporting materials from the Chair and from the offending member, if any are provided, will be made available to the Advisory Group members prior to the meeting.

The member to-be-removed shall be given the opportunity to present their position and rebut any documentation presented to the Advisory Group. The member may also request a continuance of the item to gather more information for discussion by the Advisory Group.

At the end of the discussion, the Advisory Group may, by a two-thirds vote choose to remove the member. There is no appeal available to an Advisory Group member removed by vote of the Advisory Group. The member's seat will be immediately declared vacant and subject to provisions of Article V.

The removal of an Advisory Group member by a vote of the Advisory Group will not prohibit the member from running for an Advisory Group seat in future scheduled elections.

2.2 Alleged Violations by a Recreation Advisory Group

Any person alleging a violation of CP 700-42 or an Advisory Group's bylaws by the Advisory Group as a whole or by multiple members of the Group shall forward the allegations, in writing, to the Director for investigation. At the request of the Director, the Deputy Director or Recreation Program Manager may engage in a dialogue with the Advisory Group to determine the validity of the complaint and to seek resolution of the issue or dispute.

- a) Finding of Violation. The Deputy Director will prepare a written notice with corrective measures for the Director's approval. Upon receiving the written notice of violation, if the Group fails to take corrective action, the Director may determine that the Advisory Group will forfeit its rights as an Advisory Group under CP 700-42. This determination will be confirmed by a Deputy City Operating Officer (DCOO) in writing.
- b) The Advisory Group will not forfeit its recognized status until there is an action by the DCOO to remove the status. The Director and DCOO may also prescribe conditions under which recognition under CP 700-42 will be reinstated.

If the Advisory Group is found to be out of compliance with the provisions of Council Policy 700-42, the Group risks loss of indemnification pursuant to Ordinance No. O-_____.

ARTICLE X: DEFENSE AND INDEMNIFICATION

Article X describes Advisory Group's right to indemnification by the City.

Orientation. Each [insert RAG name] member is required to attend an orientation training session administered by the City as part of the Advisory Group and individual member indemnification pursuant to Ordinance No. _____, and any future amendments thereto. If it is not possible for a new member to attend the training session as required, then the member shall successfully complete the online orientation training.

As required by O-_____, newly seated Advisory Group members must complete a basic orientation training session within 60 days of being elected or appointed to an Advisory Group or the member will be ineligible to serve.

ARTICLE XI: GENERAL PROVISIONS

See CP 700-42 for direction on the following:

- Section 1. No Charge
- Section 2. No Discrimination
- Section 3. Compliance with Law
- Section 4. Political Activity

Attachments

1. Recreation Advisory Group Standard Bylaws
2. Agenda Template
3. Meeting Minutes Template
4. Speaker Slip Template

Reference Documents

1. Ralph M. Brown Act, California Government Code §§ 54950-54963
2. Robert's Rules of Order
2. Council Policy 700-42
3. Council Policy 600-33
4. Department Instruction xxxx
5. Department Instruction 8.3 (Field Usage)

Attachment 1 – Standard Bylaws

[Recreation Advisory Group (RAG) Name]

Bylaws

Adopted

[insert date]

ARTICLE I

NAME AND RECREATION FACILITIES

- Section 1. Official Name. The official name of this organization is the [insert community or recreation center name] Parks and Recreation Advisory Group (hereafter INSERT: desired name to be used throughout document; i.e. Advisory Group, Group, full name).
- Section 2. All activities of this organization shall be conducted in its official name.
- Section 3. Recreation Facilities. The recreation facilities assigned to the [insert RAG name as defined in Section 1, above] are assigned by the City of San Diego's Parks and Recreation Department (Department) and are listed on Exhibit A. [insert RAG name] cannot modify this list. Any updates provided by the Department to the list will not require amendment of these Bylaws.

ARTICLE II

PURPOSE

- Section 1. Purpose. The purpose of the [insert RAG name] is to advise the City on recreation programs and activities at its assigned recreation facilities, to provide input on proposed annual budgets for Recreation Center Funds, and to participate in the park planning process established in Council Policy 600-33.
- Section 2. Input and Recommendation. The [insert RAG name] shall serve as the recognized conduit for community input regarding recreation programs, facilities, and park development projects planned at its assigned recreation facilities. Additionally, the [insert RAG name] may make recommendations to the Department, the Park and Recreation Board, and other park advisory committees on matters related to recreation programs and facilities.

The official positions and opinions of the [insert RAG name] shall not be established or determined by any organization other than [insert RAG name], nor by any individual member of the [insert RAG name] other than one authorized to act as its official representative.

**ARTICLE III
COMPLIANCE WITH COUNCIL POLICY 700-42 AND ADMINISTRATIVE GUIDELINES**

- Section 1. Bylaws. These bylaws shall comply with the terms and conditions of San Diego City Council Policy 700-42 (Council Policy 700-42) and be subject to review by the Department Director for compliance.
- Section 2. Council Policy Shall Control. In the event of a conflict between any provisions of these bylaws and Council Policy 700-42, the terms, conditions and obligations of Council Policy 700-42 shall control.

**ARTICLE IV
AMENDMENTS TO BYLAWS**

- Section 1. Amendments to Bylaws. [insert RAG name] may propose amendments to these bylaws, which shall be approved by two-thirds vote of the members of [insert RAG name] at a noticed meeting. Any amendment adopted by [insert RAG name] shall not go into effect, and may not be used by [insert RAG name], until the Director has approved the amendment and notified [insert RAG name] of the effective date of the amendment.

**ARTICLE V
MEMBERSHIP**

- Section 1. Number of Members. The [insert RAG name] shall consist of [INSERT a number between five and fifteen] members. These members constitute the [insert RAG name] .
- Section 2. Membership Eligibility. To the extent possible, members shall be representative of the areas served by the recreation facilities assigned to [insert RAG name], listed on Exhibit A. Members must be willing to accept and perform responsibilities identified in these bylaws and Council Policy 700-42.

To be eligible as a member, an individual must be at least eighteen (18) years of age and be affiliated with the community and recreation facilities as one of the following:

- a) property owner, who is an individual identified as the sole or partial owner of record, or their designee, of real property (either developed or undeveloped) that is within [INSERT: _____ miles] of a recreation facility assigned to the [insert RAG name], or

- b) resident, who is an individual whose primary address of residence is an address that is within [INSERT: _____ miles] of a recreation facility assigned to the [insert RAG name], or
- c) local business person, who is a local business owner, operator, or designee at a non-residential real property address that is within [INSERT: _____ miles] of a recreation facility assigned to the [insert RAG name], or
- d) organizational designee, who is part of an organization, special interest community service group, or athletic group that utilizes the recreation facilities assigned to the [insert RAG name]. Only one representative from an organization may hold a seat on the [insert RAG name] at one time.

An individual may demonstrate eligibility as a property owner, resident, or local business person, as described in (a) through (c) above (At-Large Member), through a letter of interest showing evidence of qualifications [OPTION: may insert alternate demonstration of eligibility and interest].

An individual may demonstrate eligibility as an organizational designee, as described in (d) above (Organization Member) through a letter of interest from the organization designating the individual as the representative for the organization and showing evidence of qualifications [OPTION: may insert alternate demonstration of eligibility and interest].

[OPTION: may insert alternate eligibility requirements such as minimum attendance requirements]. Once eligibility is established, an individual remains eligible until he or she does not meet the eligibility requirements.

Section 3. At-Large and Organization Members. The membership of the [insert RAG name] may consist of At-Large Members and Organization Members. Membership of the [insert RAG name] shall be distributed

[CHOOSE ONE OPTION BELOW OR SUBMIT ALTERNATIVE:

- (A) by distribution of seats among the following:
- _____ seats for property owners;
 - _____ seats for residents;
 - _____ seats for organizations; and
 - _____ seats for business representatives;

(B) by a geographic distribution of seats among [neighborhoods or other geographic subdivisions] as follows: _seats for [area]; _____seats for [area]; etc.]

(C) by distribution of seats among At-Large Members and Organization Members as follows: __ seats for At-Large Members and __ seats for Organization Members.

Section 4. Membership Selection. The [insert RAG name] shall select members by an [OPTION: (A.) select election; or (B.) confirmation process or (C.) election or confirmation process. If options B. or C. is selected this language shall be added: The potential member shall be required to attend three consecutive meetings prior to submitting a letter of interest to the Advisory Group.]

Section 5. Removal of Members.

- a) The [insert RAG name] may remove a member if the member has had three consecutive or four total absences during the prior twelve (12) month period. Removal based on absences shall be approved by two-thirds vote of the eligible members present at the meeting of the Advisory Group and written confirmation by the Director.
- b) The [insert RAG name] may remove a member if the member violated Council Policy 700-42 or these bylaws, and will follow the process in Article IX, Section 2 of Council Policy 700-42.
 - 1) Any person alleging a violation of Council Policy 700-42, the Administrative Guidelines, or these bylaws, shall forward the allegation, in writing, to the Chairperson for investigation. The allegations shall contain enough detail to provide a description of the alleged violation and a timeframe when the violation occurred.
 - 2) The [insert RAG name] shall, where feasible, provide the member with the opportunity to correct the violation.
 - 3) If corrective action is not feasible or the member fails to take corrective action, the Chairperson may set the matter for discussion by the [insert RAG name] at a noticed meeting.
- c) The [insert RAG name] may remove a member upon receiving notice of that member's death or incapacity. The [insert RAG name] will treat the notice as a resignation, effective immediately and fill the vacancy in accordance with these bylaws.

- d) The Secretary shall notify the member to be removed (for alleged violation or based on absences) in writing, at least thirty calendar days in advance of any action by the [insert RAG name] to remove the member.

Section 6. Filling a Vacancy. A vacancy exists immediately upon the [insert RAG name]'s receipt of a written resignation from a member or upon removal of a member pursuant to Council Policy 700-42 or these bylaws. The term of office of a member filling a vacancy shall be for the balance of the vacated term.

The [insert RAG name] shall fill vacancies at the time the vacancies are declared, if possible. [Provide additional detail and timeframe of how to fill vacancy]. Vacancies shall be filled by: CHOOSE ONE OPTION: (A.) selection by members at the time the vacancies are declared. [provide detail and timeframe]; or (B.) an advertised general election to be held at the next regularly scheduled meeting unless the [insert RAG name] chooses to hold a special meeting. [provide detail and timeframe].

Section 7. Membership Dues Prohibited. No membership dues shall be required.

Section 8. Member Term Limits. Members of the [insert RAG name] shall serve for fixed terms of: [CHOOSE ONE OPTION: (A.) two years; (B.) three years; or (C.) 4 years] with expiration dates during alternate years to provide continuity.

No person may serve on the [insert RAG name] for more than: [CHOOSE ONE OPTION: (A.) eight consecutive years if members are elected to two- or four-year terms; or (B.) nine consecutive years if members are elected to three-year terms.] A member can continue to serve until an alternate member is selected.

After a one-year break in service as an [insert RAG name] member, an individual who had served for eight or nine consecutive years shall again be eligible to serve on the [insert RAG name].

ARTICLE VI OFFICER ELECTIONS

Section 1. Officer Election Process. Elections of the [insert RAG name]'s officers shall be by show of hands. No secret ballot or proxy votes shall be permitted. The results of the election shall be reported in the meeting minutes.

Section 2. Officer Positions and Terms. The officers shall be members of the Advisory Group. Officers shall be elected by a majority vote of the members present at the meeting, and only after notice of the election was announced and posted

at a regular meeting of the [insert RAG name] prior to the election. The length of an officer's term shall be CHOOSE ONE: one year; or (B.) two years; except that no person may serve in the same office for more four consecutive years.] After a period of one year in which that person did not serve as an officer that person shall again be eligible to serve as an officer.

Section 3. Removal of Officers. In the case of an alleged violation of Council Policy 700-42 or these bylaws by an officer, the [insert RAG name] shall follow the process in Article IX, Section 2 of Council Policy 700-42. The Secretary shall notify the officer to be removed in writing, at least thirty calendar days in advance of any action by the [insert RAG name] to remove the officer.

ARTICLE VII OFFICER DUTIES

Section 1. Officers. Officers of the [insert RAG name] shall consist of a Chairperson, Vice Chairperson, and Secretary [OPTIONAL: add additional officer positions to list here and additional sections establishing those officers' duties below].

Section 2. Chairperson. The Chairperson shall preside over meetings and serve as the spokesperson of the [insert RAG name]. The Chairperson may appoint a designee to speak on behalf of the [insert RAG name]. [OPTION: insert any further duties as defined by advisory group. Example duties would be setting the agenda, reviewing minutes, etc.]

Section 3. Vice Chairperson. In the absence of the Chairperson, the Vice Chairperson shall perform all the duties and responsibilities of the Chairperson. [OPTION: insert any further duties as defined by advisory group].

Section 4. Secretary. The Secretary shall be responsible for the [insert RAG name]'s correspondence, attendance records, member roster, minutes and actions. At the meetings, the Secretary shall identify members who constitute a quorum, and keep records of all votes, whether any member abstained or recused from a vote, and the reason for any abstention or recusal. The Secretary shall ensure that [insert RAG name] members and members of the public have access to this information. At the end of each fiscal year, the Secretary shall prepare a written report for the [insert RAG name] detailing member attendance for the prior 12-month period. The Secretary shall maintain a current, up-to-date roster of the names of each member of the [insert RAG name] and whether each member is an At-Large Member or an Organization Member. [OPTION: insert any further duties as defined by Advisory Group].

Section 5. Disseminating Business. It shall be the duty of the [insert RAG name]'s officers to promptly disseminate any pertinent information received by the [insert

[insert RAG name] regarding its official business to all members.

ARTICLE VIII RECREATION ADVISORY GROUP MEETING PROCEDURES

- Section 1. Public Meetings. All recommendations and official positions and opinions shall be voted on in a public meeting of the [insert RAG name] where a quorum of the members is present. All meetings shall be held in compliance with the Ralph M. Brown Act, Department policies, and the requirements of this Council Policy 700-42 with the opportunity for community input. The Administrative Guidelines contain specific requirements for the noticing and conduct of meetings, including specific references to the Brown Act. The latest version of Robert's Rules of Order is used when Council Policy 700-42, the Administrative Guidelines, and these bylaws do not address an area of concern or interest.
- Section 2. Conduct of Meetings. The [insert RAG name] is responsible for assuring compliance of meeting procedures under the Brown Act, these bylaws and Council Policy 700-42. The Administrative Guidelines provide detailed instructions on meeting noticing, conduct, and guidance on requirements of the Brown Act. It shall be the duty of each member to attend all [insert RAG name] meetings.
- Section 4. Quorum and Public Attendance. A quorum is defined as a majority of non-vacant seats of the [insert RAG name]. A quorum must be present to conduct business, to vote on items, hear informational items, and to take action at regular or special meetings.
- Section 5. Voting. The [insert RAG name] shall take action, by vote, at a meeting where at least a quorum of the members is present. The [insert RAG name] shall not engage in or allow secret ballot or proxy voting on any agenda item. Other methods of absentee voting, such as by telephone or by e-mail, are also prohibited. Voting requirements vary by subject of the action, as follows:
- a) Removing a member for violation of Council Policy 700-42, the Administrative Guidelines or these bylaws requires a two-thirds vote of the members [unless substitute method provided for in these bylaws, then revise this sentence].
 - b) Removing a member based on absences requires a two-thirds vote of the members present at the meeting.
 - c) Removing an officer from office requires a two-thirds vote of the members.

- d) Approving an amendment to these bylaws requires a two-thirds vote of the members.
- e) All other [insert RAG name] actions, including subcommittee votes, require a simple majority of the members in attendance when a quorum is present.

Section 6. Minutes. For each [insert RAG name] meeting, a report of member attendance and a copy of approved minutes shall be retained by the Secretary and shall be available for public inspection. A copy of the draft minutes shall be available for public inspection as soon as reasonably possible, but no later than 72 hours prior to the next [insert RAG name] meeting. A copy of the draft minutes shall be delivered to the Department by the same time.

The votes taken on each action item shall include members who voted for, against, or abstained on the item. In addition, for each action item the record should include the names of the speakers and the nature of the public testimony that appeared before the [insert RAG name].

The [insert RAG name] shall discuss and adopt any changes to the draft minutes at its next meeting.

ARTICLE IX SUBCOMMITTEES

Section 1. Subcommittees. The [insert RAG name] may establish standing and ad hoc subcommittees when their operation contributes to more effective discussions at regular meetings.

Section 2. Standing Committees. Standing subcommittees are on-going subcommittees tasked with reviewing specific issue areas. All standing subcommittees of an Advisory Group are subject to Brown Act requirements. Pursuant to the purpose of this organization, the [insert RAG name] establishes the following standing subcommittees: [provide list including: number of members; duties; duration of subcommittee (such as the Sports Council subcommittee)].

- a) Ad Hoc Subcommittees. Ad hoc subcommittees are established for a finite period of time to review more focused issue areas and are disbanded following their review. All ad hoc subcommittee meetings shall be noticed and open to the public by inclusion of the meeting announcement on a regular meeting agenda, by an electronic notice, or by announcement at a regular [insert RAG name] meeting.

- b) Recommendations. All subcommittee recommendations must be brought forward in writing for a [insert RAG name] vote at a noticed public meeting. Subcommittee recommendations shall not be forwarded directly to the City as the official recommendation of the [insert RAG name].

ARTICLE X RECREATION ADVISORY GROUP OPERATIONS

- Section 1. Public Outreach. The [insert RAG name] shall outreach to the community through such methods as local newspapers, social media, flyers or community events to further community-wide understanding of and participation in the [insert RAG name] duties, activities, and decisions. The [insert RAG name] shall give due consideration to community input to identify what is in the best long-term interest of the community at large. The following are the [insert RAG name]'s procedures regarding community participation:

OPTION: Detail any community participation procedures the Group has.

OPTION: List actions or state intent of Group to grow interest in Group activities and to encourage diversity.

NOTE: If it is necessary, separate procedures can be adopted by the Group for topics in this Section.

ARTICLE XI GENERAL PROVISIONS

- Section 1. No Discrimination. The [insert RAG name] shall not discriminate or permit discrimination in any manner against any person or class of persons on account of race, color, religion, gender, gender expression, gender identity, sexual orientation, medical status, national origin, ethnicity, age, marital status or disability, including without limitation the provision of goods, services, facilities, privileges, advantages and accommodations, and the hiring and retention of employees and contractors.
- Section 2. Compliance with Law. The [insert RAG name] shall at all times in conducting obligations and duties under Council Policy 700-42 and these bylaws comply with all applicable laws, rules, regulations, and directives of competent governmental authorities.
- Section 3. Political Activity. All [insert RAG name] activities shall be non-partisan and non-sectarian. The [insert RAG name] shall not officially or unofficially participate in, or lend its influence to the election of any candidate for public

ATTACHMENT 3

office. Members shall not identify affiliation with the [insert RAG name] when endorsing candidates for public office.

DRAFT

**CITY OF SAN DIEGO PARKS AND RECREATION DEPARTMENT
NOTICE OF PUBLIC MEETING**

MEETING NAME: _____ **Recreation Advisory Group Meeting**

DATE OF MEETING:

TIME OF MEETING:

LOCATION OF MEETING:

A. CALL TO ORDER

B. APPROVAL OF THE MINUTES:

C. TREASURERS REPORT

NON-AGENDA PUBLIC COMMENT/COMMUNICATIONS: (Limited to 3 minutes per speaker. Information in nature. Not to be debated or voted upon at current meeting.)

REQUESTS FOR CONTINUANCES

CHAIRPERSONS REPORT

CITY STAFF REPORTS

ACTION ITEMS

INFORMATION ITEMS

WORKSHOP

ADJOURNMENT:

If you are unable to attend this meeting, please contact the Advisory Group Secretary at [Phone] so that we may determine whether we have a quorum. Next regular meeting will be [Date and Time].

This information will be made available in alternative formats upon request, as required by the American with Disabilities Act (ADA), by contacting the Center Director at [phone] or [email]. Requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for auxiliary aids, services or interpreters, require different lead times, ranging from five business days to two weeks. Please keep this in mind and provide as much advance notice as possible in order to ensure availability. Assistive Listening Devices (ALDs) are available for the meeting, if requested at least forty-eight (48) hours prior to the meeting to ensure availability.

CITY OF SAN DIEGO
PARKS & RECREATION DEPARTMENT
RECREATION ADVISORY GROUP
[Date]
Draft Minutes

Meeting Location:
Facility Name Address

Attendance:

Absent:

Guest:

City Staff:

CALL TO ORDER:

APPROVAL OF THE MINUTES OF JULY 12, 2018:

NON-AGENDA PUBLIC COMMENT:

REQUESTS FOR CONTINUANCES:

CHAIRPERSONS REPORT:

AREA MANAGER:

RECREATION CENTER DIRECTOR:

TREASURERS REPORT:

ACTION ITEMS:

INFORMATION ITEMS:

ADJOURNMENT:

Next Regular Meeting: On [date], at [Facility Name], [Address]

SUBMITTED BY: _____ REVIEWED BY:

[Name]
Recreation Center Director III

[Name]
Area Manager II

ADVISORY GROUP CHAIRPERSON: _____
[Name]

**CITY OF SAN DIEGO
PARKS AND RECREATION DEPARTMENT
BOARD, COMMITTEES, ADVISORY GROUPS**

REQUEST TO SPEAK (check one): ☐ IN FAVOR ☐ IN OPPOSITION ☐ NEUTRAL

☐ NON-AGENDA PUBLIC COMMENT

DATE: _____ ITEM #: _____ NAME (Please Print): _____

SUBJECT (IF NOT ON AGENDA): _____

Contact Information (**OPTIONAL – IF PROVIDED, THIS INFORMATION IS SUBJECT TO PUBLIC DISCLOSURE**):

Email: _____ Address: _____

Phone #: _____

ORGANIZATION REPRESENTING (IF ANY): _____

PRIMARY INTEREST: _____

_____ I WISH TO SPEAK (Testimony limited to 3 minutes & subject to change based on number of speakers)

_____ I WISH TO BE PART OF AN ORGANIZED GROUP PRESENTATION
[10 minutes allotted for group presentation, subject to change based on number]

_____ I do not wish to speak, but please read my name **OR** I cede my time to

Indicate name of individual

Signature