

**Balboa Park Committee  
Bylaws**

**ARTICLE I-NAME**

The name of this advisory committee shall be the Balboa Park Committee (Committee).

**ARTICLE II-PURPOSE**

It is the purpose and intent of the City Council to establish a policy advisory committee on matters relating to Balboa Park recreation property and facilities and that the Committee will, along with other duties, serve in an advisory capacity to the Park and Recreation Board, Mayor, and City Council on policy issues relating to the acquisition, development, maintenance and operation of Balboa Park.

The Committee is subject to the Ralph M. Brown Act of the State of California and shall conduct its meetings in accordance with the provisions thereof. The City of San Diego shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in City Charter 55.2.

**ARTICLE III-DUTIES AND RESPONSIBILITIES**

The powers and duties of the Committee shall be as follows:

- (a) Advise the Park and Recreation Board and City Council through the City of San Diego Mayor on public policy matters relating to the acquisition, development, maintenance and operation of Balboa Park.
- (b) Periodically review the recreational program of the City in relation to the needs and desires of the citizens.
- (c) Coordinate the work of such committees as may be established towards the end of developing integrated and balanced policy recommendations.
- (d) Conduct such investigations, studies and hearing which, in the judgment of the Committee, will aid in effectuating its general purposes.

**ARTICLE IV-MEMBERSHIP**

Section 1. Number

The Committee shall consist of twelve (12) members as outline in the City of San Diego Municipal Code 26.30 (b) Balboa Park Committee.

## Section 2. Appointment and Terms

- (a) The members shall be appointed by the Mayor and confirmed by the City Council.
- (i) The Mayor shall appoint one member from among the members of the Park and Recreation Board who shall be designated Chair;
  - (ii) The Mayor shall appoint one member who shall be designated Vice- Chair;
  - (iii) The Mayor shall appoint three members from a list of at least four nominees provided by the Councilmember representing the majority of the area in Balboa Park;
  - (iv) The Mayor shall appoint four members from [community](#) planning groups officially recognized by the City pursuant to Council Policy 600-24 as follows:
    - One member from the planning group representing the Uptown neighborhood;
    - One member from the planning group representing the North Park neighborhood;
    - One member from the planning group representing the Golden Hill neighborhood; and
    - One member from the planning group representing the Centre City neighborhood;
  - (v) The Mayor shall appoint one member from the Balboa Park/Morley Field Recreation ~~Council~~ [Advisory Committee](#); and
  - (vi) The Mayor shall appoint one member representing a large institution in Balboa Park and one member representing a small or mid-sized institution in Balboa Park.
- (b) The members shall serve two year staggered terms for a maximum of eight consecutive years. An interval of four years must pass before a person who has served eight consecutive years can be reappointed. The expiration date for all terms shall be March 1. Each member shall serve until his or her successor is duly appointed and qualified. The Committee shall adopt rules consistent with the law for the government of its business and procedures.

## Section 3. Qualifications

Each of the members of the Committee should possess expertise, or demonstrated experience or knowledge, in one or more of the following areas: parks and recreation, finance or municipal finance, general business, planning, biology or environmental science, resource management or protection, construction management, recreation management, ~~planning or the arts~~ and culture.

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

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

### ARTICLE V-MEETINGS

#### Section 1. Meetings

The Committee meets monthly with the exception of December, but can meet, if needed.

#### Section 2. Location

Meetings typically will be held at the Balboa Park Club, but can be held at other locations, as properly noticed.

#### Section 3. Procedures

All meetings shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 *et. seq.* A majority of the number of Committee members shall constitute a quorum for the transaction of any business, except adjournment.

### ARTICLE VI-VACANCIES

The Committee shall find that a vacancy exists upon:

- (a) Receipt of a resignation in writing from one of its members or
- (b) The third consecutive absence or
- (c) The fourth absence in the 12-month period of March through February of a member(s) from the Committee's regular meetings.

Upon report that a vacancy exists, the Balboa Park Committee staff shall notify the members ~~notify and then~~ the Mayor of the vacancy and request the nomination of a candidate to City Council for confirmation.

## ARTICLE VII-STAFF SUPPORT

### Section 1. Staff

The City shall provide to the Committee necessary technical and administrative assistance as follows:

- (a) Preparation of and posting of public notices as required by the Ralph M. Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the City Council;
- (b) Provision of a meeting room including any necessary audio/visual equipment;
- (c) Preparation and copies of any documentary meeting materials, such as agendas and reports;
- (d) Retention of all Board records, and providing public access to such records; and
- (e) Establishment and oversight of a mechanism to ensure public accountability regarding the extent and nature of revenues, expenses and improvements pursuant to City Charter section 55.2 and compliance with the requirements of City Charter section 55.2.

### Section 2. Staff Relationship to the Committee

City of San Diego staff and/or City consultants shall attend all Committee proceedings as appropriate in order to report on the status of projects.

## ARTICLE VIII-OFFICERS

### Section 1. Designation of Officers

Pursuant to Municipal Code 26.30, the Mayor may designate one (1) member as Chair and one member as Vice Chair; however, in [the](#) absence of such designation, the Committee shall select from among their members a Chair and Vice Chair. These positions shall continue for two (2) year term.

### Section 2. Duties of Officers

The duties of the officers shall be as follows:

- (a) The Chair shall be the principal officer of the Committee and shall preside over all meetings organized by the Committee. [The Chair will be the official representative to](#)

Speak for the Committee. The Chair may designate another Committee Member if they are unavailable.

(b) In the absence of the Chair, the Vice Chair shall perform all the duties and responsibilities of the Chair.

## **ARTICLE IX-SUBCOMMITTEES**

### **Section 1. Appointments**

The Committee Chair, with the advice of the Committee, shall appoint standing and ad-hoc committees concerned with specific problems or areas of interest to the Committee and shall be disbanded upon completion of the appointive goals.

(a) The Committee Chair shall appoint a member of the Committee to chair each subcommittee.

(b) Following each subcommittee meeting, the subcommittee chair shall be required to make a verbal report to the Committee ~~or~~ and submit a written report prior to the next scheduled Committee meeting.

### **Section 2. Standing Subcommittees**

Standing subcommittees are on-going subcommittees tasked with reviewing specific issue areas, such as Land Use and Policy. In accordance with Brown Act section 54952(b), all standing subcommittees are subject to Brown Act public noticing and meeting requirements.

### **Section 3. 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 Ad-Hoc subcommittees are not subject to Brown Act requirements every effort should be made to hold meetings in conformance with the Brown Act.

## **ARTICLE X-PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters not covered under these Bylaws.

## **ARTICLE XI-AMENDMENT OF BYLAWS**

Any amendment to these Bylaws shall be approved by a two-thirds vote of the entire Committee.

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

Immediately upon a favorable vote of no less than two-thirds ~~vote~~ of the full membership of the Committee and approval of the San Diego Park and Recreation Board and the Director of the Park and Recreation Department, these Bylaws shall be in full force and effect.

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