



**THE CITY OF SAN DIEGO  
PARK AND RECREATION DEPARTMENT**

**San Diego Park and Recreation Board  
Bylaws**

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**ARTICLE I-NAME**

The name of this advisory committee shall be the San Diego Park and Recreation Board (Board).

**ARTICLE II-PURPOSE**

It is the purpose and intent of the City Council to establish a policy advisory board on matters relating to the acquisition, development, maintenance and operation of parks, beaches and recreation property and facilities and that the Board will, along with other duties, perform the functions of the former Park and Recreation Commission and the former Mission Bay Commission. Effective July 1, 2009, the Park and Recreation Board shall also fulfill the role of the San Diego Regional Parks Improvement Fund Oversight Committee as described in City Charter Section 55.2.

The Board 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 Board as shall be consistent with the Board's purposes, as set forth in City Charter 55.2.

**ARTICLE III-DUTIES AND RESPONSIBILITIES**

The powers and duties of the Park and Recreation Board shall be as follows:

- (a) Advise the City Council through the City of San Diego Mayor on public policy matters relating to the acquisition, development, maintenance and operation of parks, beaches, playgrounds and recreational activities in the City of San Diego.
- (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 hearings which, in the judgment of the Board, will aid in effectuating its general purposes.
- (e) Pursuant City of San Diego Municipal Code 26.30, the San Diego Park and Recreation Board serves as the San Diego Regional Park Improvement Oversight Committee.

## **ARTICLE IV-MEMBERSHIP**

### Section 1. Number

The Board shall consist of eleven (11) members as outlined in the City of San Diego Municipal Code 26.30 (b) Park and Recreation Board.

### Section 2. Appointment and Terms

(a) The members shall be appointed by the Mayor, based on nominations from City Council Members, and confirmed by the City Council.

(b) The members shall serve two (2) year terms and each member shall serve until his successor is duly appointed and qualified. The members shall be appointed in such a manner that the terms of not more than six (6) members shall expire in any year. The expiration date shall be March 1.

### Section 3. Qualifications

Each of the members of the Board shall possess expertise, or demonstrated experience or knowledge, in one or more of the following areas: auditing, finance or municipal finance, general business, planning, biology or environmental science, resource management or protection, wildlife management or protection, construction management, recreation management or planning.

### Section 4. Ethics-Conflict of Interest

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

## **ARTICLE V-MEETINGS**

### Section 1. Meetings

The Board meets monthly with the exception of August and December, but can meet, if needed.

### Section 2. Location

Meetings typically will be held at the City Administration Building, 12<sup>th</sup> Floor Council Committee Meeting Room, 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 Board members shall constitute a quorum for the transaction of any business, except adjournment.

## **ARTICLE VI-VACANCIES**

The Board 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 Board's regular meetings.

Upon report that a vacancy exists, the San Diego Park and Recreation Department Board staff shall notify 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 Board 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; and
- (d) Retention of all Board records, and providing public access to such records.
- (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 55.2.

### **Section 2. Staff Relationship to the Board**

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

## **ARTICLE VIII-OFFICERS**

Pursuant Municipal Code 26.30, during March of each year, the Mayor may designate one (1) member as Chairperson; however, in absence of such designation, the Board shall on or after April 15, select from among their members a Chairperson. The Board shall elect a vice-chair who shall act as chairperson only when the chairperson is absent, which positions shall continue for two (2) year term.

## ARTICLE IX-SUBCOMMITTEES & COMMITTEES

### Section 1. Appointments

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

### Section 2. Standing Subcommittees

Area Community Parks I and II, the Design Review Committee, Torrey Pines City Park Advisory Committee are Standing Subcommittees of the Board.

- (a) The Chairperson of the Board shall appoint a Member of the Board to Chair and Vice-Chair each of the committees.
- (b) If a Board Member appointment is not made, within 60 days the majority of the members of the Subcommittee shall select an “interim” Chair and Vice-Chair until such appointment is made.
- (c) In this event the Interim Chairperson will be required following each meeting of the subcommittee to either: Make a verbal report to the Board or submit a written report prior to the next scheduled Board meeting.

### Section 3. Mayor Appointments

Specific Subcommittees are designated in the City of San Diego Municipal Code Section 26.30 for appointment by the Mayor of San Diego. For those Subcommittees, the appointments of Board Members to those Subcommittees are as follows:

- (a) The Mayor of San Diego shall appoint one member from among the members of the Park and Recreation Board to be Chair of the Balboa Park Committee.
- (b) During July of each year, the Mayor of San Diego shall designate one member of the Mission Bay Park Committee as Chairperson of the Committee. In the absence of such designation, the members of the Mission Bay Park Committee shall, on or after August 15 of that year, select a Chairperson from amongst its members.

### Section 4. Advisory Committee Appointments

For those Organizations such as the Mission Trails Regional Park Citizens’ Advisory Committee, which include a provision in their bylaws for a representative from the Board to be included in their committee structure:

- (a) The Board can ask for a member to attend the publicly noticed committee and report back.
- (b) The report can be added to the agenda as issues arise that are relevant to the mission of or requires input by the Board.

## **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 San Diego Park and Recreation Board.

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

Immediately upon favorable vote of not less than two-thirds vote of full membership of the Board and approval of the San Diego Park and Recreation Department, these Bylaws shall be in full force and effect.