

HOLLISTER PARKS AND RECREATION ADVISORY COMMISSION BYLAWS

ARTICLE I - THE COMMISSION

Section 1. Name: The name of this body is the "Hollister Parks and Recreation Advisory Commission".

Section 2. Composition: The Parks and Recreation Advisory Commission shall be composed of five (5) members, four (4) of whom shall be residents of the City of Hollister. Each member of the City Council shall nominate one member of the Parks and Recreation Advisory Commission subject to the approval of the City Council. One (1) member shall be a resident of the County of San Benito, who shall be appointed by the Mayor, subject to the approval of the City Council.

Section 3. Term of Office: The term of office of the members of the Parks and Recreation Advisory Commission appointed by individual Council Members shall be the same as the term of the appointing Council Member. The term of office of the one member of Parks and Recreation Advisory Commission who is a County Resident shall be the same as the term of the Council Members from Districts 2 and 3. Any vacancy by a member appointed by a council member shall be filled by the council member whose district the member represents. Applicants from another district may be appointed if there are no applicants from the Council Members district. Any vacancy by a member appointed at large shall be filled by nomination of the mayor. All nominations for appointment are subject to the approval of the City Council.

Each Commission member serves at the pleasure of the Council Member who appointed them and the Commission Member may be removed at any time, with or without cause.

Section 4. Duties of the Commission: Act as an advisory agency to the City Council on all Parks and Recreation matters; communicate written and oral recommendations directly to the Council Member who appointed them.

Study and consider long range plans for the development and improvement of the Hollister Parks and Recreation, giving due regard to the Parks and Recreation Master Plan, and the needs of the citizens of Hollister.

Study and recommend on matters relating to the present and future need for services to be rendered to the general public. Study and recommend on matters relating to Parks and Recreation improvements, including methods of financing and MOU agreements.

Review and recommend on special permits and proposals that deviate from the adopted Parks and Recreation Master Plan.

Perform other related duties as directed by the City Council.

ARTICLE II - OFFICERS

- Section 1 Titles: The officers of this Commission are Chairperson, Vice- Chairperson, and Executive Secretary.
- Section 2 Chairperson: The Chairperson will preside at meetings of the Commission.
- Section 3 Vice-Chairperson: In the absence of the Chairperson, the Vice-Chairperson will preside at meetings of the Commission. In the absence of both the Chairperson and the Vice-Chairperson, if enough commission members are present to constitute a quorum m (3), the members present shall designate an Acting Chairperson for the meeting.
- Section 4 Communication with Staff: Commission members are encouraged to communicate directly with the Recreation Services Manager regarding ideas, future plans, current activities, and problems at the Parks or Recreation divisions. All requests requiring utilization of staff time must be approved by the City Manager.
- Section 5 Executive Secretary: The Recreation Services Manager is the Executive Secretary of the Commission and will carry out the administrative details of the Commission, including keeping the records of Commission meeting , acting as Secretary at all meetings of the Commission, recording all votes, preparing the agenda and minutes of Commission meetings, serving as technical advisor to the Commission, and at the direction of the City Manager providing necessary research and fact finding services.
- Section 6 Election of Officers: Annually, at the regularly scheduled June meeting, the Commission will elect from among its members a Chairperson and Vice-Chairperson to serve for a term of one year. These positions are limited to two consecutive terms of office.
- Section 7 Vacancy of Chairperson or Vice Chairperson: If the office of Chairperson or Vice-Chairperson becomes vacant, the Commission will elect a successor from its membership at the next regular meeting, and such election will be for the unexpired term of the office.

ARTICLE III - MEETINGS

- Section 1. Meeting Time and Place: Regular Parks and Recreation Advisory Commission meetings are held at 6:00 P.M., on the last Tuesday of each month, in the Council Chambers of City Hall, 375 Fifth Street, Hollister, California.
- Section 2. Alternate Meeting Times: Alternate meeting times and places are acceptable as long as public notice is given in accordance with the provisions of the Brown Act and other applicable laws.

- Section 3. Meeting Cancellation: Meetings shall be cancelled if there is not sufficient business to discuss or if a quorum of the Commission cannot be present at the meeting.
- Section 4. Special Meetings: Subject to the provisions of the Brown Act and other applicable laws, special meetings may be held. Only those matters listed in the notice of special meetings may be discussed at the meeting.
- Section 5. Quorum: Three (3) Commissioners constitute a quorum for the transaction of business. Action shall require a simple majority vote of those present who are not excluded from voting.
- Section 6. Order of Business: At the regular meetings of the Commission, business will be conducted in the following order:
- a. Call to Order
 - b. Pledge of Allegiance
 - c. Roll Call
 - d. Verification of Agenda Posting
 - e. Public Comment on Items not on the Agenda
 - f. Consent
 - g. Commission Business
 - h. Staff & Commissioner Reports
 - i. Adjournment
- All official actions shall be entered in the minutes of each meeting as action minutes, said minutes to be prepared by the Secretary and shall be approved by the Commission at the next regular meeting.
- Section 7. Manner of Voting: Voting on matters coming before the Commission will be by voice vote unless a roll call vote is requested by a Commission Member or the Executive Secretary.
- Section 8. Rules of Order: Robert's Rules of Order will govern those aspects of Commission proceedings not specifically provided by these bylaws, the Brown Act or any other applicable state or local law.
- Section 9. Setting of Agenda Items: Commission Members may submit items to be placed on the agenda. Requests must be given to the Executive Secretary five (5) business days prior to the meeting date.
- Section 9.5 Public Comment: Any person wishing to speak on matters within the subject matter jurisdiction of the Commission must fill out a speaker's card prior to addressing the Commission.
- Section 10. Agenda: An agenda will be prepared by the Executive Secretary and will be adhered to with the exception that items may be taken out of order for the convenience of those in attendance. The agenda will be posted and

distributed to interested parties at least 72 hours in advance of all regular Commission meetings.

The Hollister Parks and Recreation Advisory Commission will operate its meeting pursuant to the Ralph M. Brown Act, Government Code 54950 et seq., and 54954.2 (b) (1) and (2) agenda requirements; Regular meetings (b) Notwithstanding subdivision (a), the legislative body may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item. (1) Upon a determination by a majority vote of the legislative body that an emergency situation exists, as defined in Section 54956.5. (2) Upon a determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

ARTICLE IV - AMENDMENTS TO BYLAWS

Section 1. Procedure: The bylaws may be amended by the Commission with such request approved by a majority of the Commission at a regular or special meeting provided that written notice of such amendment was given to Commissioners at least three (3) days prior to the meeting. A proposed bylaw amendment shall be introduced at one meeting and voted on at subsequent meetings.