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SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

FROM: Parks Department

SUBMITTAL DATE:
5/18/09

SUBJECT: Approval of Resolution No. 2009-167 Pertaining to the Riverside County Trails Committee and Revised Bylaws

RECOMMENDED MOTION: That the Board accepts and approves:

- 1) Resolution No. 2009-167 pertaining to the establishment and governance of the Riverside County Trails Committee; and
- 2) The revisions to its Bylaws.

BACKGROUND: On April 5, 2005, M.O. 3.5, the Board of Supervisors approved Resolution No. 2005-148, adopting revised uniform rules and procedures for the County's advisory committees, boards, and commissions. Consequently, the Trails Committee's enabling resolution and bylaws needed to be revised to align with Resolution No. 2005-148 to bring this committee's governing documents into line with those rule changes.

On September 13, 2005, M.O. 3.53, your honorable Board reviewed and approved Resolution 2005-356 and associated Bylaws for the Trails Committee. According to Resolution 2005-356, the "eleventh member shall be a District Advisory Commissioner, who shall serve as Chairperson of the Committee subject to confirmation by the Regional Park and Open-Space District."

714-TC Resolution 2009-167 & Bylaws

[Signature]
Scott Bangle, Parks Director

FINANCIAL DATA N/A

Current F.Y. Total Cost: \$
 Current F.Y. Net County Cost: \$
 Annual Net County Cost: \$

In Current Year Budget:
 Budget Adjustment:
 For Fiscal Year:

SOURCE OF FUNDS:

Positions To Be Deleted Per A-30

Requires 4/5 Vote

C.E.O. RECOMMENDATION:

APPROVE

BY: *[Signature]*
Alex Gann

County Executive Office Signature

FORM APPROVED COUNTY COUNSEL
BY: *[Signature]*
LARISA R-MCKENNA
DATE: 5/20/09
Departmental Concurrence

Policy

Consent

Dept Recomm.:
Per Exec. Ofc.:

APR 20 2009 11:00
RIVERSIDE COUNTY

Prev. Agn. Ref.:

District: All

Agenda Number:

3.60

SUBJECT: Approval of Resolution No. 2009-167 Pertaining to the Riverside County Trails Committee and Revised Bylaws

At the time, Jim Real held the position as Chair of the Trails Committee and served as Chair of the District Advisory Commission. Sadly, Mr. Real passed away in September 2007. Unfortunately, none of current District Advisory Commissioners can support the Trails Committee as chair, and the Trails Committee has been without a Chair since 2007.

At its March 18, 2009 meeting, the Trails Committee took action to request that revisions be done to its current Resolution and Bylaws, which basically would allow for the Trails Committee Chair to be an at large member appointed by the Board of Supervisors instead of an appointment from the District Advisory Commission.

At the May 7, 2009 District Advisory Commission, they took action in favor of this request from the Trails Committee and recommends to your honorable Board that you approve the minor adjustments that have been requested as highlighted in Resolution 2009-167 (Exhibit A) and the revised Bylaws (Exhibit B).

All highlighted changes in the above exhibits A and B are incorporated into the attached Resolution 2009-167 and Bylaws

County Counsel has reviewed and approved Resolution 2009-167 and the Bylaws as to legal form.

2 RESOLUTION No. 2009-167

3 RIVERSIDE COUNTY
4 TRAILS COMMITTEE

5
6 WHEREAS in 2004, the Board of Supervisors of the County of Riverside
7 approved Resolution 2004-001 establishing a Riverside County Trails Committee, a
8 Committee of the Regional Park & Open-Space District Advisory Commission; and
9

10 WHEREAS subsequent changes to Board policies regarding advisory
11 committees, boards and commissions necessitate revisions to the Trails Committee
12 Bylaws and certain provisions of their enabling resolution;

13 NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of
14 the County of Riverside, State of California, in regular session assembled on
15 _____ 2009, do hereby amend the terms of Resolution 2005-148,

16 "Adopting Uniform Rules and Procedures for Advisory Committees, Boards and
17 Commissions of the County of Riverside" as follows:
18

19 1. PURPOSE: It shall be the purpose of the Riverside County Trails
20 Committee to advise and make recommendations to the Regional Park & Open-Space
21 District Advisory Commission concerning the acquisition, maintenance and promotion of
22 equestrian, biking, and hiking recreational trails in Riverside County.
23

24 2. MEMBERS: The Committee shall consist of 11 members, who
25 shall be residents of Riverside County and shall serve without compensation, except for
26 mileage at approved County reimbursement rates to scheduled meetings. The Board of
27 Supervisors shall appoint two members to serve at will and represent each of the five
28

FORM APPROVED COUNTY COUNSEL
BY *Larisa R. McKenna*
LARISSA R. MCKENNA
DATE 5/26/09

1 supervisory districts. The eleventh member shall be the at large member appointed by
2 the Board of Supervisors.

3 3. TERMS: The terms of the Committee members shall be for not less
4 than two years and not more than four years from the last preceding July 1, shall expire
5 on an alternating basis, and may be renewed for successive terms.
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7 4. OFFICERS: At the first regular meeting on or after July 1 of each
8 year, the Committee shall elect a Chair and Vice Chair as specified in Resolution No.
9 2005-148, who shall perform the duties specified therein.
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11 5. SECRETARY: The General Manager of the Regional Park and
12 Open-Space District, or his/her designee, shall serve as Secretary of the Committee
13 and shall be responsible for performing the duties specified in Resolution No. 2005-148.
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15 6. MEETINGS: The Committee shall meet bi-monthly, with the
16 primary meeting place to be the Regional Park and Open-Space District headquarters,
17 with alternate meeting locations at publicly accessible facilities in each supervisory
18 district as determined by the Committee.

19 7. QUORUM: A quorum shall consist of a majority of the number of
20 Committee positions filled at any time. Any action of the Committee shall require the
21 affirmative votes of not less than a quorum. The limited actions the Committee may take
22 in the absence of a quorum are specified by Resolution 2005-148.
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24 8. GOVERNANCE: The Committee shall be bound and governed by
25 the provisions of the Ralph M. Brown Act, Resolution No. 2005-148, and all other
26 applicable Resolutions, laws, ordinances, rules, and County policies.
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1 9. BY-LAWS: The Committee shall adopt, and the Board of
2 Supervisors approve, bylaws specifying all rules of order and procedure particular to the
3 Committee. Such bylaws shall not conflict with Resolution No. 2005-148, nor with this
4 Resolution and its successors.
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6 10. SUPERCESSION: This Resolution shall supersede Resolution No.
7 2005-356.
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13 Legal Authority: Board of Supervisors
14 Date Established: April 26, 1988, Resolution 88-205
15 Amended: May 11, 2004, Resolution 2004-001
16 Amended: September 13, 2005, Resolution 2005-356
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Riverside County
Trails Committee

Bylaws

Approved by the
Riverside County Board of Supervisors

FORM APPROVED COUNTY COUNSEL

BY: Larisa R-Mckenna 3/20/09
LARISA R-MCKENNA DATE

In order to provide for an efficient and expeditious handling of public meetings, and of the business of the Riverside County Trails Committee ("Committee"), an advisory body duly established by the Riverside County Board of Supervisors ("Board"), the following bylaws are promulgated. Whenever possible, these rules and procedures shall be constructed generally, and failure to observe them shall neither affect the jurisdiction of the Committee, nor invalidate any action taken at a meeting otherwise held in conformity with the law.

I. DUTIES OF THE COMMITTEE:

The duties of the Committee shall be advisory to the Regional Park & Open-Space District Advisory Commission, and shall be of the scope and activities as established by Resolution of the Board, as may be amended from time to time. The Committee shall also provide a written report of its activities to the District Advisory Commission at its meetings.

II. MEMBERSHIP AND OFFICERS OF THE COMMITTEE:

A. Members of the Committee

The Committee shall consist of eleven (11) members as established pursuant to Resolution of the Board, as may be amended from time to time. The appointment, term vacancies, and removal of members shall be as set forth herein.

B. Length of Terms

Terms of appointment for members of the Committee shall be as prescribed by Resolution of the Board.

C. Residency of Committee Members

Residency requirements and provisions for members of the Committee shall be as prescribed by Resolution of the Board.

D. Election of Chair and Vice-Chair of the Committee

The Chair and Vice Chair shall be elected annually by the Committee at its first meeting after July 1 of each year, as specified by Resolution of the Board, as may be amended from time to time.

Whenever possible and appropriate, the Vice Chair from the previous year shall be automatically nominated as chair the subsequent year. (Following the Chair's second year term if applicable).

Neither the Chair nor Vice Chair shall occupy the same office for more than two years at a time, and a person who serves as Chair one year shall not serve as Vice Chair the following year.

In the event the Chair vacates the office for any reason, the Vice Chair automatically assumes the office of Chair, and shall call for an election at the next meeting.

In the absence or inability of the Chair to act, the Vice Chair shall act as Chair. The Vice Chair shall preside over any meetings of the Committee in the absence or incapacity of the Chair. Either the Chair or the Vice Chair shall attend each meeting of the Committee.

E. Committee Attendance

All members are expected to regularly attend meetings of the Committee. Pursuant to Resolution of the Board, three (3) consecutive unexcused absences from meetings of the Committee by any member shall cause a letter to be issued by the Secretary to the Committee and the Board advising them of the absences. The Board can declare a vacancy.

III. MEETINGS OF THE COMMITTEE:

- A. All meetings of the Committee shall be open to the public and are subject to the Brown Act (Government Code Section 54940 et seq.), as may be amended from time to time.
- B. All meetings of the Committee shall be tape recorded by the Secretary for the purpose of producing the official, written minutes of the Committee.
- C. Meeting notices shall be posted by the Secretary or his/her designee in the manner required under the Brown Act.
- D. Any item of business on an agenda of the Committee that is not considered at the meeting shall be either:
 - 1. Continued to the next scheduled meeting of the Committee;
 - 2. Adjourned to a date and time as designated by the Committee; or
 - 3. Removed from the agenda by the member submitting the item, or by approval of the Committee.
- E. Pursuant to Resolution of the Board, the presence of a quorum of the Committee is necessary for action to be taken at any regular or special meeting of the Committee. A quorum shall consist of a majority of the number of Committee positions filled at any time. Any action of the Committee shall require affirmative votes of not less than a majority of the quorum. The limited actions other Committee members may take in the absence of a quorum are specified by Resolution of the Board, as may be amended from time to time. Those actions include:

1. Take measures necessary to obtain a quorum;
 2. Fix the date and time to which to adjourn;
 3. Adjourn or take a recess; and/or
 4. Continue the entire agenda to the next meeting.
- F. The business of the Committee shall be taken up for consideration and disposition in the following order, except that items may be taken out of order by affirmative vote of a quorum:
1. Call to Order – Chair or Vice Chair in the absence of the Chair
 2. Approve the Minutes (Prior Meeting)
 3. Public Comments
 4. Reports, Discussions and Action Items
 5. Adjournment
- G. The Secretary, or his/her designee, shall attend all meetings of the Committee.
- H. As provided under the Brown Act, meetings of the Committee may be adjourned either by less than a quorum of members, or by the Secretary when all members are absent.
- I. Regular meetings of the Committee shall be held at least six times each year.
- J. Regular meetings of the Committee shall begin at 6:30 p.m., unless changed by unanimous consent of a quorum of the members.
- K. Regular meetings of the Committee may be held at the headquarters of the Riverside County Regional Park and Open-Space District ("Park District") located at 4600 Crestmore Road in Riverside, CA or the grounds of publicly maintained facilities in Riverside County or alternate sites suitable for meetings accessible to the public. Such alternate meeting locations shall comply with the provisions of applicable Board Resolutions and shall be decided by the Committee at the prior meeting.

IV. MEETING AGENDAS:

- A. Agendas for meetings of the Committee shall be prepared by the Secretary, subject to discussion with the Chair. Any Committee Member and/or Park District or County staff may submit an item for the agenda in accordance with the provisions of the Brown Act.

- B. Agenda items shall be submitted to the Secretary by no later than the Monday of two (2) weeks preceding the meeting, unless a County holiday necessitates moving the agenda deadline to an earlier time and date fixed by the Secretary.
- C. The Committee shall take no action nor discuss any item not appearing on the posted agenda. Members may briefly respond to statements made or questions posed by persons exercising their right to public comment. Members may, on their own initiative or in response to questions posed by the public, ask questions for clarification, refer a matter to staff or to other resources for factual information, request that staff make a presentation to the Committee at a subsequent meeting or request the Secretary place a matter of Committee business on a future agenda.
- D. Notwithstanding Section IVC, above, any item not on the agenda may be considered by the Committee only in accordance with applicable provisions of the Brown Act.
- E. No closed sessions shall be held by the Committee unless authorized by the Board and approved in advance by the Office of County Counsel.

V. MEETING MINUTES:

- A. Minutes shall be produced of all meetings of the Committee. Such minutes shall include, without limitations, the date, hours, and location of the meetings, notice of the meeting, names of the Committee members and staff present and absent, record of all official actions taken by the Committee, as defined herein, and the times of commencement and adjournment of the meetings.
- B. If any Committee Member arrives after the meeting has commenced or departs before the adjournment, the minutes shall indicate such time of arrival and departure.
- C. Reference to written reports or other written forms of communication submitted at a Committee meeting shall be included in the minutes with a record of action, if any, taken by the Committee on the report or other written communication.
- D. A brief summation of the oral reports and other forms of oral communication may be included in the minutes.
- E. The titles and numbers of resolutions adopted and other actions taken by the Committee shall be entered in to the minutes.

- F. Any member shall have the right to have his or her dissent from, or protest of, any action taken by the Committee entered into the minutes by requesting that his or her remarks be made "of record" at the time they make such dissent or protest. Upon such request, the Secretary shall enter a notation of the dissent and/or protest of the member in the minutes, along with a summation of the nature of the dissent and/or protest.
- G. Unless the reading of the minutes of the Committee meeting is requested by a member, such minutes may be approved without reading, if a copy thereof has been previously provided to each member.
- H. Pursuant to Resolution of the Board, a copy of the minutes shall be forwarded to the Clerk of the Board promptly after the minutes are prepared and signed by the Secretary. Minutes approved by the Committee shall be distributed to all Committee members, to the members of the Board, to the Clerk of the Board, and to members of the public requesting such minutes, with the mailing of the next meeting agenda.

VI. OFFICIAL ACTION OF THE COMMITTEE:

All official actions of the Committee shall be made by motion, second, and affirmative vote of a quorum of the Committee, pursuant to Resolution of the Board.

VII. PUBLIC COMMENT:

- A. Any person may comment and otherwise address the Committee regarding any matter relating to the scope and purpose of the Committee, in accordance with the provisions as set forth herein. Such comment(s) shall be made during the time set aside for public comments on the agenda, except when otherwise allowed by the Chair of the Committee, or in the absence of the Chair, the Vice-Chair. Preference shall be given to those persons who first submit a request in writing to the Secretary regarding their desire to make a comment or otherwise address the Committee.
- B. Each person addressing the Committee shall:
 - 1. State his or her name and address;
 - 2. Limit comments to three (3) minutes, unless additional time is allowed by the Chair, or in the absence of the Chair, the Vice-Chair; and
 - 3. Address comments to the members of the Committee.

- C. If an identifiable group of persons desires to address the Committee on the same subject matter or agenda item, the Chair, or in the absence of the Chair, the Vice-Chair, may request that a spokesperson be selected by the group to address the Committee. If different issues are to be presented on the subject matter or agenda item by any other member of the group, the Chair, or in the absence of the Chair, the Vice-Chair, may limit the number of persons and time for speaking, as he or she deems appropriate in order to avoid unnecessary repetition of issues.
- D. Any person making personal, impertinent, slanderous or profane remarks, or who becomes unruly while addressing the Committee, may be barred from further speaking and may be ejected if his or her conduct disrupts the meeting, pursuant to Resolution of the Board.
- E. In the event any meeting is willfully interrupted by a person or persons so as to render the orderly conduct of such meeting infeasible, and order cannot be restored by the removal of the individual(s) who are willfully interrupting the meeting, the Chair, or in the absence of the Chair, the Vice Chair, may order the meeting room cleared and continue in session.

VIII. PROCEDURE:

- A. In the event a dispute arises concerning conduct and/or procedural matters not specifically addressed herein, then the Chair, or the Vice Chair, in the absence of the Chair, may resolve and otherwise rule on the matter(s), unless the Committee by appropriate motion duly made and carried in accordance with provisions herein, deems otherwise.
- B. Procedure with respect to motions shall be as follows:
 - 1. When a motion is under consideration by the Committee, no other motion shall be received unless one of the following actions is taken on the motion under consideration:
 - a. To adopt and approve the motion; or
 - b. To continue the motion to a certain date; or
 - c. To direct staff on the matter, and continue the motion to a later date for consideration; or
 - d. To amend the motion; or
 - e. To postpone indefinitely, or "table", the motion.
 - 2. When a motion is seconded, the second shall be stated by the Chair before consideration of any other matter may begin.
- C. A member called to order by the Chair shall relinquish the floor unless allowed to explain, and the Committee, if appealed to, resolves the matter. If there is no appeal, the ruling of the Chair shall be final.

D. Procedure with respect to voting shall be as follows:

1. Pursuant to Resolution of the Board, affirmative vote of not less than a quorum shall be necessary for the transaction of business. An affirmative vote of less than a quorum may adjourn a meeting to a specified time and place.
2. An abstention by any member will not change whether an affirmative action may be taken by the Committee due to a quorum.

IX. REPORTS BY THE COMMITTEE TO THE BOARD OF SUPERVISORS:

As required by Resolution of the Board, the Committee shall submit a report to the Board by June 30 of each year. Such report shall contain a report of the Committee's activities during the year. The Chair of the Committee, or in the absence of the Chair, the Vice-Chair, shall submit reports to the Board, as requested and authorized by the Committee. The Secretary shall prepare or assist with the preparation of all reports as necessary and appropriate.

X. COMPENSATION OF COMMITTEE MEMBERS:

Members of the Committee shall serve without compensation. However, members may receive mileage reimbursement at the current rate approved by the Board for use of private vehicles for travel to and from scheduled meetings of the Committee. Reimbursement for use of private vehicles for travel to other meetings related to the business of the Committee will be made only if approved by the Park District General Manager.

XI. AMENDMENTS TO THE BYLAWS:

These bylaws may be amended from time to time upon affirmative vote by the Committee as specified herein and with approval of the District Advisory Commission and the Board.

XII. DISSOLUTION OF THE COMMITTEE:

The Committee may only be dissolved by action of the Board of Supervisors.

XIII. SEVERABILITY AND INVALIDITY:

If any provision of these bylaws or any amendment hereto is found to be in violation of or in conflict with any County ordinance, resolution, or policy, or to be invalid, void or unenforceable by any court of competent jurisdiction, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way, and shall be in effect only to the extent that it is in contravention of applicable ordinance, resolution, policies or laws without invalidating the remaining provisions.

XIV. CONFLICT OF INTEREST DISCLOSURE:

Each member of the Committee shall disclose in advance any financial interest the member has or may acquire in any item pending before the Committee for discussion and/or action pursuant to Resolution of the Board, as may be amended from time to time.

Each year all members of the Committee shall complete the Conflict of Interest Form 700 of the Fair Political Practices Committee (FPPC) entitled "Statement of Economic Interests for Designated Officials and Employees" in accordance with the requirements of the FPPC and in accordance with the requirements of the Conflicts of Interest Code as adopted by the County.

Legal Authority: Board of Supervisors, Date Established 4/26/88 Resolution 88-205; Amended 5/11/04, Resolution 2004-001; Amended 9/13/2005, Resolution 2005-356.

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EXHIBIT A

Riverside County

Board of Supervisors

RESOLUTION No. 2009-167 5-356

RIVERSIDE COUNTY
TRAILS COMMITTEE

WHEREAS in 2004, the Board of Supervisors of the County of Riverside approved Resolution 2004-001 establishing a Riverside County Trails Committee, a Committee of the Regional Park & Open-Space District Advisory Commission; and

WHEREAS subsequent changes to Board policies regarding advisory committees, boards and commissions necessitate revisions to the Trails Committee Bylaws and certain provisions of their enabling resolution;

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on _____ 2009~~5~~, do hereby amend the terms of Resolution 2005-148, "Adopting Uniform Rules and Procedures for Advisory Committees, Boards and Commissions of the County of Riverside" as follows:

1. PURPOSE: It shall be the purpose of the Riverside County Trails Committee to advise and make recommendations to the Regional Park & Open-Space District Advisory Commission concerning the acquisition, maintenance and promotion of equestrian, biking, and hiking recreational trails in Riverside County.

2. MEMBERS: The Committee shall consist of 11 members, who shall be residents of Riverside County and shall serve without compensation, except for mileage at approved County reimbursement rates to scheduled meetings. The Board of

1 Supervisors shall appoint two members to serve at will and represent each of the five
2 supervisorial districts. The eleventh member shall be the at large member appointed by
3 the Board of Supervisors. ~~a District Advisory Commissioner, who shall serve as~~
4 ~~Chairperson of the Committee subject to confirmation by the Regional Park & Open-~~
5 ~~Space District Advisory Commission.~~

7 3. TERMS: The terms of the Committee members shall be for not less
8 than two years and not more than four years from the last preceding July 1, shall expire
9 on an alternating basis, and may be renewed for successive terms.

11 4. OFFICERS: At the first regular meeting on or after July 1 of each
12 year, the Committee shall elect a Chair and Vice Chair as specified in Resolution No.
13 2005-148, who shall perform the duties specified therein.

15 5. SECRETARY: The General Manager of the Regional Park and
16 Open-Space District, or his/her designee, shall serve as Secretary of the Committee
17 and shall be responsible for performing the duties specified in Resolution No. 2005-148.

19 6. MEETINGS: The Committee shall meet bi-monthly, with the
20 primary meeting place to be the Regional Park and Open-Space District headquarters,
21 with alternate meeting locations at publicly accessible facilities in each supervisorial
22 district as determined by the Committee.

24 7. QUORUM: A quorum shall consist of a majority of the number of
25 Committee positions filled at any time. Any action of the Committee shall require the
26 affirmative votes of not less than a quorum. The limited actions the Committee may take
27 in the absence of a quorum are specified by Resolution 2005-148.

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8. GOVERNANCE: The Committee shall be bound and governed by the provisions of the Ralph M. Brown Act, Resolution No. 2005-148, and all other applicable Resolutions, laws, ordinances, rules, and County policies.

9. BY-LAWS: The Committee shall adopt, and the Board of Supervisors approve, bylaws specifying all rules of order and procedure particular to the Committee. Such bylaws shall not conflict with Resolution No. 2005-148, nor with this Resolution and its successors.

10. SUPERCESSION: This Resolution shall supersede Resolution No. 2005-356-2004-001.

Legal Authority: Board of Supervisors
Date Established: April 26, 1988, Resolution 88-205
Amended: May 11, 2004, Resolution 2004-001
Amended: September 13, 2005, Resolution 2005-356

EXHIBIT B

Riverside County
Trails Committee

Bylaws

(Revised ~~July 2005~~)

Approved by the
Riverside County Board of Supervisors
~~[9/13/05 M.O. 3.63)~~

In order to provide for an efficient and expeditious handling of public meetings, and of the business of the Riverside County Trails Committee ("Committee"), an advisory body duly established by the Riverside County Board of Supervisors ("Board"), the following bylaws are promulgated. Whenever possible, these rules and procedures shall be constructed generally, and failure to observe them shall neither affect the jurisdiction of the Committee, nor invalidate any action taken at a meeting otherwise held in conformity with the law.

I. DUTIES OF THE COMMITTEE:

The duties of the Committee shall be advisory to the Regional Park & Open-Space District Advisory Commission, and shall be of the scope and activities as established by Resolution of the Board, as may be amended from time to time. The Committee shall also provide a written report of its activities to the District Advisory Commission at its meetings.

II. MEMBERSHIP AND OFFICERS OF THE COMMITTEE:

A. Members of the Committee

The Committee shall consist of eleven (11) members as established pursuant to Resolution of the Board, as may be amended from time to time. The appointment, term vacancies, and removal of members shall be as set forth herein.

B. Length of Terms

Terms of appointment for members of the Committee shall be as prescribed by Resolution of the Board.

C. Residency of Committee Members

Residency requirements and provisions for members of the Committee shall be as prescribed by Resolution of the Board.

D. Election of Chair and Vice-Chair of the Committee

The Chair and Vice Chair shall be elected annually by the Committee at its first meeting after July 1 of each year, as specified by Resolution of the Board, as may be amended from time to time.

Whenever possible and appropriate, the Vice Chair from the previous year shall be automatically nominated as chair the subsequent year. (Following the Chair's second year term if applicable).

Neither the Chair nor Vice Chair shall occupy the same office for more than two years at a time, and a person who serves as Chair one year shall not serve as Vice Chair the following year.

In the event the Chair vacates the office for any reason, the Vice Chair automatically assumes the office of Chair, and shall call for an election at the next meeting.

In the absence or inability of the Chair to act, the Vice Chair shall act as Chair. The Vice Chair shall preside over any meetings of the Committee in the absence or incapacity of the Chair. Either the Chair or the Vice Chair shall attend each meeting of the Committee.

~~The Chair shall be a District Advisory Commissioner subject to confirmation by the District Advisory Commission. The Vice Chair shall be elected annually by the Committee at its first meeting after July 1 of each year. The Vice Chair shall not occupy the same office for more than two consecutive years.~~

~~In the absence or inability of the Chair to act, the Vice Chair shall act as Chair. The Vice Chair shall preside over any meetings of the Committee in the absence or incapacity of the Chair. Either the Chair or the Vice Chair shall attend each meeting of the Committee.~~

~~In the event the Chair vacates the office for any reason, the Regional Park & Open Space District Advisory Commission will appoint a member of the Commission to assume the office of Chair.~~

E. Committee Attendance

All members are expected to regularly attend meetings of the Committee. Pursuant to Resolution of the Board, three (3) consecutive unexcused absences from meetings of the Committee by any member shall cause a letter to be issued by the Secretary to the Committee and the Board advising them of the absences. The Board can declare a vacancy.

III. MEETINGS OF THE COMMITTEE:

- A. All meetings of the Committee shall be open to the public and are subject to the Brown Act (Government Code Section 54940 et seq.), as may be amended from time to time.
- B. All meetings of the Committee shall be tape recorded by the Secretary for the purpose of producing the official, written minutes of the Committee.
- C. Meeting notices shall be posted by the Secretary or his/her designee in the manner required under the Brown Act.
- D. Any item of business on an agenda of the Committee that is not considered at the meeting shall be either:

1. Continued to the next scheduled meeting of the Committee;
 2. Adjourned to a date and time as designated by the Committee; or
 3. Removed from the agenda by the member submitting the item, or by approval of the Committee.
- E. Pursuant to Resolution of the Board, the presence of a quorum of the Committee is necessary for action to be taken at any regular or special meeting of the Committee. A quorum shall consist of a majority of the number of Committee positions filled at any time. Any action of the Committee shall require affirmative votes of not less than a majority of the quorum. The limited actions other Committee members may take in the absence of a quorum are specified by Resolution of the Board, as may be amended from time to time. Those actions include:
1. Take measures necessary to obtain a quorum;
 2. Fix the date and time to which to adjourn;
 3. Adjourn or take a recess; and/or
 4. Continue the entire agenda to the next meeting.
- F. The business of the Committee shall be taken up for consideration and disposition in the following order, except that items may be taken out of order by affirmative vote of a quorum:
1. Call to Order – Chair or Vice Chair in the absence of the Chair
 2. Approve the Minutes (Prior Meeting)
 3. Public Comments
 4. Reports, Discussions and Action Items
 5. Adjournment
- G. The Secretary, or his/her designee, shall attend all meetings of the Committee.
- H. As provided under the Brown Act, meetings of the Committee may be adjourned either by less than a quorum of members, or by the Secretary when all members are absent.
- I. Regular meetings of the Committee shall be held at least six times each year.
- J. Regular meetings of the Committee shall begin at 6:30 p.m., unless changed by unanimous consent of a quorum of the members.

- K. Regular meetings of the Committee may be held at the headquarters of the Riverside County Regional Park and Open-Space District ("Park District") located at 4600 Crestmore Road in Riverside, CA or the grounds of publicly maintained facilities in Riverside County or alternate sites suitable for meetings accessible to the public. Such alternate meeting locations shall comply with the provisions of applicable Board Resolutions and shall be decided by the Committee at the prior meeting.

IV. MEETING AGENDAS:

- A. Agendas for meetings of the Committee shall be prepared by the Secretary, subject to discussion with the Chair. Any Committee Member and/or Park District or County staff may submit an item for the agenda in accordance with the provisions of the Brown Act.
- B. Agenda items shall be submitted to the Secretary by no later than the Monday of two (2) weeks preceding the meeting, unless a County holiday necessitates moving the agenda deadline to an earlier time and date fixed by the Secretary.
- C. The Committee shall take no action nor discuss any item not appearing on the posted agenda. Members may briefly respond to statements made or questions posed by persons exercising their right to public comment. Members may, on their own initiative or in response to questions posed by the public, ask questions for clarification, refer a matter to staff or to other resources for factual information, request that staff make a presentation to the Committee at a subsequent meeting or request the Secretary place a matter of Committee business on a future agenda.
- D. Notwithstanding Section IVC, above, any item not on the agenda may be considered by the Committee only in accordance with applicable provisions of the Brown Act.
- E. No closed sessions shall be held by the Committee unless authorized by the Board and approved in advance by the Office of County Counsel.

V. MEETING MINUTES:

- A. Minutes shall be produced of all meetings of the Committee. Such minutes shall include, without limitations, the date, hours, and location of the meetings, notice of the meeting, names of the Committee members and staff present and absent, record of all official actions taken by the Committee, as defined herein, and the times of commencement and adjournment of the meetings.

- B. If any Committee Member arrives after the meeting has commenced or departs before the adjournment, the minutes shall indicate such time of arrival and departure.
- C. Reference to written reports or other written forms of communication submitted at a Committee meeting shall be included in the minutes with a record of action, if any, taken by the Committee on the report or other written communication.
- D. A brief summation of the oral reports and other forms of oral communication may be included in the minutes.
- E. The titles and numbers of resolutions adopted and other actions taken by the Committee shall be entered in to the minutes.
- F. Any member shall have the right to have his or her dissent from, or protest of, any action taken by the Committee entered into the minutes by requesting that his or her remarks be made "of record" at the time they make such dissent or protest. Upon such request, the Secretary shall enter a notation of the dissent and/or protest of the member in the minutes, along with a summation of the nature of the dissent and/or protest.
- G. Unless the reading of the minutes of the Committee meeting is requested by a member, such minutes may be approved without reading, if a copy thereof has been previously provided to each member.
- H. Pursuant to Resolution of the Board, a copy of the minutes shall be forwarded to the Clerk of the Board promptly after the minutes are prepared and signed by the Secretary. Minutes approved by the Committee shall be distributed to all Committee members, to the members of the Board, to the Clerk of the Board, and to members of the public requesting such minutes, with the mailing of the next meeting agenda.

VI. OFFICIAL ACTION OF THE COMMITTEE:

All official actions of the Committee shall be made by motion, second, and affirmative vote of a quorum of the Committee, pursuant to Resolution of the Board.

VII. PUBLIC COMMENT:

- A. Any person may comment and otherwise address the Committee regarding any matter relating to the scope and purpose of the Committee, in accordance with the provisions as set forth herein. Such comment(s) shall be made during the time set aside for public comments on the

agenda, except when otherwise allowed by the Chair of the Committee, or in the absence of the Chair, the Vice-Chair. Preference shall be given to those persons who first submit a request in writing to the Secretary regarding their desire to make a comment or otherwise address the Committee.

- B. Each person addressing the Committee shall:
 - 1. State his or her name and address;
 - 2. Limit comments to three (3) minutes, unless additional time is allowed by the Chair, or in the absence of the Chair, the Vice-Chair; and
 - 3. Address comments to the members of the Committee.
- C. If an identifiable group of persons desires to address the Committee on the same subject matter or agenda item, the Chair, or in the absence of the Chair, the Vice-Chair, may request that a spokesperson be selected by the group to address the Committee. If different issues are to be presented on the subject matter or agenda item by any other member of the group, the Chair, or in the absence of the Chair, the Vice-Chair, may limit the number of persons and time for speaking, as he or she deems appropriate in order to avoid unnecessary repetition of issues.
- D. Any person making personal, impertinent, slanderous or profane remarks, or who becomes unruly while addressing the Committee, may be barred from further speaking and may be ejected if his or her conduct disrupts the meeting, pursuant to Resolution of the Board.
- E. In the event any meeting is willfully interrupted by a person or persons so as to render the orderly conduct of such meeting infeasible, and order cannot be restored by the removal of the individual(s) who are willfully interrupting the meeting, the Chair, or in the absence of the Chair, the Vice Chair, may order the meeting room cleared and continue in session.

VIII. PROCEDURE:

- A. In the event a dispute arises concerning conduct and/or procedural matters not specifically addressed herein, then the Chair, or the Vice Chair, in the absence of the Chair, may resolve and otherwise rule on the matter(s), unless the Committee by appropriate motion duly made and carried in accordance with provisions herein, deems otherwise.
- B. Procedure with respect to motions shall be as follows:
 - 1. When a motion is under consideration by the Committee, no other motion shall be received unless one of the following actions is taken on the motion under consideration:

- a. To adopt and approve the motion; or
 - b. To continue the motion to a certain date; or
 - c. To direct staff on the matter, and continue the motion to a later date for consideration; or
 - d. To amend the motion; or
 - e. To postpone indefinitely, or "table", the motion.
2. When a motion is seconded, the second shall be stated by the Chair before consideration of any other matter may begin.
- C. A member called to order by the Chair shall relinquish the floor unless allowed to explain, and the Committee, if appealed to, resolves the matter. If there is no appeal, the ruling of the Chair shall be final.
- D. Procedure with respect to voting shall be as follows:
- 1. Pursuant to Resolution of the Board, affirmative vote of not less than a quorum shall be necessary for the transaction of business. An affirmative vote of less than a quorum may adjourn a meeting to a specified time and place.
 - 2. An abstention by any member will not change whether an affirmative action may be taken by the Committee due to a quorum.

IX. REPORTS BY THE COMMITTEE TO THE BOARD OF SUPERVISORS:

As required by Resolution of the Board, the Committee shall submit a report to the Board by June 30 of each year. Such report shall contain a report of the Committee's activities during the year. The Chair of the Committee, or in the absence of the Chair, the Vice-Chair, shall submit reports to the Board, as requested and authorized by the Committee. The Secretary shall prepare or assist with the preparation of all reports as necessary and appropriate.

X. COMPENSATION OF COMMITTEE MEMBERS:

Members of the Committee shall serve without compensation. However, members may receive mileage reimbursement at the current rate approved by the Board for use of private vehicles for travel to and from scheduled meetings of the Committee. Reimbursement for use of private vehicles for travel to other meetings related to the business of the Committee will be made only if approved by the Park District General Manager.

XI. AMENDMENTS TO THE BYLAWS:

These bylaws may be amended from time to time upon affirmative vote by the Committee as specified herein and with approval of the District Advisory Commission and the Board.

XII. DISSOLUTION OF THE COMMITTEE:

The Committee may only be dissolved by action of the Board of Supervisors.

XIII. SEVERABILITY AND INVALIDITY:

If any provision of these bylaws or any amendment hereto is found to be in violation of or in conflict with any County ordinance, resolution, or policy, or to be invalid, void or unenforceable by any court of competent jurisdiction, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way, and shall be in effect only to the extent that it is in contravention of applicable ordinance, resolution, policies or laws without invalidating the remaining provisions.

XIV. CONFLICT OF INTEREST DISCLOSURE:

Each member of the Committee shall disclose in advance any financial interest the member has or may acquire in any item pending before the Committee for discussion and/or action pursuant to Resolution of the Board, as may be amended from time to time.

Each year all members of the Committee shall complete the Conflict of Interest Form 700 of the Fair Political Practices Committee (FPPC) entitled "Statement of Economic Interests for Designated Officials and Employees" in accordance with the requirements of the FPPC and in accordance with the requirements of the Conflicts of Interest Code as adopted by the County.

Legal Authority: Board of Supervisors, Date Established 4/26/88 Resolution 88-205; Amended 5/11/04, Resolution 2004-001; Amended 9/13/2005, Resolution 2005-356.