

BYLAWS
Ventura County
Parks Advisory Commission

ARTICLE I

RESOLUTION ESTABLISHING A COMMISSION

The Ventura County Board of Supervisors signed a Resolution on June 24, 1997, that established the Ventura County Parks Advisory Commission (PAC).

ARTICLE II

PURPOSE OF THE COMMISSION

The functions and duties of the Commission shall be to advise the Board of Supervisors on Parks Department budgetary matters, planning and development of recreational facilities, park leases and major park operational and maintenance issues and policies.

ARTICLE III

POLICY

The PAC shall strive to conduct itself in a highly ethical, courteous and cooperative manner, carefully weighing the inputs of the public, in order to form recommendations to the Board of Supervisors that are in the best interests of the County of Ventura and its residents. To assist and advise the five members, meetings of the PAC will routinely include the Director, General Services Agency, Parks Deputy Director, Parks Project Officer, Operations Supervisor, and Commission Secretary.

ARTICLE IV

ORGANIZATION

A. Membership

1. The Commission shall be composed of five members, one appointed from each Supervisorial District.
2. The Appointing Authority of Commission members is the Board of Supervisors.
3. The Board of Supervisors may remove any member of the Commission from office at any time upon a majority vote of the Board.
4. A Commissioner who has three unexcused absences during one calendar year shall be removed from the Commission and the Board shall appoint a replacement Commissioner.
5. Commission Members shall notify the Commission Secretary if they are unable to attend a meeting.

B. Term of Office

1. Commission members shall serve terms coinciding with the Supervisor whose district the member represents.
2. A commission member serves at the discretion of the Supervisor whose district the member represents.

C. Officers

1. The Commission shall elect two officers of the Commission, a Chair and a Vice Chair.
2. Elections of officers shall be held annually at the regular March meeting.
3. Commission officers shall serve terms of one calendar year.
4. Officers are not eligible to serve more than two consecutive terms in the same office. For re-election purposes, six months or more shall constitute a full term of office.
5. A vacancy in office shall be filled by special election.
6. The duties of the Chair are to preside over all regular and special meetings, state the agenda before the meeting, announce all decisions made at the meeting, rule on questions of procedure, and to preserve order and decorum at all times during the meeting.
7. Decisions of the Chair may be overruled by a majority vote of the Commission members.
8. The duties of the Vice Chair are to perform the duties of the Chair in his or her absence.
9. If neither the Chair nor Vice Chair is present at a meeting, the Commission members shall, by an order entered into the minutes, select one of their members to act as the Chair Pro Tempore. The Chair Pro Tempore shall have and exercise all the powers and duties of the Chair for that meeting only.

D. Staff

A Commission Secretary shall be present during all meetings for the purpose of taking and maintaining minutes; presenting correspondence, records, documents, reports or petitions; preserving all records; imparting information on the Commission documents of public record; and otherwise fulfilling all duties imposed by law or required by the commission or by the presiding officer as required by law.

ARTICLE V

COMMISSION MEETINGS

All meetings of the PAC will be open and public and the PAC will comply with the provisions of the Ralph M. Brown Act and any other applicable legislation.

1. Regular Meetings – Regular meetings of the Commission shall be held on the third Monday of every third month beginning in the month of January unless otherwise ordered by the Chair. Regular meetings shall commence at 4:00 P.M. and adjourn when business is complete.
2. Special Meetings – Special meetings to discuss a specific topic(s) may be called as provided by the Chair or by the Staff Director. No other business shall be considered at the meeting per Government Code Section 54956.
3. Closed Session – Closed session to discuss a specific topic (s) may be called as provided by the Chair or by Staff Director. No other business shall be considered at the meeting per Government Code Section 54956.
4. Meeting Location – All regular meetings shall be held at the Ventura County Government Center, Hall of Administration, located at 800 South Victoria Avenue, Ventura, California, and shall begin at the hour specified in these Rules except as otherwise noted.
5. Quorum – a majority of the members shall constitute a quorum.
6. Adjourned Meetings and Continued Hearings - In the absence of a quorum, the remaining members may adjourn the meeting to another date and time in accordance with Government Code Section 54956 and shall post a Notice of Adjournment.
7. Momentary Lack of Quorum - In the event that a Commissioner leaves the hearing room, momentarily causing a lack of quorum, he or she should notify the Chair of his or her intended absence and the Chair may call a recess.
8. Brown Act – The Commission is subject to the provisions of the Brown Act as described in Government Code 54950 et seq.

ARTICLE VI

RULES OF PROCEDURE

- A. Open Meetings - All meetings shall be open to the public.
- B. Records available for Inspection – All Commission records shall be made available for inspection by request of any person, unless the requested records are statutorily exempt from public inspection.

- C. Orderly Conduct at Meetings - Persons attending Commission meetings shall not disrupt the orderly conduct of the meeting. Members of the public will be discouraged from engaging in audible or emotional displays of support or opposition to testimony provided. Behaviors such as clapping, booing, hissing and cheering are prohibited. The Chair may direct a person attending such meetings to refrain from disrupting, delaying, preventing or disturbing the meeting and from addressing anyone other than the Chair. Any person failing to comply may be required to leave the meeting at the discretion of the Chair.
- D. Addressing the Commission - Prior to the meeting, a person wishing to address the Commission will fill out a speaker card and submit it to the Commission Secretary. When called upon, the person will come to the podium, state his/her name and address for the record, and, if speaking for an organization or other group, identify the organization or group represented. Questions, if any, should be addressed to the Chair of the Commission. Public Comment shall be limited to no more than 30 minutes total for all speakers with each speaker given no more than five minutes. If there are more than six speakers, each speaker's time shall be reduced from five minutes so that all speakers have an equal time to speak within the 30 minute limit. Persons wishing to speak under Public Comment must submit a speaker card prior to the commencement of the item. Presentations under Public Comment are limited to items within the subject matter jurisdiction of County Parks and are limited to no more than five minutes.
- E. Meeting Minutes - The Commission Secretary shall prepare minutes of all meetings. As soon as possible after each meeting, the Commission Secretary shall e-mail a copy of the minutes to each Commissioner.
- F. Preparation and Distribution of Agendas – At least 72 hours prior to each regular meeting, the agenda for the regular meeting will be posted at a location freely accessible to the public. An item may be added to the agenda after the distribution of the initial meeting agenda so long as an addendum agenda can be posted at least 72 hours prior to each regular meeting. The Commission Secretary shall prepare, post and distribute all agendas. The regular Commission meeting agenda and agenda materials will be distributed and made available to the public no later than the Thursday proceeding the Monday regular meeting. Internal distribution shall be made to the members of the Commission, Board of Supervisors, County Executive Officer, and GSA Director. The Commission Secretary will also make agendas, addendum agendas, and agenda materials available on the Internet at least 72 hours prior to the meeting.
- G. Custodian of Audio Records - The Commission Secretary shall maintain the official audio record of each Commission meeting for a period of not less than five years and will make these tapes available for listening by the public at no charge. The Commission Secretary is authorized pursuant to Government Code Section 26202 to destroy these audio records after five (5) years.
- H. Emergency Items - The Commission may take action on items of business not appearing on the posted agenda under any of the following circumstances:

1. Upon a determination by a two-thirds vote, 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 County Parks Department subsequent to the agenda being posted. No item will be considered by the Commission which is not on the posted agenda unless the Deputy Director presents the item with evidence that assures the Commission that there is a need to take immediate action and that the need for action came to the attention of the Parks Department after the agenda was posted.
2. The item was posted for a prior meeting of the Commission not more than five days earlier and at the prior meeting the item was continued to the meeting at which action is being taken.

I. Motions

- (a) Action of the Commission shall be taken by motion. Any action of the Commission may be proposed by the motion of any member. Such a motion, if seconded by a member, shall be on the floor and must be considered. If a motion is not seconded, the motion fails for lack of a second, which shall be so declared by the Chair and shall not be further considered.
- (b) A motion may be withdrawn by its maker at any time before adoption or rejection, with the consent of the second. Absent the consent of the second, the motion shall remain on the floor. The second to a motion may be withdrawn by the second at any time before adoption or rejection of the motion. Upon withdrawal of the second, the motion will be lost for lack of a second and so declared by the Chair unless seconded by another member.
- (c) When a question or "original motion" is under debate, no motion shall be received unless:
 1. To adjourn
 2. To lay on the table
 3. To consider the previous question
 4. To continue to a certain date
 5. To amend
 6. To remove

These motions shall have preference in the above order.

- (d) A motion on the floor may be amended by motion at any time before adoption or rejection. If the motion to amend fails, the original motion will be voted upon. If the motion to amend passes, the amendment is adopted and, thereafter, the original motion, as amended, will be voted upon.

- After a motion has been seconded, any member may discuss the subject of the motion. When no member wishes to discuss the motion further, the Chair shall call for the vote on the motion. At any time after a motion has been seconded, any member who has the floor may call for the question. The Chair may call for the vote if it appears that further discussion will be repetitious or that a majority of the members present concur in the call.
- (e) A motion to consider the previous question shall preclude all amendments from debate to the main question and shall be put in the form “shall the main question be put to a vote”.
 - (f) A member called to order shall relinquish the floor unless permitted to explain, and the Commission, if appealed to, shall decide on the case, but without debate. If there is no appeal, the decision of the Chair shall be final.
 - (g) A motion to Reconsider Made at the Same Meeting – Upon motion by a Commission member who voted with the prevailing side of the matter previously considered, and seconded by any Commission member, the Commission, by majority vote of the entire Commission (at least three votes in favor), may reconsider any matter dealt with previously by the Commission at the same meeting. The motion may be made either during the same session or at any recessed or adjourned session of that same meeting.
 - (h) A motion to Reconsider Made at a Subsequent Meeting - Upon motion by a Commission member who voted with the prevailing side of the matter previously considered, and seconded by any Commission member, by the Commission may, by majority vote of the entire Commission (at least three votes in favor), reconsider any matter dealt with previously by the Commission at a previous meeting of the Commission. All such requests for reconsideration that appear on the agenda, shall contain both the recommendation to reconsider and a recommendation on the matter previously considered at a public hearing shall be reconsidered only at a public hearing, which is noticed in the same manner as the original hearing.
- J. Roll Call Votes - The roll need not be called in voting upon a motion except where specifically required by law or requested by a Commission member of the Chair. Each roll call vote shall be made in an order determined by the Commission Secretary or directed by the Chair but shall first include: the maker of the motion; the member who seconded the motion; the balance of the members present, with the Chair called last, unless the Chair made or seconded the motion.
- K. Non-Roll Call Votes - If the roll is not called, in the absence of objection, the Chair shall order the item unanimously approved.

- L. Abstention - The Board of Supervisors, by order dated December 5, 1978, adopted a policy on abstention from Board votes to the effect that whenever a Board member abstains from voting it is indicated that such Board member is not taking a position on the matter and the abstention will not be recorded as a yes vote or a no vote. The PAC will adopt the same policy.
- M. Conflict of Interest - Members shall not be financially interested in any contracts, purchases at any sale, or vendors at any purchase made by them in their official capacity, or by any Commission or body of which they are members.

Any member with a disqualifying conflict of interest must, in compliance with the Political Reform Act:

- a. Publicly state the nature of the conflict of interest in sufficient detail to be understood by the public;
- b. Recuse himself/herself from discussing and voting on the item; and
- c. Leave the room until the item has concluded, unless the Chair approves Commission member to remain in room.