

COMMISSION SERVICE AND BYLAWS

LODI PARKS AND RECREATION COMMISSION

PURPOSE, ROLE, SCOPE AND FUNCTION

- A. Except as hereinafter specifically defined, the Commission shall have all the powers contemplated by the Education Code Section 10900 et seq., and shall have the power to adopt bylaws, rules and regulations, make recommendations, and advise on various Parks and Recreation operations, services and issues, as necessary in the exercise of its duties.
- B. The Commission shall be advisory to the City Council of the City of Lodi in the field of public parks and recreation, but shall have no administrative power or authority to incur any indebtedness or obligation against the City of Lodi.
- C. The advisory powers of the Commission shall include, but not be limited to:
 - 1. Recommendations as to the general nature of the parks and recreation program to be provided;
 - 2. Advice and assistance to the Parks and Recreation Director in the preparation of his annual budget;
 - 3. Recommendations as to the means of financing the parks and recreation facilities provided, assist in determining recreation fees and charges for activities, programs and services;
 - 4. Study and recommendation on needed additional parks and recreation facilities; review, develop and recommend capital improvement projects.

THE COMMISSION/COMMISSIONER SERVICE

A. COMMISSION NUMBERS

- 1. The Commission is made up of (5) members from the Lodi Service Area who are appointed by the Mayor of the Lodi City Council, with Council approval.

B. TERM OF APPOINTMENT

- 1. Commissioners are appointed for a (4) four-year term of office providing they meet meeting and participation requirements. Should a vacancy arise, the Mayor of the City Council, with Council approval, shall appoint an individual to fulfill the unexpired term of said Commission seat.

C. REAPPOINTMENT

1. When a term has expired, the Mayor may reappoint an individual or appoint a new individual to a seat on the Commission

THE COMMISSION/COMMISSIONER

A. CHAIRPERSON

1. Election: The Chairperson of the Commission shall be elected by the members thereof by a majority vote of all the members.
2. Term: The term of office of the Chairperson shall be one year and until the election of his or her successor.
3. Duties: The Chairperson shall be the presiding officer of the Commission. He/She shall preserve strict order and decorum at all meetings of the Commission, state questions coming before the Commission, announce the Commission's decision on all subjects, and decide all questions of order; subject, however, to an appeal to the Commission as a whole, in which event a majority vote shall govern and conclusively determine such questions of order. He/She shall vote on all questions and on roll call, his/her name shall be called last.

B. CHAIRPERSON PRO TEMPORE

1. Term and duties: There shall be a Chairperson pro tempore, whose term of office shall coincide with that of the Chairperson, and who shall, in the absence of the Chairperson, perform all the functions and duties of the Chairperson.
2. Election: The Chairperson pro tempore of the Commission shall be elected by the members thereof by a majority vote of all the members.

C. SECRETARY

1. The Parks and Recreation Director or his/her designee, shall have the duties of Secretary to the Commission. He/She shall be responsible for the keeping of the official transcript of the Commission.

D. STATEMENTS OF ECONOMIC INTEREST

1. Pursuant to the State of California Political Reform Act, appointees to the Parks and Recreation Commission are required to file with the City Clerk of the City of Lodi, Statements of Economic Interests.
2. Filings must be made annually, at the time of assuming office and at the time of leaving office. All filings are to be made with the City Clerk, are public information and are available for inspection by the public.

MEETINGS AND RULES OF ORDER

A. ROLL CALL

1. Before proceeding with the business of the Commission, the Secretary shall call the roll of the members, and the names of those present shall be entered in the minutes.

B. QUORUM

1. A majority of the Commission constitutes a quorum for the transaction of business (3 of the 5 members).

C. ATTENDANCE

1. A member absent without excuse for three consecutive regular meetings of the Parks and Recreation Commission shall forfeit such office as a Commissioner, unless absence is due to illness

D. MINUTES

1. Preparation: The minutes of the Commission shall be kept by the Secretary and shall be neatly typewritten in a book kept for that purpose with a record of each particular type of business transacted set up in paragraphs with proper subheadings, provided, however, that the Secretary shall be required to make a record only of such business as was actually acted upon by the Commission, and shall not be required to record any remarks of members or any other person except at the special request of a member, and provided, further that a record shall be made of the names and addresses of persons addressing the Commission, the title of such matter to which the remarks related, and whether they spoke in support of or in opposition to the matter.
2. Distribution: As soon as possible, after each meeting, the Secretary shall cause a copy of the minutes to be forwarded to each member.
3. Reading: Unless the reading of the minutes of the meeting is requested by a member, such minutes may be approved without reading as each member has previously been furnished a copy thereof.

GENERAL ORDER AND CONDUCT OF BUSINESS

A. AGENDA

1. All reports, communications, and other documents or matters to be submitted to the Commission at their regular meeting shall be delivered to the Secretary not later than seven days prior to the regular scheduled meeting. The Secretary shall prepare an Agenda of all such matters according to the Order of Business

and shall furnish each member of the Commission and their staff with a copy of the same prior to the Commission meeting.

The Secretary or his/her designee shall forward a copy of the Agenda to the City Clerk for posting 72 hours prior to said meeting. No item may be added to the Agenda subsequent to the post of same.

B. ORDER OF BUSINESS

1. Roll Call
2. Minutes
3. Comments – Non-Agenda Items
4. Action Items
5. Regular Agenda
6. Correspondence
7. Reports
8. Announcements
9. Adjournment

C. RULES OF DEBATE

1. Chairperson May Debate and Vote: The Chairperson may move, second, and debate from the chair, subject only to the limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a member by reason of his/her acting as Chairperson.
2. Getting the Floor; Improper References: Every member desiring to speak shall address the chair and, upon recognition by the Chairperson, shall confine himself/herself to the question under debate, avoiding all personalities and indecorous language.
3. Interruptions: A member, once recognized, shall not be interrupted when speaking unless it shall be to call him/her to order or as otherwise specifically provided. If a member, while speaking, shall be called to order, he/she shall cease speaking until the question of order has been determined, and, if in order, he/she shall be permitted to proceed.

D. RULES OF ORDER

1. Robert's Rules: Except as otherwise specifically provided in these rules, Robert's Rules of Order as last revised shall guide the proceedings of the Commission in the conduct of meetings thereof.

E. VOTING

1. A vote by Roll Call shall not be required unless a Commissioner specifically request a Roll Call after a motion is made and before the Chairperson calls for the vote. All members present shall vote. Unless a member of the Commission

audibly states he/she is not voting, his/her silence shall be recorded as an affirmative vote. An audible abstention shall be recorded as an abstaining vote. A member may abstain from voting only if said member has a conflict of interest.

F. ADDRESSING THE COMMISSION

1. General: Any person desiring to address the Commission shall first secure the permission of the Chairperson and upon permission, give his/her name and address in an audible tone of voice prior to his/her testimony. Any person addressing the Commission shall speak only on items which are within the subject matter jurisdiction of the Commission.
2. Time: Each person addressing the Commission shall limit his/her time as may be directed by the Chairperson. The Commission reserves the right to establish reasonable time limits for discussion or debate.
3. Spokesperson for Groups: Whenever any group of persons wishes to address the Commission on the same subject matter, it shall be proper for the Chairperson to request that a spokesperson be chosen by the group to address the Commission and in the event additional matters are to be presented by other persons in the group, to limit the number of persons so addressing the Commission so as to avoid unnecessary repetitions.
4. Discussions: No person, other than a member and the person addressing the Commission shall be permitted to enter into any discussion with the person addressing the Commission without the permission of the Chairperson. No Agenda items shall be discussed nor shall action be taken on same unless a majority of the Commission votes that the need to take action arose subsequent to the Agenda being posted. If the need to take action did not arise subsequent to the Agenda being posted, the item shall be referred to Staff and/or it shall be placed on the next meeting's Agenda for discussion and action.

G. DECORUM

1. By Members: When the Commission is in meeting, the members shall preserve order and decorum and no member shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Commission nor disturb any member while speaking or refuse to obey the orders of the Commission or Chairperson, except as provided in these rules.
2. By Other Persons: Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous while address the Commission, shall be forthwith, by the Chairperson, barred from further audience at such meeting, unless permission to continue shall be granted by majority vote of the Commission.

H. COMMISSION DIRECTIVES

1. The Commission shall, from time to time, by directives issued by it, establish procedures for the processing of the business of the Commission within the guidelines established by the City Council of the City of Lodi.

MEETING TYPES/PROCEDURE

A. REGULAR MEETINGS

1. The Parks and Recreation Commission shall hold its regular meetings at 7:00 P.M. on the first Tuesday of each month in the Carnegie Forum, 305 West Pine Street, Lodi, California, provided, however, whenever the Commission, at a regular meeting, sets a different time and place for its meeting, such meeting shall constitute a regular meeting for all purposes. An Agenda for said meetings(s) shall be forwarded to the City Clerk for posting 72 hours prior to said meeting(s).

B. SPECIAL MEETINGS

1. Special meetings may be called at any time by the Chairperson of the Commission, or by a majority of the members of the Commission, by serving notice 24 hours in advance of the time, place, and purpose of the meeting upon each member of the Commission and by posting an Agenda 24 hours prior to the special meeting.

C. ADJOURNED MEETING

1. Any regular or special meeting may be adjourned to a time and place specified in the order of adjournment.

D. CALL TO ORDER

1. The Chairperson shall take the chair at the time and place appointed for the meeting, and shall call the Commission to order. In the absence of the Chairperson and Chairperson pro tempore, the Director of Parks and Recreation shall call the Commission to order, whereupon a temporary Chairperson shall be appointed from the members present. Upon the arrival of the Chairperson or the Chairperson pro tempore, the temporary Chairperson shall relinquish the chair at the conclusion of the business then before the Commission.

E. THE BROWN ACT

1. All meetings of the Commission shall be subject to the provisions of the Ralph M. Brown Act (California Government Code Section 54950 et seq.).