

Agenda Item # (list what order you'd like this item to appear on agenda)  
For BPR Meeting of: December 10, 2025

CITY OF SANTA ROSA  
BOARD OF PARKS AND RECREATION

TO: BOARD OF PARKS AND RECREATION  
FROM: EMILY ANDER, ASSISTANT PARKS PLANNER, TPW  
SUBJECT: BOARD OF PARKS AND RECREATION BYLAWS UPDATE

AGENDA ACTION: MOTION

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RECOMMENDATION

The Board of Parks and Recreation recommends adopting the following amendments to their Bylaws: 1) changing the meeting start time from 5:00 p.m. to 4:00 p.m., 2) moving from monthly to bi-monthly meetings, 3) updating the name of the Board from the Recreation and Parks Board to the Board of Parks and Recreation, 4) adding the ordinance #, ORD-2025-008, 5) adding the ordinance adoption date, April 15, 2025, 6) incorporating changes made to CP 000-06, including clarifying language about Oath of Office for the youth member and the recording secretary, 7) changing the meeting date from the third to the fourth Wednesday of the month, and 8) replacing special committee, standing committee, and subcommittee with ad hoc committee.

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BACKGROUND

Assistant Parks Planner, Emily Ander, will present updates to the Board Bylaws that have been discussed and agreed to by the Board including meeting frequency, meeting start time, and administrative changes for Board adoption.

ATTACHMENTS

- Attachment 1 – Board Bylaws - Final Version
- Attachment 2 – Board Bylaws - Redlined Version
- Presentation (PowerPoint)

PRESENTER(S)

Emily Ander, Assistant Parks Planner