

**BYLAWS**  
**SANTA ROSA BOARD OF PARKS AND RECREATION**

**ARTICLE I. – NAME**

The name of this organization as determined by the City Council by Ordinance No. ORD-2025-008, dated April 15, 2025, is the Santa Rosa Board of Parks and Recreation. This organization is a public entity originally established by the City Council of the City of Santa Rosa, County of Sonoma, State of California, by Ordinance No. 1832, dated September 28, 1976, as an advisory board for the Santa Rosa City Council.

**ARTICLE II. – PURPOSE**

The purpose of the Board of Parks and Recreation is to review recreation and parks policies, facilities, and programs and advise the Director of Recreation and Parks and City Council on their effectiveness, to encourage public input and engagement on matters related to City parks, facilities, and recreation programs, and to serve as a conduit for recreation and parks with the community.

**ARTICLE III. – VALUES**

Diversity, equity, inclusion, and belonging are vital to the Board of Parks and Recreation's ideals and values.

The Board of Parks and Recreation celebrates our community's diversity. Diversity refers to a broad range of differences and variations in identifying individuals' characteristics, both visible and invisible.

The Board of Parks and Recreation strives to provide equitable access across the city to quality parks, recreation facilities, services, and programs to our community. Equity is fairness and justice achieved through systematically assessing disparities in opportunities, outcomes, and representation and redressing [those] disparities through targeted actions.

The Board of Parks and Recreation is committed to creating and promoting inclusion in Santa Rosa's parks, recreation facilities, services, and programs. Inclusion is the act of being included, e.g., you are invited to participate according to the rules and norms previously set.

The Board of Parks and Recreation desires that all people feel a sense of belonging in Santa Rosa's parks, recreation facilities, services, and programs. Belonging means more than just having access or being included; it involves trust, transparency, and co-ownership. It describes values and practices where no person is left out of the factors that impact their daily lives.

**ARTICLE IV. – POWERS AND DUTIES**

Section 1. The Board of Parks and Recreation shall have the following powers and duties as delegated by City Council:

1. Review City recreation and parks policies, facilities, and programs, and advise City Council on their adequacy and effectiveness.

2. Assist the Director of Recreation and Parks in the formulation of rules and regulations for the use of City recreation facilities, parks, and lands maintained by the Recreation and Parks Department.
3. Review and recommend to City Council on capital improvement projects, recreation fees, and tax revenue expenditures related to recreation, parks, and lands maintained by the Recreation and Parks Department, as well as plans submitted for development of, modification of, and/or improvements to the city parks system including park master plans and amendments.
4. Support the Recreation and Parks Department in the Department's public engagement, education, and promotion of recreation and park policies, programs, and planning efforts including arts, cultural, and community activities within the City's Recreation and Parks facilities. Convey feedback from recreation and park users to the Staff Liaison and City Council member.
5. Maintain awareness of public and private parties engaged in recreation and parks policies, facilities, and programs.
6. Review and provide feedback regarding the maintenance needs of the City's recreation facilities, parks, and lands maintained by the Recreation and Parks Department.
7. Appoint one, non-voting advisory youth member to serve a one-year term, at the discretion of the Board.
8. Such other powers and duties as City Council may delegate or assign to the Board.

## **ARTICLE V. - MEMBERSHIP**

### Section 1.        Number of Members

The Board of Parks and Recreation shall consist of seven (7) voting members and may also include one (1), non-voting youth member, at the discretion of the Board.

### Section 2.        Appointment

Each City Council Member shall appoint one board member. Council shall undertake all reasonable methods to ensure that its appointments reflect Santa Rosa's diversity. The term of a person appointed to the Board of Parks and Recreation shall coincide with the term of the appointing City Council member. Each member shall serve at the pleasure of the member's appointing City Council member and may be removed by the appointing City Council member at any time. (City Council Policy 000-06)

### Section 3.        New Member Orientation.

1. The Chair in coordination with the Staff Liaison and Recording Secretary will provide an orientation to new members.
2. An orientation and training program, through the City Clerk's Office, will be made available to all new board members in each odd-numbered year. (City Council Policy 000-06)
3. All newly appointed and re-appointed board members shall take and subscribe to the Constitutional oath of office prior to or during the member's first board meeting. (Council Policy 000-06)

Section 4. Attendance.

1. Board members are expected to regularly attend and participate. The Council will be provided with quarterly reports of the attendance of board members. (Council Policy 000-06)
2. Board members are strongly encouraged to attend city events and visit the recreation and parks facilities on a regular basis to provide input on any subject that encompasses the City's recreation facilities, needs, parks, and programs.
3. A board member whose attendance is less than seventy-five percent (75%) of the required meetings over the two-quarter period reported may be subject to removal by the Council member who appointed the person. (Council Policy 000-06)
4. The Council may grant an approved leave of absence for a board member due to the serious medical condition of the member or member's family or for such other reasons as the Council determines are appropriate. During the approved leave of absence, the Council member who appointed the person may appoint a temporary person to fill that position. (Council Policy 000-06)

Section 5. Youth Member.

1. There shall be one (1), non-voting youth member on the Board of Parks and Recreation. The youth member must be between the ages of 16 and 19 years old at the time of their appointment, shall be a resident of Santa Rosa, and shall demonstrate a desire to represent the interests of Santa Rosa's youth. The youth member shall serve only in an advisory capacity and shall not count towards a quorum of the Board. The youth member shall be seated with the full Board and is encouraged to participate in discussion and decision-making.
2. The youth member shall serve at the pleasure of the Board for a one-year term which runs concurrent with the academic year, commencing on August 1 and running through May 31. Youth members may be reappointed for one additional one-year term.
3. All youth seeking appointment to the Board of Parks and Recreation shall complete and submit an application form to the City Clerk's Office. All applications must be received by 4:00p.m. on May 31 for an August 1 appointment. The Chair and Vice Chair shall review all applications received and recommend a youth member to the full Board for approval at the June Board meeting. Potential youth members must present written documentation of parental or guardian consent, if legally applicable, to be considered for appointment. The youth member shall be selected in accordance with procedures approved by the Board.
4. Once appointed, the youth member shall be sworn in and provided an orientation designed to build knowledge of the Board and an understanding of the responsibilities and expectations of the position. A Board of Parks and Recreation member may serve as a mentor to the youth member.
5. If the youth member is absent from three consecutive meetings, without being excused, the Board shall declare the position vacant and shall seek to recruit and replace the youth member for the remainder of the term.
6. The youth member may be appointed to ad-hoc committees of the Board in the same manner as other Board members. They will be made aware of the time commitment required to participate in ad hoc committee meetings and work and have the right to decline an appointment. The youth member would be in addition to the three (3) voting Board members.
7. The youth member may receive community service hours for service as a youth member.

Section 6. Incumbents.

1. At the end of the first term, an incumbent board member may, at the discretion of the appointing

Council member, be reappointed for an additional term without the need to apply or interview for re-appointment. In lieu of an application, the board member shall submit to the City Clerk's Office a letter of interest in re-appointment prior to the expiration of the member's first term. (Council Policy 000-06)

2. Any incumbent interested in re-appointment who has served two or more terms shall complete an application form. This application form must be received by the City Clerk's Office at least five (5) days prior to the appointment taking effect. (Council Policy 000-06)

3. Incumbents shall continue to serve until a replacement is appointed. (Council Policy 000-06)

#### Section 7.        Resignation.

Members of the Board who wish to resign must submit their resignation, in writing, to the member's appointing City Council member and the Board Chair. The resignation shall take effect upon its acceptance by the appointing City Council member or once the appointing City Council member has appointed a successor.

#### Section 8.        Conflicts of Interest/Ethics.

1. Board members should comply with all state and local laws with respect to ethics and conflicts of interests to the extent that such laws apply to their position. (Council Policy 000-06)

2. All board members shall be required to attend mandatory ethics and anti-harassment training provided by the City or available online through other approved training providers as required by law. (Council Policy 000-06)

3. No board member shall appear before any body of the City of Santa Rosa representing a client or third party. (Council Policy 000-03)

4. All members of the Board have equal votes. No Board member has more power than any other, and all shall be treated with respect. (Council Policy 000-51)

5. Boards are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. All have chosen to serve in public office to improve the quality of life in the community. In all cases, this common goal should be acknowledged even as Boards may "agree to disagree" on contentious issues. (Council Policy 000-51)

6. Board members have the primary responsibility to assure that Council Policy 000-51: Code of Conduct for Councilmembers, and Board and Commission Members is followed, so that the public can continue to have full confidence in the integrity of government. (Council Policy 000-51)

7. In addition to other enforcement actions as provided by state and local law, failure to comply with the requirements of these Bylaws may be grounds for removal from the member's position on the Board. (Council Policy 000-06)

### **ARTICLE VI. – OFFICERS**

Section 1.        The officers of the Board of Parks and Recreation are the Chair and the Vice Chair. Each officer shall perform the duties prescribed for their respective office by these Bylaws or in the parliamentary authority adopted in Article IX.

Section 2.        The Mayor will appoint the Chair of the Board in February of each year, or as needed, with the approval of the majority of the Council. (City Council Policy 000-06)

Section 3. At the next regular meeting of the Board of Parks and Recreation after the Mayor appoints the Chair, or as practical, the Board shall elect its Vice Chair for the forthcoming year. In the event of a vacancy of Chair and Vice Chair the Board shall elect a Chair Pro Tempore per Rosenberg's Rules.

Section 4. The term of the Vice Chair shall commence at the close of the meeting of the Vice Chair's election, and the Vice Chair shall serve a one (1) year term.

Section 5. Where more than one candidate has been nominated for Vice Chair, the election shall be conducted by majority vote of the Board.

Section 6. Duties of Board of Parks and Recreation officers are:

1. Chair

- a. Preside at meetings of the Board.
- b. Assist Staff Liaison with the agenda for Board meetings.
- c. Represent the Board at City events.
- d. Provide the Board with opportunities to suggest future agenda items, if needed.
- e. Represent the Board before City Council on items of significance.
- f. Appoint ad hoc committees as needed.
- g. Recommend a youth member to the full Board for approval.
- h. Notify the appointing Council member if a Board member is absent without cause from two successive regular meetings in compliance with Council Policy 000-45.

2. Vice Chair

- a. Preside and serve in the absence of the Chair.
- b. Other special duties that might be assigned by Chair and/or the Board.

## **ARTICLE VII. – COMMITTEES**

Section 1. Ad hoc committees of the Board may be appointed by the Board Chair to perform such duties as shall be assigned by the Board.

Section 2. All meetings of regular or ad hoc committees of the Board shall be called, noticed, and conducted in compliance with applicable provisions of the Ralph M. Brown Act (Cal. Gov. Code, tit. 5, div. 2, pt. 1, ch. 9, commencing with 54950).

## **ARTICLE VIII. – MEETINGS**

Section 1. All meetings of the Board shall be called, noticed, and conducted in compliance with applicable provisions of the Ralph M. Brown Act.

Section 2. Regular meetings of the Board of Parks and Recreation shall be conducted bi-monthly on the fourth Wednesday at 4:00 p.m. at the Finley Community Center, Cypress Room located at 2060 W. College Avenue, or the designated location, as listed in the annual Board calendar.

Special meetings of the Board, if any, or emergency meetings thereof, if any, shall be called, noticed, and conducted in compliance with applicable provisions of the Ralph M. Brown Act.

Section 3. All meetings of the Board shall be open to the public.

Section 4. Staff Liaison.

The Director of Recreation and Parks, or designee, shall be the Staff Liaison to the Board of Parks and Recreation. The Staff Liaison shall maintain close communication and contact with the Chair and receive information from other board members.

Section 5. Recording Secretary.

The Recording Secretary is the secretary to the Board of Parks and Recreation and complies with all procedural requirements. The duties of the Recording Secretary shall include, but not be limited to, the following:

1. Provide to the Board the agenda and any other materials, reports and communications pertaining to the matters on the agenda, as well as prepare reports and gather information as may be necessary for the Board to conduct its business.
2. Administer the Oath of Office
3. Attend Board meetings and by signature, attest to the Chair's approval of all resolutions.
4. Ensure that matters scheduled for Board of Parks and Recreation consideration have been reviewed and processed by the city and other responsible agencies in compliance with Santa Rosa City Code and applicable state and federal laws and ensure that all records and minutes pertinent to the Board of Parks and Recreation are maintained.

**ARTICLE IX. – PARLIAMENTARY AUTHORITY**

Section 1. The parliamentary authority for this Board shall be "Rosenberg's Rules of Order, Revised 2011."

**ARTICLE X. – QUORUM**

Section 1. Four (4) members of the Board of Parks and Recreation shall constitute a quorum.

**ARTICLE XI. – AMENDMENTS**

Section 1. These Bylaws may be amended by a two-thirds vote of those present and voting at any regular meeting of the Board of Parks and Recreation or at any special meeting thereof called and noticed for that purpose, provided that the proposed amendment has been submitted to the Board, in writing, at its last previous meeting.

Section 2. Every five (5) years these Bylaws shall be reviewed by the Board of Parks and Recreation and, if necessary, revised by an ad hoc committee of the Board.

**ARTICLE XII. – EFFECTIVE DATE**

These Bylaws shall be effective upon the effective date of the City Council ordinance implementing the proposed amendments to the Board of Parks and Recreation's implementing ordinance.

Adopted 3/8/1989

Amended 11/8/1989

Amended 12/11/2024

Amended 10/22/2025

References to related Governing Documents including, but not limited to, the City Charter, City Code Chapter 2-04, and Council Policies 000-03, 000-06, 000-45, and 000-51, have been incorporated within the Board's Bylaws as a courtesy. The intention is to have all relevant Board of Parks and Recreation member information in one document that can regularly and easily be updated to reflect amendments to these governing documents. The latest versions of these governing documents shall preside.

**Related Governing Documents:**

City Charter (2022)

City Code Chapter 2-04: Board of Community Services (City Council Ordinances: Ordinance No. 1832 (9/28/1976), Ordinance No. 2735 (11/22/1988), Ordinance No. 3104 (2/15/1994), Ordinance No. 3114 (4/19/1994), Ordinance No. 3579 (10/8/2002), Ordinance No. ORD-2025-008 (04/01/2025))

City Council Policies: City Council Policy 000-03, City Council Policy 000-06, City Council Policy 000-45, City Council Policy 000-51 (Refer to the latest versions of these policies.)