

Santee Park and Recreation Committee Bylaws

Article I: Name

This organization shall be known as the Santee Park and Recreation Committee (SPARC)

Article II: Purpose

The purpose of this Committee is to review issues referred by the Santee City Council and act in an advisory capacity to the City Council on matters pertaining to municipal recreation programs and City park development per Council Resolution 75-81 dated September 28, 1981, and Council action of August 26, 1995.

Article III: Scope and Goals

Section I: Municipal Recreation Programming

- A. Serve as Advocates of, and provide support to, municipal recreation programs, acting as a "Friends of Recreation Services" organization.
- B. Review the content and quality of municipal recreation programs and advise the City Council in such matters so as to provide a well-rounded municipal recreation program for the residents of the City of Santee.
- C. Promote and stimulate public interest in municipal recreation programs and solicit the cooperation and support of public and private agencies therein. To this end, members may be asked to recruit others to serve as a resource to assist with municipal programming (fund-raise and/or provide in-kind services).

Section 2: City Parks and Recreation Facilities Development

- A. Together with the City of Santee staff, identify and recommend locations to be reserved for future park and recreational facility sites, such sites to be incorporated into the City of Santee Park and Recreation Facilities Master Plan.
- B. Develop conceptual plans for the undeveloped park sites and present these plans as recommendations to the City Council.
- C. Identify and advise the City Council on municipal park and recreation facility needs, on capital improvements which would enhance the utility and improve usage of existing municipal park and recreational facilities, and investigate, consider and advise the City Council on plans and proposals which could improve or increase the effectiveness of municipal recreation facilities.

Review, consider and advise the City Council on proposals for construction of buildings, installation of facilities or maintenance of City park and recreational sites by non-commercial societies, groups or organizations which are engaged in civic, social, educational, recreational or philanthropic work and activities.

Section 3: Regional Park and Open Space Development

As referred by City Council, review, consider and advise the City Council in matters pertaining to regional recreational facility plans and development in or near the boundaries of the City of Santee.

Section 4: Support to Community Organizations

- A. SPARC may, from time to time, hear concerns expressed by community organizations relative to their park and/or recreation needs. To assist such organizations, SPARC may serve as a resource, provide appropriate technical assistance and information, and make referrals to other agencies and organizations as appropriate with the goal of providing maximum benefit to all residents of the City of Santee and in accordance with SPARC's Mission as expressed in the SPARC job description.
- B. Members may be part of SPARC's speakers' bureau with the purpose of enhancing community interaction, educating, and increasing awareness of municipal park and recreation services.

ARTICLE IV: Membership

Section 1: Number of Members, Residency, Age and Purpose

- A. The Santee Park and Recreation Committee shall consist of eleven (11) members, to be appointed by the Mayor with the approval of the City Council, from qualified residents of the City of Santee.
- B. Members shall minimally be high school seniors; there is no upper age restriction.
- C. Individuals, once appointed, should work toward the maximum good of all residents of the City. Members, although they may have an affiliation with an organized group, should not permit such affiliation to affect or prejudice their actions. The SPARC Handbook contains sections which are incorporated herein by reference: SPARC Job Description, Role of Committee Members, and Committee Relationships. These sections provide detailed direction regarding the role and function of Committee members.

Section 2: Term

Although the Mayor has term length discretion, term of membership is typically a maximum of four (4) years, with no limit on the number of terms that a member may serve. Please refer to Legislative Policy Memorandum 2018-1.

At the Mayor's discretion, the Mayor may make provision for extension of the term of Committee members any time there is a change in members or a vacancy that needs to be filled.

Section 3: Voting Members

No voting member of the Committee may be an employee of the City of Santee or an elected official of the City of Santee.

Section 4: Ex-Officio Member

The Director of Community Services Department, or his or her appointee(s), shall function as an ex-officio member of the Committee and shall record and maintain the proceeding and minutes of SPARC.

Article V: Officers

Section 1: Officers

The officers of this Committee shall be Chairperson, Vice Chairperson, and Corresponding Secretary.

Section 2: Elections

Election will be held in April each year

Section 3: Terms

The terms of office shall be a maximum of one (1) year from the date of election.

Section 4: Vacancies

Any vacancies occurring in the office of the Chairperson position shall be filled by the Vice-Chairperson and such person shall serve until the next regularly scheduled election. Any vacancies prior to elections of the Vice-Chairperson and Corresponding Secretary shall be filled through appointment by the Chairperson.

Article VI: Meetings

Section 1: Time and Place

Regular meetings of the Committee shall be held on the first Thursday of each month at 6:30 p.m. at the Santee City Hall, Council Chambers, 10601 Magnolia Avenue, Santee.

Section 2: Noticing of Meetings

All meetings of the Committee shall be open to the public. A binding agenda must be prepared for each meeting and, with a few exceptions, the Committee must restrict itself to addressing the stated items. Also, each meeting must provide a time for communication from the public. Notice of regular meetings, as established in the Resolution, must be posted 72 hours in advance of the meeting in a spot "freely accessible to members of the public." With respect to Special Meetings, at least twenty-four (24) hours before the time of such meeting, written notice must be posted and, further, must be delivered to each Committee member and to each person and

newspaper of general circulation, radio or television station which has requested, in writing, notice of such meeting.

Section 3: Special or Adjourned Meetings

Special or adjourned meetings may be called by the Chairperson or by six (6) members of the Committee.

Section 4: Government Code

Meetings of the Committee are subject to the public meeting rules of the Government Code, including the Brown Act.

Section 5: Quorum Required to Conduct Business

A quorum shall consist of six (6) of the eleven (11) members. No business shall be transacted unless a quorum is present. If a quorum is not present by 6:45 p.m., the meeting shall be adjourned.

Section 6: Absences

Members must attend nine of the twelve meetings held each calendar year. More than three unexcused absences in a calendar year will be considered voluntary resignation, and the Mayor and City Clerk will be notified.

Article VII: Voting

Each Committee member present shall have one (1) vote. In case of a tie vote, the motion fails.

Article VIII: Amendments

Section 1: Amended By Council Action

Articles I, II, III, and IV are established by the City Council and may not be amended or changed without City Council action.

Section 2: Amended By Committee Action

Amendments to Articles V, VI and VII may be proposed at any regular meeting of the Committee. Such proposed amendments shall be noticed to all Committee members, in writing, and shall be laid over to the next regular meeting for review. Final adoption of amendments required a 2/3 vote.

Article IX: Parliamentary Authority

This Committee shall be governed by Robert's Rules of Order – Revised unless otherwise provided for in the Bylaws.