



Exhibit 'A'

BYLAWS OF THE PARKS, RECREATION AND COMMUNITY SERVICES

PREAMBLE

The name of the commission shall be known as the City of Kerman Parks, Recreation and Community Services Commission, hereinafter referred to as the "Parks and Recreation and Commission" or "Commission". The Parks and Recreation Commission was established by the authority of the City of Kerman City Council pursuant to the Government Code of California, codified by Chapter 2.28 of the City of Kerman Municipal Code. The Parks and Recreation Commission shall consist of five voting members. The Parks and Recreation Commission will perform functions as delegated by the City of Kerman City Council, pursuant to the Kerman Municipal Code.

ARTICLE 1 – PURPOSE

The purpose of the Parks and Recreation Commission is to serve as an advisory role to the City in three important ways.

- 1.1. Provide advice and recommendations on the operation and maintenance of City parks, the Kerman Community Center, and other City public or recreation facilities
- 1.2. Provide advice and recommendations on the acquisition, development and operation of public park facilities and other City recreation facilities
- 1.3. Provide advice and recommendations on the operation and implementation of community recreation and social service programs and community wide special events

ARTICLE 2 – OFFICERS OF THE COMMISSION

- 2.1. **Officers.** The Commission shall have the following officers: Chairperson, Vice-Chairperson, and Secretary

- A. **Chairperson and Vice-Chairperson.** The officers of the Commission shall be a Chairperson and a Vice-Chairperson, who shall be sitting members of the Commission, elected by the Commission. The election of officers shall occur at the first meeting of each calendar year with a said term lasting until the last Commission meeting of December of each year or until their successors are

appointed. Should either position be vacated, the Commission must elect a successor to serve the balance of the year.

The Commission shall endeavor to conduct its nominations and elections such that each commissioner desirous and able to do so, shall have an opportunity of serving as a Chairperson or Vice-Chairperson.

- B. Secretary.** The Community Services Director (Director) or designee shall be the Parks and Recreation Commission's Secretary, who shall not be a voting member of the Commission and shall also serve as the Staff Liaison to the Commission.

2.2. Powers and Duties of Officers.

- A. Chairperson.** The Chairperson shall preside over and vote at all Commission meetings and hearings, call special meetings, see that all actions of the Commission are properly taken, and sign official documents of the Commission which may require signature of the Commission..
- B. Vice-Chairperson.** The Vice-Chairperson shall have and perform all the powers and duties of the Chairperson in the absence of the Chairperson from any meeting of the Commission or whenever the Chairperson is unable for any reason. If both the Chairperson and the Vice-Chairperson are both absent, the Commission shall select a Chairperson Pro-tem for the meeting at issue.
- C. Secretary.** The Secretary shall be responsible for;
 - 1.** Keep and record the minutes of all meetings of the Commission, and furnish a copy of the minutes of each regular and special meeting to each of the Commission members;
 - 2.** Keep complete files of all communications to the Commission, all pleadings and documents filed with the Commission, and all other necessary records of the Commission;
 - 3.** Give or serve notices required by law;
 - 4.** Prepare and distribute the agenda packets for each meeting;

5. Act as custodian of the minutes and all the books, documents, papers, and records of the Commission;
6. Sign Commission minutes and resolutions as authorized by the Commission in each instance; and
7. Perform such other duties as the Commission may from time to time prescribe.

ARTICLE 3 – MEETINGS

3.1. Regular Meetings. Regularly scheduled meetings shall be held on _____ and _____. Unless canceled by the Secretary or the Chairperson, the Commission's regular meetings shall be held at the City Council Chambers or such other place as shall be determined in advance. Agendas shall be posted on the official bulletin board at City Hall and the City website. The Commission may on a majority vote of its members dispense with any regular meeting. In that event or if no quorum will be available, the Secretary will provide post notice of such cancellation.

3.2. Special Meetings. A special meeting may be called by;

- A. The Chairperson
- B. Any Three Commissioners
- C. The Secretary

Notice of any special meeting shall satisfy the requirements of California Government Code section 54986 and the business transacted at that meeting must be limited to that specified in the call and notice.

3.3. Adjourned Meetings. The Commission may adjourn any regular, adjourned regular, special, or adjourned special meeting to a specific date, time, and location. Notices of that adjourned meeting must be given as required by State Law. Less than a quorum may so adjourn from time to time. If all members are absent from any meeting, the Secretary may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided in Section 3.2 of this article.

3.4. Quorum. A majority of the members (three of five) of the Commission shall constitute a quorum for the transaction of business. Except as may be otherwise provided by law and by these rules and regulations, a majority of a quorum may decide all matters of business that come before the Commission.

- 3.5. Attendance and Participation.** In an effort to transact business in an orderly and expedient manner, Commissioners are expected to attend and participate in all regular meetings. In the event that a Commissioner is unable to attend a meeting, he or she shall be responsible for notifying the Secretary no less than twenty-four hours before the meeting's convening. Failing to notify the Secretary of the absence shall constitute an unexcused absence. In the event that a Commissioner exceeds three unexcused absences in a twelve month period, he or she shall be referred to the City Clerk by the Secretary in accordance with Chapter 2.26 of the Kerman Municipal Code.

ARTICLE 4 – RULES OF BUSINESS

- 4.1. Preparation of the Agenda.** In preparing the agenda for Commission meetings, the Secretary shall have the discretion to determine the order of business, however, the following shall be the standard order of business;
- A. Call to Order
 - B. Roll Call
 - C. Pledge of Allegiance
 - D. Agenda Approval / Additions / Deletions
 - E. Request to Address Commission
 - F. Presentations/Ceremonial Matters
 - G. Department Updates and Continuing Business
 - H. New Business
 - I. Commissioner's Requests and Comments
 - J. Adjournment
- 4.2. Distribution of Agenda.** The Secretary shall be responsible to make all material to be considered by the Commission available to the Commission and interested persons no less than 72 hours before any regular meeting and not less than 24 hours before a special meeting. The agenda shall be posted on the City's bulletin board and the City's official website.
- 4.2. Changing of the Order.** After the agenda has been published, a majority of the Commissioners in attendance at any meeting may change the order of business as outlined in the agenda.
- 4.3. Rule of Order.** The current edition of Robert's Rules of Order will guide the conduct of Commission meetings in all cases not otherwise provided for in these Bylaws.
- 4.5. Rights of Public.**

4.5.1 Under the Brown Act, members of the public must be given an opportunity to comment on action items on the Agenda of a regular meeting or special meeting. Each person's comments will be limited to three (3) minutes. Members of the public shall be afforded an opportunity to comment before a motion is made on an agenda item. However, members of the public do not have the right to speak outside the scope of or unrelated to the agenda item under consideration. Additionally, members of the public should strive to avoid unduly repeating their own or others' testimony.

4.5.2 At a regular meeting, members of the public shall have an opportunity to comment on any matter which is not on the Agenda but is within the Commission's jurisdiction. For Non-Agenda Items, each person's comments will be limited to three (3) minutes. Members of the public may not be prohibited from criticism of the policies, procedures, programs, or services of the City or acts or omissions of the Commission. The Commission may not take action on any matter raised during the Public Forum.

ARTICLE 5 – ETHICS

- 5.1. Code of Conduct.** All members of the Parks and Recreation Commission shall be responsible for adhering to the City's Code of Conduct, norms, policies, and procedures when conducting business, corresponding with City Staff and members of the public, and representing the City. Members of the Commissioners shall exercise professional judgment with fairness, respect, responsibility, and integrity; when conducting analysis, making recommendations, taking actions, and engaging on behalf and in the best interest of the City, the Commission, City Council, and Citizens.
- 5.2. Conflict of Interest.** No member of the Commission shall make, participate in making, or in any way attempt to use the Commissioner's official position to influence a Commission decision in which such Commissioner knows or has a reason to know he or she has a financial interest, as defined and made applicable to Parks and Recreation Commissions under Article 1, Chapter 7, Title of the Government Code (Conflicts of Interest Law § 87100 et. seq.).
- 5.3 Recommendations to City Council.** Recommendations of the Commission to the City Council shall be prepared in writing by the Staff Liaison assigned to the Commission. Recommendations may be presented to the City Council during a public meeting once the assigned staff prepares a staff report summarizing key facts, analysis, cost/benefit consideration, fiscal impact, and policy implications and options, and the report has been reviewed by the City Manager.
- 5.4 Minority Report to the City Council.** Any Commissioner presenting a minority report to the Kerman City Council may do so as a member of the Commission but shall make it clear

to the Council that such member is not representing the sentiment of a majority of the Commission.

ARTICLE 6 – AMENDMENTS TO RULES

These Bylaws may be amended at any regular meeting by a majority vote of the Commission. Proposed amendments shall be part of the meeting agenda package.

RESOLUTIONS & AMENDMENTS

Resolution No. 2024-xx: Establishing Bylaws

DRAFT