

**CITY OF DUBLIN
PARKS AND COMMUNITY SERVICES COMMISSION
BYLAWS AND RULES OF PROCEDURE**

**ARTICLE I
GENERAL PROVISIONS**

Section 1. These Rules of Procedure shall be known as the Bylaws and Rules of Procedure of the Parks and Community Services Commission of the City of Dublin. A copy of these Rules and amendments thereto, shall be filed in the offices of the City Clerk for examination by the public.

Section 2. These Rules and any amendments hereto shall be effective on the date of the adoption hereof, and shall govern the meetings and activities of the Commission.

**ARTICLE II
COMMISSION COMPOSITION AND METHOD OF APPOINTMENT**

Section 1. The Parks and Community Services Commission shall be composed of six members ("members or Commissioners") and two alternate members ("alternates" or "Alternate Commissioners"). One member shall be a high school student residing in the City of Dublin. One alternate shall be designated as first alternate or "A1." The other alternate shall be designated as second alternate or "A2."

Section 2. The Mayor shall make all appointments to the Commission, with the approval of the City Council.

Section 3. Commission members and alternates may resign at any time by giving written notice to the Mayor and City Clerk.

**ARTICLE III
TERM OF OFFICE AND REMOVAL**

Section 1. Commission members shall be appointed for terms which run four years. Alternates shall be appointed for a term of two years. Terms shall begin in January following even-numbered election years and end in December of an even-numbered election year (or until successors are appointed). At the end of a Commissioner member's or alternate's term, the Commission member or alternate may be reappointed to the Commission in the same manner as the initial appointment. Commission members shall be eligible to serve a maximum of eight years with two four-year terms. No term limit shall apply to alternates.

Section 2. The term of the student member shall be for one year, commencing July 1st and terminating on the following June 30th.

Section 3. Any member or alternate of the Commission may be removed from the office with the approval of a majority of the City Council. Removal and appointment of Commissioners shall be made only at a regularly scheduled meeting of the City Council.

Section 4. Commission members and alternates should endeavor to attend all regular and special meetings of the Commission. The Secretary to the Commission shall provide the Mayor with quarterly reports on Commissioners and Alternate

Commissioners attendance. After the third absence from a regularly scheduled Commission meeting within any 12-month period, said Commission member's or alternate's office shall be automatically declared vacant.

Section 5. If a Commission member or alternate ceases to reside in the City of Dublin, said Commissioner's office shall be automatically declared vacant.

ARTICLE IV **VACANCIES**

Section 1. Vacancies on the Commission occurring other than by expiration of term shall be filled for the unexpired portion of the term in the same manner as the original appointment. In the event of a Commission vacancy, alternates will be considered without submitting a new application unless alternate notifies the Clerk that he or she does not want to be considered for appointment to the vacancy.

ARTICLE V **OFFICERS**

Section 1. Election and Term of Office. The Commission shall elect, by majority vote, a Chairperson and Vice Chairperson at the first meeting of each year. The Chairperson and Vice Chairperson shall serve until their successors are elected, or until their terms as members of the Commission expire, whichever is first. The Commission shall, unless no Commissioners meet criteria, elect Commissioners to the positions that have not previously served in the position and have not declined the appointment, with the intent that no one should serve in the position for no more than two consecutive years. Alternates are not eligible to serve as Chairperson or Vice Chairperson.

Section 2. The Secretary to the Commission will be the City Manager or his/her designee.

Section 3. Vacancies. In case of any vacancy in the Office of the Chairperson or Vice Chairperson, the vacancy shall be filled by an election held at the first regular meeting after the occurrence of such vacancy. The person so elected shall serve the balance of the term.

Section 4. Duties of Officers. The Chairperson performs the following duties:

- (a) Presides at all meeting of the Commission.
- (b) Appoints committee members and chairpersons of committees as necessary.
- (c) Signs correspondence on behalf of the Commission.
- (d) Represents the Commission before the City Council.
- (e) Performs other duties necessary or customary to the office.

In the event of the absence of the Chairperson or his/her ability to act, the Vice Chairperson presides in the place of the Chairperson. In the event of the absence of or the inability to act of both the Chairperson and Vice Chairperson, the remaining members shall elect one of their members to act as temporary Chairperson.

Section 5. **The Committees.** The Commission or Chairperson, upon direction of the Commission, may appoint several of its members, but fewer than a quorum, to serve as a committee. On certain occasions, such as when a particular kind of expertise or public representation is desirable, the Commissions may appoint non-members to a committee. Committees make recommendations directly to the Commission.

ARTICLE VI **MEETINGS**

Section 1. The Commission shall hold at regular meetings at a designated time and place, which shall be fixed and determined by the Commission and entered upon its minutes. The Commission shall endeavor to hold at least one meeting per month. All meetings of the Commission shall be open to the public. Special meetings of the Commission may be called by a majority of the members thereof, or by the Chairperson thereof. Notice of any such special meeting shall be given as required by law.

Section 2. A majority of the voting members of the Commission shall constitute a quorum for the purpose of transacting business. The secretary shall keep minutes of all regular and special meetings of the Commission, and these shall be sent to all members and administrative officers in advance of the meeting in which they are to be approved.

Section 3. Commissioners and Alternate Commissioners shall attend all regular and special Commission meetings in person. Commissioners will not be permitted to use teleconference as an option to attend any Commission meetings.

ARTICLE VII **GENERAL RESPONSIBILITIES OF THE COMMISSION**

Section 1. The Commission shall consider and make recommendations as it deems necessary to the City Council and to City Staff in all matters pertaining to the operation and maintenance of an effective, efficient, and adequate program of parks, recreation, and community services for the citizens of Dublin.

Such recommendations would include, but are not limited to the following:

- (a) recommendations for the development, improvement and/or modification of recreation of community services and facilities;
- (b) future recreation and community service needs;
- (c) conduct of persons using park and recreation facilities by the public; and
- (d) annual review of the Parks and Community Services Strategic Plan.

Section 2. The Commission shall also accept and consider recommendations from the Senior Center Advisory Committee and the Youth Advisory Committee, and forward the recommendations to the City Council, as appropriate.

Section 3. A majority vote of voting members is required to take action.

Section 4. Alternates shall participate in all Commission matters except that alternates

shall vote only in the event of an absence of a member or of a vacancy on the Commission. In such event, the first alternate shall participate as a voting member for the duration of the first occurring absence or vacancy. The second alternate shall participate as a voting member for the duration of the second occurring absence or vacancy or for the duration of the first occurring absence or vacancy if the first alternate is vacant or absent.

ARTICLE VIII **DUTIES OF COMMISSION TO BE ADVISORY ONLY**

Section 1. It is intended that the Commission shall be an advisory body to the City Council. Nothing herein contained shall be construed as a limitation on the power of the City Council or the Administrative Staff of the City or any other agency in their supervision, or authority over property or personnel which are under their respective jurisdiction. Each Commissioner and Alternate Commissioner is expected to serve the City and the residents of the City of Dublin with professionalism and respect.

ARTICLE IX **STAFF ASSISTANCE**

Section 1. The City Manager shall provide the Commission with such information and Staff assistance as the Commission may, from time to time request, subject to the limitations imposed by the City Council.

ARTICLE X **AMENDMENTS**

Section 1. These Bylaws and Rules of Procedure may be amended in the same manner as originally adopted.