

REVISED

November 4, 1998

~~ALAMEDA RECREATION COMMISSION~~

~~BY LAWS~~

~~ARTICLE 5~~

~~COMMITTEES~~

~~SECTION 1. Special committees may be appointed as occasion requires.~~

~~APPOINTMENT~~

~~SECTION 2. Standing committees shall be appointed at the stated meeting in June.~~

RECREATION DEPARTMENT
CITY OF ALAMEDA
BY-LAWS, RULES AND REGULATIONS
of the
ALAMEDA RECREATION AND PARK COMMISSION

CHAPTER 1 - BY LAWS

ARTICLE 1

THE COMMISSION

PURPOSE OF THE COMMISSION

SECTION 1. The purpose for which the Recreation and Park Commission is created is to facilitate the integration and cooperation of the City of Alameda of Alameda County in promotion of an adequate program of community recreation for the people of the City of Alameda.

SECTION 2. The duties of the Commission shall be:

(1) To advise the City Council in all matters pertaining to the creation and operation of community recreation programs and activities.

(2) To recommend to the City Council ~~he Recreation Commission has the responsibility for setting rates,~~ fees and charges in connection with the use of facilities or participation in recreational programs.

(3) To investigate and recommend to the City Council plans and suggestions for the development of recreational activities, for the establishment of parks, playgrounds, recreation centers and any and all other matters and things which shall promote and provide activities of such character for the people of the City of Alameda.

(4) To hold hearings and to do any and all other things necessary to fully inform it with respect to the need of the City of Alameda for ~~r~~Recreation and park areas and activities.

(5) To m~~Make~~ decisions concerning any and all rules and regulations necessary or proper to carry out the purposes of the Commission's duties under Section 2-12.4, Alameda Municipal Code~~provisions of this ordinance.~~

(6) To hold meetings for the transaction of its business and regular meetings of the Commission shall be held on a day certain in each month, which day shall be determined by Commission.

MEMBERS OF THE COMMISSION

SECTION 3. The Recreation ~~and Park~~ Commission shall consist of five (5) regular voting members. The five regular members, all of whom shall be required to meet the qualifications established for membership on other City boards, ~~shall be nominated by the Mayor.~~

APPOINTMENT AND TERMS OF OFFICE

SECTION 4. All regular members shall be ~~nominated by the Mayor and~~ appointed ~~removed~~ by the Council of the City of Alameda. Members of the Commission shall be appointed for terms of four (4) years, or until their successors are appointed and qualified. All terms shall begin on the 1st meeting of ~~July~~October

VACANCIES

SECTION 5. Vacancies in the appointive membership of the Commission shall be filled for the unexpired term and appointees to such vacancies shall be ~~appointed~~selected in the manner ~~hereinabove~~ provided ~~in Section 4. by the Mayor whose nominee has failed to serve his full term on the Commission.~~

ARTICLE 2

OFFICERS OF THE COMMISSION AND ELECTION

SECTION 1. The officers of the Recreation Commission shall be a chair and vice-chair who shall be elected annually (and take office) by the Commission at the stated meeting of the Commission in ~~July~~October.

OFFICERS TO BE CITIZEN MEMBERS

SECTION 2. The chair and vice-chair shall be selected from the other members of the Commission.

SECRETARY

SECTION 3. The secretary of the Commission shall be the Director of Recreation and Parks (~~"Director"~~).

FILLING VACANCIES

~~**SECTION 4.** In the event of the resignation or death of any officer, the Commission shall elect a successor to that office not later than the next stated meeting after an appointment to fill the Commission vacancy.~~

ARTICLE 3

MEETINGS

ADMINISTRATIVE YEAR

SECTION 1. The administrative year shall begin on the first day of July.

STATED MEETINGS

SECTION 2. The stated meetings of the Commission shall be held on the second Thursday of each month at 7:00 p.m. in the City Hall, unless otherwise ordered by the Commission.

SPECIAL MEETINGS

SECTION 3. Special meetings may be called by the Chair, or in response to a request made by at least three voting members of the Commission, and the object of the special meeting shall be stated in the call.

QUORUM

SECTION 4. A quorum shall consist of a majority of the voting members of the Commission.

~~Note: Wherever there are discrepancies in the By Laws the Brown Act will take precedence.~~

ORDER OF BUSINESS

SECTION 6. The following shall be the order of business of the Commission:

- (1) Role call.
- (2) Approval of minutes.
- (3) Hearing of groups or individual citizens can be taken out of order.
- (4) Communications.
- (5) Reports from Recreation and Park Director.
- (6) Status Report on Ongoing Projects Report.
- (7) Unfinished Business.
- (8) New Business
- (9) Oral Communications, General
- (10) Set Date for Next Meeting
- (11) Adjournment.

ARTICLE 4

DUTIES OF OFFICERS

DUTIES OF CHAIRMAN

SECTION 1. The Chair shall preside at the meetings of the Commission and shall perform such other functions as are delegated to the Chair by the Recreation Commission. The Chair shall be ex-officio a member of all committees with the privilege of voting.

VICE CHAIR

SECTION 2. The Vice Chair shall act as and perform the duties of the Chair in the absence or at the request of the Chair.

SECRETARY

SECTION 3. The Secretary of the Commission ~~shall be, with the assistance of a staff member who shall be selected by the Director of Recreation and Parks (Section 2-30.1 f, Alameda Municipal Code), and who shall be an employee of the Recreation Department,~~ shall keep minutes of the Commission's meetings~~a journal of its proceedings~~, and shall conduct such correspondence as the Commission may direct.

ARTICLE 5

COMMITTEES

SECTION 1. Ad hoc~~Special~~ committees may be appointed by the Chair as occasion

requires.

APPOINTMENT

SECTION 2. Standing committees shall be appointed ~~as occasion requires and members appointed by the Chair at the stated meeting in June.~~

ARTICLE 6

AGENDAS COMMUNICATIONS

COMMUNICATIONS MUST BE RECEIVED EARLY

SECTION 1. ~~The Chair and the Director shall set the agenda. Matters coming from the public and from civic organizations to be placed on the agenda for consideration and action at the stated meeting of the Commission on the second Thursday each month,~~ must be received in writing no later than two weeks prior to the ~~Recreation~~ Commission meeting.

ARTICLE 7

RULES OF ORDER

SECTION 1. Robert's Rules of Order Revised shall be the standard of parliamentary practice in all meetings of the Commission and of its committees.

ARTICLE 8

AMENDMENTS

SECTION 1. These By Laws and rules may be altered, amended or repealed at any ~~stated~~ meeting of the Commission by a majority vote of the whole Commission.

CHAPTER 2

THE DIRECTOR OF RECREATION AND PARKS

SECTION 1. **CHIEF EXECUTIVE OFFICER**

1. The Director ~~of Recreation and Parks~~ shall be the chief executive officer of the Recreation ~~and Parks~~ Department and shall be charged with the general organization, administration, and supervision of the program of public recreation in and for the City of Alameda.

ATTEND MEETINGS OF COMMISSION

2. The Director shall attend all meetings of the Commission ~~as a professional consultant except when the appointment of the Director is under consideration,~~ and shall attend meetings of committees of the Commission when requested.

PREPARATION OF BUDGET ESTIMATES

SECTION 3. The Director shall annually collect and assemble such information relating to the needs of the recreation system for the ~~Recreation~~ Commission as the ~~Commission y~~ may request or the Director may deem necessary.