

## **Town of Yountville**

### **Parks and Recreation Advisory Commission GUIDELINES AND BY-LAWS**

#### **ARTICLE I: NAME**

- A. The name of this group shall be the Parks and Recreation Advisory Commission (hereinafter referred to as "Commission").

#### **ARTICLE II: HISTORY**

- A. The Commission was established by Town Council Resolution No. 2731-08 on 11/18/08.

#### **ARTICLE III: PURPOSE**

- A. The Parks and Recreation Advisory Commission serves in an advisory capacity to the Town Council in matters pertaining to the development of parks and recreation facilities, recreation and youth services, senior citizens and human services, library services, grants or other funding, and other matters as may be referred to the Commission by the Town Council or Town Manager from time to time. No decision by the Commission is final and binding unless approved by the Town Council or unless authority for the decision has been granted to the Commission provided by the Town Ordinance.

#### **ARTICLE IV: RESPONSIBILITIES**

- A. The Commission's objectives include, as necessary:
  - 1. Be the principal advisor to the Town Council, Town staff and other boards, commissions, committees and departments of the Town in all matters pertaining to parks, public recreation, library services, facilities, historical activities, senior citizen, youth and teen activities, volunteer services, and other program activities related to mission of commission.
  - 2. Appoint Policy, Program, and Facility ad hoc committees and other sub-committees as may be necessary to provide preliminary review, comment and make recommendations prior to being presented to full Commission as appropriate to carry out Commission objectives.
  - 3. Review and recommend policies pertinent to all matters within the Commission's jurisdiction.
  - 4. Review and make recommendation on proposed Parks and Recreation Department budget.

5. Conduct public workshops and make recommendations regarding parks, recreation and community service levels, programming needs, budget changes and prioritize community needs within available resources.
6. Conduct public workshops and make recommendations regarding arts & cultural activities, programs, and prioritize community needs within available resources.
7. Perform such duties as may be assigned by the Town Council from time to time.

**ARTICLE V: MEMBERSHIPS**

- A. The Commission shall consist of Five (5) voting community representatives and one (1) voting Middle or High School Student advisory member. Members shall meet any one or more of the following criteria:
  - Have an interest in and commitment to the importance and value of community affairs as well as parks and recreation.
  - Have prior experience in community projects or activities;
  - Have prior experience in community-based organizations, or organizations involved in arts, cultural, recreation and sports activities.
  - Own or operate a business or involved with arts, cultural, recreation, sports or senior organizations in Yountville (no more than 1 seat).
  - All applicants must have the ability to take an active role in Commission meetings and participate in subcommittee meetings, as necessary.
  - At least 4 must be a resident of the Town of Yountville (a minimum of at least 4 seats).
  - The student advisory representative must be a resident of Yountville.
- B. All Commission members will have voting capacity.
- C. Persons meeting the qualifications and interest in serving on the Commission shall complete the appropriate application form. An application-filing period will be announced publicly in order to solicit applications when vacancies exist on the Commission.
- D. All seats shall be appointed by the Town Council and are appointed to two year terms with the exception of the student advisory member that shall serve a one-year term. Members may continue to serve until a successor is appointed by the Town Council. Incumbents wishing to reapply will be re-interviewed and subject to reappointment by the Town Council.
- E. Members wishing to resign from the Commission must provide a written resignation addressed to the Recording Secretary and Town Clerk. Once the Town Clerk receives the resignation, the Town Clerk will conduct the application recruitment process for filling the vacancy.

## ARTICLE VI: COMMISSION ORGANIZATION

- A. Regular Meetings: Will be held on the odd months of the year (January, March, May, July, September, November) on the third Thursday of the Month at ~~4:00 PM~~ ~~6:00 p.m.~~ Special meetings may be scheduled as deemed necessary by the Chair of the Commission or by Department staff.
- B. Meeting Locations: The Commission meets regularly in the Town Council Chambers located at 6550 Yount Street, Yountville
- C. Quorum: A majority of voting members in good standing shall constitute a quorum for the purpose of action on any issue or agenda item. A quorum consists of half plus one of the five voting members of the Commission. The high school student advisory member shall not be counted towards the quorum.
- D. Meeting Attendance: Members shall notify the Chair or staff in the event of an anticipated absence from a regularly scheduled meeting. Each member of the Commission who has knowledge of the fact that they will not be able to attend a regularly scheduled meeting of the Commission shall notify the Recording Secretary at the earliest possible opportunity and, in any event, prior to the start of the meeting. The Recording Secretary shall notify the Chair and other members of the Commission in the event that the projected absence will result in a lack of quorum. Three absences in any twelve-month period shall constitute a review of the commissioner's continued appointment by the Town Council. If the Town Council recommends the resignation of a commissioner due to absence, the resigned position will be announced publicly and filled under the appointment process. Former members may re-apply. Staff will maintain attendance records.
- E. Adjournment: No new matter will be commenced after ~~6:30~~ ~~8:30~~ p.m., and meetings will be adjourned by ~~79:00~~ p.m. unless the Commission votes to extend the meetings for 30-minute increments. A motion for adjournment shall always be in order and upon a second shall be voted upon without debate.
- F. Meetings shall be governed by the Brown Act CA Government Code Section 54950 et se and public input during a public forum shall be established and supported. Standard rules of parliamentary procedure will govern meetings.
  - a. Agendas: A written agenda shall be developed by Staff with input from the Chair and shall be posted in the designated locations in Town and at least 72 hours in advance of the Commission meeting.

Agenda Packets: Agendas and Staff Reports shall be distributed no later than 72 hours prior to Commission meeting.

Commission members may request items be placed on the agenda through requests to the Commission Chair, Director or Town Manager.

- b. Minutes: Action minutes shall be recorded by the Recording Secretary and submitted to the Commission for approval.
- c. Written Correspondence/Verbal Communication: All written official correspondence and verbal communication on behalf of the Commission or any Commission member that is directed to any outside agency, organization or person shall have the consent of the Commission with a copy to the staff liaison.
- d. Rules of Order: Rosenberg's Rules of Order will apply in all instances, which are not otherwise provided for in these rules. The Town Council Protocols may be used as a reference, and applicable provisions therein shall be followed.

G. Officers:

The Commission shall elect a Chair and a Vice Chair from among its members annually in January of each year. Term of office for the Chair and Vice Chair shall be two years. The Chair shall not serve consecutive full year terms as Chair. Elections also shall be held to fill vacancies in these positions as they occur, or as soon thereafter as practical.

- a. Chair: Shall preside at all meetings of the Commission; decide on all points of order; appoint sub-committee membership; follow up on work of sub-committees; represent Commission to Town Council; call special meetings; coordinate agenda preparation with staff; encourage active participation of members.
- b. Vice-Chair: Shall preside at all meetings and perform all duties of the Chair in his/her absence.
- c. Should the Chairperson and Vice Chairperson be absent or unable to act, the members present shall select a Chair Pro-tem and have an order so stating entered into the record.

H. Staff:

Shall record all activities of the Commission and keep written action minutes of all Commission meetings; record attendance; prepare agenda in consultation with Chair; provide information necessary for Commission work; assure compliance with applicable laws; lend professional expertise; track time spent on Commission work. Town staff shall fulfill the duties assigned to the Recording Secretary.

**ARTICLE VII: SUB COMMITTEES**

- A. All subcommittees shall be established as needed by motion at a regular meeting.
- B. Each member shall serve on at least one subcommittee.

**ARTICLE VIII: POWERS OF COMMISSION:**

- C. Commission members may recommend and the Commission establishes subcommittees as deemed necessary to implement and carryout the Commissions duties. Appointment of sub-committee members will be made by the Chair. Subcommittees will be appointed either for single task force assignments or as an ongoing standing sub-committee. Sub-committees are for the sole purpose of researching, reviewing, or providing overall policy direction on programs, facilities, or services prior to being presented to the full Commission.
- D. The Chair or his/her designee shall submit written recommendations to the Town Council, as approved by a majority of the Commission.
- E. Commission shall establish annual goals and action plan consistent with Town Council policies and direction. Town Council and Commission shall meet annually to review and establish goals and objectives.
- F. Commission shall make and present an annual written report to the Town Council related to its activities for the past year at the 1<sup>st</sup> March Town Council, meeting.
- G. Conflict of Interest: Members of the Commission shall not participate, in any matter, or vote, except to abstain, upon any matter in which they knowingly may have a conflict of interest. When Commissioners determine they have a conflict of interest, a public declaration to the conflict shall be made and the Commissioner will leave Council Chambers during the discussion of the item. No member shall act for any petitioner or applicant in any case before the Commission.

**ARTICLE IX: BY LAW AMENDMENTS**

- A. Any proposed amendment to these by-laws must be approved by a majority vote of the Commission, and ratified by Resolution of the Town Council.

Adopted June 2, 2009 by Resolution Number 2792-09.  
Revised March 5, 2013 by Resolution Number 3096-13  
Revised August 1, 2023 by Resolution Number 2023-4227  
Revised April 1, 2025 by Resolution Number 25-4346