Article I.

The name of the Park Advisory Board shall be the Griffith Park Advisory Board, herein referred to as the GPAB.

Article II.
Mission Statement (approved 5.27.21)

The Griffith Park Advisory Board works with park stakeholders and city officials to provide guidance and stewardship for Los Angeles’ largest park and urban wilderness.

We strive to:

- Ensure a safe and welcoming environment for Griffith Park’s visitors, and a healthy & protected habitat for its plant and animal life.
- Foster community among the park’s visitors and stakeholders, sharing information about issues and events, and providing a platform to be part of the city’s decision-making process.
- Offer candid and thoughtful guidance to Recreation & Parks staff, commissioners and city elected officials on matters related to Griffith Park.
- Fulfill the aspirations of our founding document, “A Vision for Griffith Park,” with a particular focus on increasing access and use of public transit, and a goal of drastically reducing private vehicles and carbon emissions.

Article III.
Park Advisory Board Membership

1. The number of board members must be no fewer than seven (7) and no more than eleven (11). All GPAB members are selected by Recreation & Parks (RAP). The board operates under the guidance of RAP staff, which must give final approval on all projects, events, and other proposals.

Eligibility shall be determined by the following:
- Complete and submit a PAB interest form
- Attend a GPAB meeting as an observer before being selected as a member
- Interview with RAP staff
- Be a registered RAP volunteer, fingerprinted, and cleared to volunteer
- Read and sign RAP’s & PAB Code of Conduct
- Be the only representative from an outside (local) organization serving on the GPAB
- Not be a member of another PAB
- Not be a RAP employee
• Have no personal relationship* with RAP staff assigned to Griffith Park
• Have no personal relationship* with another GPAB member.
  *Personal relationship: Relatives through blood or marriage; dependents; sharing living accommodations; or business partners.

2. Duration of terms shall be two years with the option to interview for additional terms.

3. The officers of the board and members of the Executive Committee are:
   Chairperson, Vice Chairperson, and Secretary. The officers are elected by the
   GPAB members and serve on an annual basis.

4. Should a member resign, have three absences from meetings which are not
   excused to the satisfaction of RAP staff, or fail to attend 25% of the GPAB meetings
   in a given year, the member shall submit their resignation in writing to RAP staff.

5. Members may be subject to removal for not following Rosenberg’s Rules of Order,
   the Brown Act, the GPAB bylaws, the Park Advisory Board Code of Conduct, and
   RAP policies. The removal of a GPAB member is decided upon by RAP staff.

Article IV.
Committees

1. A Standing Committee is a committee which has a “continued subject matter
   jurisdiction” such as fundraising, public safety, bylaws, etc. Only GPAB members
   may be appointed to a Standing Committee by RAP staff.

2. The Chairperson, Vice Chairperson, and Secretary are members of the standing
   Executive Committee.

3. A Working Committee or Ad Hoc committee is a committee that has been
   established to address a specific topic or goal such as; a ribbon cutting, Halloween
   event, awards ceremony, etc. The board may create Ad Hoc Committees as needed
   to deal with temporary issues. Both GPAB members and other stakeholders may be
   appointed to a Working / Ad Hoc committee by both the Board and RAP staff.

4. Any stakeholder may make a proposal for action by the Board by submitting a
   written request to the Secretary or during the public comment period of a regular
   GPAB meeting. The Secretary may refer the proposal to a Standing Committee or,
   at the next regular GPAB meeting, the Board may either consider the proposal or
   create an Ad Hoc Committee to consider it.
Article V.  
Meetings

1. A ‘meeting’ is a “congregation of a majority of the members at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction” of the GPAB. Regular meetings shall be held monthly at the discretion of the GPAB or at a minimum once per quarter or four times per year. GPAB meetings shall be held at a Griffith Park venue unless otherwise noted on the agenda.

2. An agenda for each GPAB meeting must be posted 72 hours prior to the meeting, per the Brown Act.

3. A Special Meeting may be called by the Chairperson with the agenda posted at least 24 hours prior to the meeting as per the Brown Act.

4. The agenda is to be prepared and posted by RAP staff with GPAB input. No GPAB meetings may be held without the attendance of RAP staff.

5. The public is invited to attend all GPAB meetings. Those wishing to speak may address the GPAB on an agenda item at the designated time selected by the GPAB, but prior to the GPAB taking an action on that item. Public comment is limited to 2 minutes per speaker, for a maximum of 20 minutes total for public comment, unless waived by the presiding officer of the GPAB.

Article VI.  
Voting

1. A quorum is needed in order for the GPAB to take an official action on an agenda item. A quorum is a minimum number of GPAB members who must be present at a meeting in order for a vote to be binding. A quorum of the GPAB shall be 50% of the voting GPAB members plus one voting member.

2. A simple majority vote by the GPAB members present, not including abstentions, at a meeting at which there is a quorum, shall be required to take official action.

3. An elected Chairperson shall serve a term of 1 year and may be re-elected.

4. GPAB may opt to exercise elections process whereby the member who comes in second place in voting for the Chair will assume the role of Vice Chair.
Article VII.
Officers

1. There shall be a Presiding Officer, herein referred to as Chairperson. There shall also be designated officers. Positions on the Board shall be designated as follows and elected by the GPAB members:
   a. Chairperson — to preside at all regular meetings and assist RAP staff in preparing the agenda for GPAB meetings
   b. Vice Chairperson — shall assume the role of Chairperson in the event of the Chairperson’s absence
   c. Secretary — shall record the minutes of all GPAB meetings
   d. Others as needed and approved by RAP staff and GPAB members

2. Department staff shall act in conjunction with the GPAB Chairperson, as a facilitator for meetings, schedules, projects, and other activities as needed.

3. The Chairperson shall appoint a designated representative to speak on the board’s behalf and present its actions and concerns as needed.

Article VIII.
Authority

1. All formal actions generated by the GPAB as a collective effort, or by any GPAB Member individually, shall be submitted to RAP staff for final discussion, consideration, and approval.

2. RAP staff shall serve as the final approving authority for all formal actions generated by the GPAB or a GPAB member.

PARK ADVISORY BOARD CODE of CONDUCT

I hereby pledge to live up to my responsibilities as a Park Advisory Board Member by following the GPAB Code of Conduct.

1. I will conduct myself in a professional manner at all times as a Park Advisory Board member.

2. I will treat RAP staff, members of the board, and members of the public with respect at all times.

3. I will commit to communicate my ideas and points of view clearly and allow others to do the same without interruption.

4. I will work to fulfill my role and responsibilities as specified by RAP staff and the GPAB Bylaws.
5. I will commit to learn and follow Rosenberg’s Rules, The Brown Act, the GPAB Bylaws, and Department policy.

6. I shall conduct myself in a manner that does not present a conflict of interest or the appearance of a conflict of interest with the programs operated by RAP.

7. When representing RAP I will be positive, enthusiastic, forthright, and ethical.