

BY-LAWS
Westwood Recreation Complex

Article I. Name of Facility

The name of the committee shall be the Westwood Recreation Complex Park Advisory Board, herein referred to as the PAB.

Article II. Mission Statement

1. The PAB was formed at the Westwood Recreation Complex to help build a stronger partnership between the recreation facility and the community. The PAB will help identify the recreational needs of the community. The PAB will always offer opportunities for public involvement in the decision-making process.
2. The PAB's primary purpose is to advise and support the Park Director and other RAP staff.
3. The PAB will work to make the facility safe, clean, and hospitable while offering guidance and assistance on programming, operations, and fundraising.
4. The PAB will promote and participate in fundraising activities. Funds generated by the PAB may be utilized for the continued improvement of the facilities and its ongoing activities.
5. RAP staff must give final approval on all projects, fundraisers, events, and other proposals at the onset.

Article III. Park Advisory Board Membership

1. Voting membership of the PAB must be no less than five (5) members and no more than nine (9). All PAB members and the number of members are exclusively determined by the Park Director. The decision of the Park Director shall be final.
 2. Eligibility shall be determined by the following:
 - Complete and submit a PAB interest form
 - Attend a PAB meeting as an observer before being selected as a member
 - Interview with RAP staff
 - Be selected to serve on the PAB by 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 organization serving on the PAB
 - Not be a member of another PAB
 - Not be a RAP employee
 - Have no personal relationship* with RAP staff assigned to that specific facility
 - Have no personal relationship* with another PAB member serving on that specific PAB
- *Personal relationship:
- Relatives through blood relationship or marriage:
 - Dependents;
 - Sharing living accommodations; or
 - Business partners. (This does not include PAB members serving on non-profit boards where the member(s) does(do) not receive any personal financial gain)
3. Duration of terms shall be a single two-year term with the option to interview for additional terms. All PAB's operate under the guidance of the RAP staff with officers serving on an annual basis. The officers of the board are: Chairperson, Vice Chairperson, and Secretary. The officers are elected by the PAB.

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 PAB meetings in a given year, the member shall submit in writing his or her resignation from the PAB to RAP staff.
5. Members may be subject to removal from the PAB for not following Robert's Rules of Order Newly Revised, the Brown Act, the PAB By-laws, the Park Advisory Board Code of Conduct, and Department policies. The removal of a PAB Member is decided upon exclusively by the Park Director.

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 PAB members can be appointed to a standing committee by RAP staff. Standing committees are subject to the Brown Act even if comprised of less than a quorum of the PAB members.
2. A working committee or ad hoc committee is a committee which has been established to address a specific topic with an end date such as; a ribbon cutting, Halloween event, rewards ceremony, etc. Both PAB members and other stakeholders can be appointed to a working/ad hoc committee. Ad hoc committee members are appointed by the Chairperson as approved by RAP staff. If the working/ad hoc committee consists of less than a quorum of the PAB members the committee is not subject to the Brown Act. If the working/ad hoc committee consists of a quorum of the PAB members the committee is subject to the Brown Act.

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 PAB.
2. Regular meetings shall be held a minimum once per quarter or four (4) times per year. The location of PAB meetings shall be at the facility.
3. An agenda for each PAB meeting must be posted 72 hours prior to the date per the Brown Act.
4. The agenda is to be prepared and posted by RAP staff with PAB input. No PAB meetings may be held without the attendance of RAP staff.
5. The public is invited to attend all PAB meetings. Those wishing to speak may address the PAB on an agenda item at the designated time selected by the PAB, but prior to the PAB taking an action on the agenda item.

Article VI. Voting

1. A quorum is needed in order for the PAB to take an official action on an agenda item. A quorum is a minimum number of PAB members who must be present at a meeting in order for a vote to be binding. A quorum of the PAB shall be 50% of the voting PAB members plus one (1) voting member.
2. A motion will only be passed or adopted if a majority supports the motion. A majority constitutes more than half of the total voting members of the PAB.

Article VII. Officers

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 PAB members:

- a. Chairperson - to preside at all regular meetings and assist RAP staff in preparing the agenda for PAB meetings
 - b. Vice Chairperson - shall assume the office of Chairperson upon the Chairperson's absence
 - c. Secretary - shall record the minutes of all PAB meetings
 - d. Others as needed and approved by RAP staff and PAB members
2. Department staff shall act in conjunction with the PAB Chairperson, as a facilitator for meetings, schedules, projects, and other activities as needed.
 3. The Board shall appoint a designated representative to speak on its behalf and present its actions and concerns as needed.

Article VIII. Authority

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

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

Park Advisory Board CODE OF CONDUCT

I hereby pledge to live up to my responsibilities as a Park Advisory Board Member b following the PAB 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 PAB By-laws.
5. I will commit to learn and follow Robert's Rules of Order Newly Revised, The Brown Act, the PAB By-laws, 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.
8. I understand that my primary role as a PAB member is to advise and support RAP staff.
9. I acknowledge that if I fail to abide by the PAB Code of Conduct I can be removed from the PAB.

PAB Member Signature

Date