

# PARK ADVISORY BOARD QUICK GUIDE

## DEFINITION OF A PARK ADVISORY BOARD

### What is a Park Advisory Board?

A Park Advisory Board (PAB) consists of individuals who are community residents, business members, and those who work or spend time in a community and who are recruited and selected by RAP staff to help strengthen local recreation programs and services.

The Department of Recreation and Parks believes that the partnership between staff and the community is of primary importance in identifying and meeting the recreational needs of the community.

### Park Advisory Boards Are:

- NOT a Board of Directors
- NOT involved in the center's staffing decisions or budget decisions
- NOT involved in the formulation of policy
- NOT empowered to speak as representatives of the Department
- NOT representation for any special interest group
- NOT a political action group or political forum

### Park Advisory Boards Do:

- Work with the RAP staff as community partners (advisory only)
- Support RAP staff with connecting valuable resources to expand park services
- Provide guidance on how facilities may best fit the needs of the community



## ORGANIZATION OF A PARK ADVISORY BOARD

### Park Advisory Board Members

PAB members are volunteers and must be cleared through a background check.

PAB members must complete the following steps:

- Interview with RAP staff
- Application / interest form
- Livescan / fingerprinting
- Orientation
- Review of PAB bylaws
- Sign PAB code-of-conduct form

### Selection of Officers

RAP staff makes the selection of PAB members and monitors all meetings.

PAB elected officer positions include:

- Chairperson / President
- Vice-Chairperson / Vice-President
- Secretary

Elections shall take place each January for positions at the end of their two-year term.

### Term Limits

- Two-year terms with the option to interview for additional terms
- When starting a PAB, it is suggested that terms limits are staggered initially
- PAB members with three plus unexcused absences in one year should be replaced
- PAB members must provide a letter of resignation if they choose to resign
- PAB members may be removed by majority vote

## GUIDELINES FOR A PARK ADVISORY BOARD

The Park Advisory Board includes individuals of all ages, gender, ethnic origin, and economic standing.

These individuals are appointed by RAP staff and serve without monetary compensation.

### Park Advisory Boards exist to broadly reflect the community they serve and should:

- Represent the community's demographic profile
- Represent the community-at-large, including business leaders and non-users
- Represent all age groups including youth, teens, adults and seniors
- Include 5-9 members with an odd number preferred for voting purposes

### Park Advisory Boards may also involve ex-officio (non-voting) members including:

- Local city representatives (city council representatives, field deputies)
- Neighborhood Council representatives
- LAUSD representatives
- LAPD / Senior Lead Officers
- Local resident groups (homeowner's associations, private youth groups)

### Park Advisory Board Guidelines:

- Each park may have only one active PAB
- PAB members may only serve on one PAB at a time
- PAB members may not be RAP employees
- PAB members may not have a personal relationship with RAP staff
- PAB members may not have a personal relationships with any other PAB member

\*Personal relationship may be defined as relatives through blood relationship or marriage, dependents, sharing living accommodations, or business partners.



## CONDUCTING MEETINGS

### Meeting Requirements & Agendas

PAB meetings are held a minimum of four times per year with monthly meetings suggested.

Regular meetings can be useful, productive tools if conducted properly.

A well-planned agenda helps guide the discussion for the highest productivity.

A sample agenda can be found at <https://www.laparks.org/volunteer/pab>.

### Posting Requirement

The agenda and approved minutes from the previous meeting must be posted 72 hours prior to the next scheduled meeting for public awareness.

### Meeting Protocols

- 40% of PAB membership are required at meetings to conduct official business
- 50% plus one additional member required to approve agenda items
- Chairperson only votes as a tie-breaker
- RAP staff do not vote
- Ex-officio members do not vote

### Ralph M. Brown Act

Park Advisory Board meetings are governed by the Ralph M. Brown Act and are required to be open to the public and include an allotted time for public comments.

### Robert's Rules of Order

Robert's Rules of Order are used to keep the appropriate channels of communication open to keep the meeting discussion moving forward.

These rules help ensure that everyone has an opportunity to be heard and that no one person or group dominates the discussion.

Quick tips can be found at <https://www.laparks.org/volunteer/pab>.