

Rohner Community Recreation and Park District Bylaws

1. Title:

The Rohner Community Recreation and Park District (hereinafter referred to as “District”) hereby adopts the following bylaws governing the meetings of the Board of Directors, officers, committees, and other miscellaneous items relating to the Board administration. All meetings of the Board are subject to the provisions of the Ralph M. Brown Act, Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code.

2. Mission:

The mission of the Rohner Community Recreation and Park District is to offer and advocate for recreational opportunities for residents within the District's region. Aquatic recreational activities are the District's first, but not exclusive, priority.

3. Authority:

The District Board is authorized to take action in support of the Mission. Such authority may include: To promote, organize, establish, own, maintain and operate systems of recreation and recreation facilities, including, but not limited to, parks and open space, both inside and beyond the District’s boundaries. The Board may cooperate with city, county, state or federal agencies in support of the Mission. The Board is authorized to raise and disperse funds, and hire employee(s) as deemed necessary by the Board.

4. Obligations:

The District shall comply with all applicable Federal and State laws, including California Public Resources Code Section 5780 *et seq.* (Recreation and Park District Law).

5. Board of Directors:

The Board of Directors for the Rohner Community Recreation and Park District are appointed officials, with two (2) members appointed by the Humboldt County Board of Supervisors and three (3) members appointed by the City of Fortuna. All board members shall serve at the pleasure of the county or city which made the appointments (i.e., non-fixed terms). The Board is responsible for the overall policy, direction and finances of the District, and delegation of responsibility for day-to-day operations of all the facilities under its jurisdiction.

6. Documents:

Each board of directors shall receive a copy of all Agreements, Policies, Contracts as well as copies of the current Bylaws. The minutes and agendas for the previous fiscal years will be retained and kept in an orderly manner by the Board appointed Secretary.

7. Officers:

The Board of Directors for the District shall consist of a Chair and Vice Chair, and three (3) Directors at large. The Chair and the Vice-Chair shall be selected from among members of the Board at the first meeting of the calendar year. All powers of office are shared equally amongst all Directors.

8. Chair:

The Chair shall preside at all meetings of the District. Except as otherwise authorized by the District, the Chair shall submit such recommendations and information as he/she may consider proper concerning the business affairs and polices of the District.

9. Vice Chair:

In the Chair's absence, or inability to act, the Vice Chair shall perform all acts and duties of the Chair.

10. Secretary:

The Board shall have a Secretary to keep the records of the District, and act as Secretary of the meetings of the District. The Secretary shall keep in safe custody, all contracts and instruments authorized to be executed by the District. The Secretary shall maintain and have a copy of the minutes and agendas for the current fiscal year. The minutes and agendas for the previous fiscal years shall be retained and kept in an orderly manner. The Secretary for the District shall be a Board member; or a paid or volunteer staff member, referred to herein as "Staff".

11. Additional Duties:

The officers of the District shall perform such other duties and functions as may from time to time be required by the District or the by-laws or rules and regulations of the District.

12. Vacancies:

Any vacancy in the office of a member appointed to the Board of Directors shall be filled pursuant to Section 1779 of the Government Code, which provides that a vacancy shall be filled by the appointing authority within 90 days immediately subsequent to its occurrence.

13. Parliamentary Authority:

Rosenberg's Rules of Order shall be authority on all questions of parliamentary law, unless in conflict with these bylaws or with the laws of the State of California.

14. Quorum:

Three (3) Board members shall constitute a quorum for the transaction of District business. When a quorum is lacking, the Chair, Vice Chair, or any Director shall adjourn such meeting; or, if no Director is present, the District Secretary shall adjourn the meeting.

15. Majority Vote:

Except as otherwise specifically provided by law, a majority vote of the total membership of the Board of Directors is required for the Board to take action.

16. Regular Meetings:

The Board shall establish regular meetings at an interval of not less than once every three months. All meetings of the Board shall be held within the District's jurisdiction. The meeting dates and times shall be held at such place as is designated by the Board and in accordance with the Brown Act. The Board may cancel or reschedule a meeting at their discretion provided that proper notice is given as required by law.

17. Notices of Meetings:

Public notice of the regular meetings of the Board shall be required in accordance with the Brown Act.

18. Meetings Open To Public:

All meetings of the Board shall be open and public, and all persons shall be permitted to attend all meetings, except Closed Sessions of the Board held in accordance with the Brown Act.

19. Special Meetings and Adjourned Meetings:

Special Meetings and Adjourned Meetings shall be noticed and conducted in accordance with the Brown Act.

20. Closed Meetings:

Closed meetings are permitted only if they meet defined purposes and follow special requirements set-forth by the Brown Act.

21. Public Participation:

Any member of the public may address the Board on any item within the subject matter jurisdiction of the District during the “Oral Comments from the Public” portion of the agenda. This need not be related to any item on the agenda; however, the Board cannot act on an item unless it was noticed on the agenda. It is the practice of the Board to hold public comment for every item of business on the agenda at the time that item is heard. The Chair requests that each person addressing the Board limit themselves to three (3) minutes.

22. Agenda:

Staff, in consultation with the Chair, shall prepare the agenda for each meeting. The agenda, minutes from the previous meeting, and associated staff reports shall be made available to the Board prior to the meeting.

23. Minutes:

The minutes of each meeting will be action minutes and subject to comment and revision at the following meeting before approval. Staff shall furnish each member with a draft of the minutes prior to each meeting. Any Board member shall have the right to have the reasons for his or her dissent from, or protest against, any action of the Board, entered in the minutes.

24. Finances:

The fiscal year of the District shall begin on July 1 and end June 30. District finances may be handled independently by the Board or, at the Board's discretion, in cooperation with the City of Fortuna and/or Humboldt County. A treasurer shall be appointed by the board to assist in Board finances. Expenditures of \$1,000 or more require approval of a majority of the Board. Records of all money received and dispersed shall be maintained, and be open to public inspection.

25. Committees:

The Board may establish ad hoc or standing committees to address specific District issues and needs, as provided below.

- A. Ad Hoc Committees: The Chair may appoint ad hoc committees, consisting of up to two (2) Board members, as deemed necessary. Ad hoc committees shall be utilized as needed and specific to defined and limited-term topics. The duties of all ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.
- B. Standing Committees: The Board may create standing committees at its discretion. Standing committees shall be advisory to the Board and may consider District-related issues, on a continuing basis, as assigned to it by the Board. Members of standing committees shall be appointed by the Board. All standing committee meetings shall be conducted as public meetings in accordance with the Brown Act. Summary notes for each standing committee meeting shall be forwarded to the Board as a public record.

26. Financial Disclosure:

Board members are subject to the requirements of the Levine Act and California Fair Political Practices Commission (FPPC), including the annual filing of the Statement of Economic Interests (Form #700) with the Humboldt County Elections Office by the date determined by the FPPC.

27. Ethics Training:

Pursuant to California Government Code Section 53234 *et seq.*, all Board members and designated staff shall receive at least two (2) hours of ethics training every two years, including within six (6) months of appointment with the District.

28. Harassment Prevention Training:

Pursuant to section 7288.0 (c) of California’s Fair Employment and Housing Act, all Board members and designated staff shall receive at least two (2) hours of sexual harassment training every two years, including within six (6) months of appointment with the District.

29. Previous Versions:

These Bylaws supersede and replace any prior versions adopted by previous District Boards.

30. Amendments:

These bylaws may be amended by a majority vote of the Board.

PASSED AND ADOPTED by the Board of Directors of the Rohner Community Recreation and Park District at its regular meeting on this 5th day of September 2018, by the following vote:

AYES: Board Members Coleman, Giacomini, Marshall, Vice-Chair Debets, Chair Stevens
NOES: None
ABSENT: None
ABSTAIN: None
Motion Carried 5/0

Abe Stevens, Chair

ATTEST:

Siana Emmons, City Clerk