



# Hayward Area Recreation and Park District

1099 "E" Street, Hayward, CA 94541

(510) 881-6700

## CITIZENS ADVISORY COMMITTEE

### B Y L A W S

#### ARTICLE I NAME

The name of this Committee shall be the Citizens Advisory Committee of the Hayward Area Recreation and Park District.

#### ARTICLE II PURPOSE

The purpose of the Committee shall be to serve in an advisory capacity to the Board of Directors of the Hayward Area Recreation and Park District. This Committee in its operation shall represent no special group but, rather, shall serve for the general welfare of the Recreation and Park District as a whole.

#### ARTICLE III OBJECTIVES

- Section 1. To give representative citizens an opportunity to express opinions and ideas, obtain information and recommend to the Board of Directors constructive actions, changes and improvements which concern the citizens of the community.
- Section 2. To review programs of the Hayward Area Recreation and Park District.
- Section 3. The Citizens Advisory Committee shall actively aid in the promotion of any project which is in the best interest of the Hayward Area Recreation and Park District.
- Section 4. The Citizens Advisory Committee shall also be assigned specific projects by the Board of Directors which it will investigate, study and report on to the Board of Directors.
- Section 5. To implement goals of the Hayward Area Recreation and Park District's Master Plan.

#### ARTICLE IV MEMBERSHIP

- Section 1. Membership in the Citizens Advisory Committee shall be a registered voter and resident of the District and persons not employed in an official capacity with the Recreation District.

ARTICLE IV Membership – Continued

- Section 2. Appointment to membership shall be made by the President of the Board of Directors of the Hayward Area Recreation and Park District with approval of the Board of Directors.
- Section 3. All appointees shall be appointed and serve for a period of two (2) years. All terms expire December 31. No member shall serve more than two (2) consecutive full terms.
- Section 4. Total membership on this Committee shall not exceed eleven (11), and will be distributed generally throughout the Hayward Area Recreation and Park District.
- Section 5. A member shall become inactive after two consecutive absences from scheduled meetings unless the Recreation District representative to the Committee has been notified in advance that the member will be absent.
- Section 6. Whenever vacancies occur, they shall be filled for the balance of the membership period by the President of the Board of Directors.
- Section 7. The General Manager or his representative of the Hayward Area Recreation and Park District will be an ex-officio member of the Committee without vote. The staff representative to the Committee will attend all meetings to provide historical data and Board policies, to advise regarding current programs and procedures and to obtain such other information as may be required by the Committee.

ARTICLE V OFFICERS

- Section 1. The officers of this Committee shall be a Chairman, Vice Chairman, and Secretary and shall be appointed by the Board of Directors. The Executive Committee shall be composed of these officers and/or appointive Committee Chairmen.

ARTICLE VI VOTING

- Section 1. All active members shall have voting privileges.
- Section 2. On recommendations that are submitted to the Board of Directors, a roll call vote will be taken and recorded. The recommendations must receive a majority vote of the total Committee.

#### ARTICLE VII MEETINGS

- Section 1. Meetings of the Citizens Advisory Committee will be scheduled not less than four (4) times annually at the call of the chair.
- Section 2. Seven (7) days prior to each meeting, Minutes of the preceding meeting and an Agenda for the approaching meeting will be mailed to each member of the Citizens Advisory Committee and to the Board of Directors.
- Section 3. If a question is raised regarding procedure, the Committee will resort to Robert's Rules of Order. Otherwise information procedures shall be used.
- Section 4. A quorum of this Committee shall consist of a majority of the total committee.
- Section 5. Chairman may call special meeting and it shall be mandatory for the chairman to call a special meeting at the direction of:
- A. The Board of Directors, or
  - B. A Quorum of the Committee Members.
- Section 6. Members of the Hayward Area Recreation and Park District and the public may visit any meeting of the Committee of the whole. Visitors at meetings may not participate in Committee discussions unless invited to do so by the Chair.

#### ARTICLE VIII SUBCOMMITTEES

- Section 1. The chairman shall appoint such subcommittees as are necessary to accomplish special work.
- Section 2. Service on subcommittee shall be with the consent of the members selected, except that each member shall consent to at least (1) subcommittee assignment per year.
- Section 3. A member of the staff of the Hayward Area Recreation and Park District will be the staff representative and will be an ex-officio member of each subcommittee without vote. The staff representative of a subcommittee will attend all meetings to provide historical data and Board policies, to advise regarding current programs and procedures and to obtains such other information as may be required by a subcommittee.
- Section 4. Subcommittees shall hold special meetings at the discretion of the subcommittee chairman.
- Section 5. The chairman of the Citizens Advisory Committee and the General Manager shall be notified prior to subcommittee meetings.

ARTICLE VIII Subcommittees - Continued

- Section 6. Subcommittees shall submit progress reports to all meetings of the full Committee, and a final report and any recommendations at the conclusion of their assignments.

ARTICLE IX AMENDMENTS

- Section 1. The Bylaws may be reviewed for the purpose of recommending amendment at any regular meeting. At the following meeting, proposed changes shall be submitted to vote.
- Section 2. A majority of members shall be required to recommend an amendment to the Hayward Area Recreation and Park District Board of Directors for approval.
- Section 3. The Board of Directors can amend the Bylaws by a majority vote of the total Board of Directors.

ARTICLE X RECORDS

- Section 1. Records of the secretary shall be retired after a period of two (2) years and kept on file at the District Office.

ARTICLE XI PROCEDURE

- Section 1. The Citizens Advisory Committee shall call to the attention of the Board of Directors problems which the Committee feels should be considered.
- Section 2. The Board of Directors shall advise the Citizens Advisory Committee whether or not the problem shall be studied.
- Section 3. All requests and recommendations between the Board of Directors and the Citizens Advisory Committee shall be in writing. All requests and recommendations which are made to the Board of Directors shall be mailed or personally delivered to each Director within twenty-four (24) hours following the Citizens Advisory Committee Meeting.
- Section 4. The Chairman or his designee shall be the official spokesman of the Citizens Advisory Committee.

