

BY-LAWS FOR THE SOLANO COUNTY PARK AND RECREATION COMMISSION*

ARTICLE I – NAME

SECTION 1 – The name of this Commission is: The Solano County Park and Recreation Commission.

ARTICLE II – PURPOSE

SECTION 1 – The purpose of the Solano County Park and Recreation Commission is:

- A. To act as a resource agency and advisory body to the Board of Supervisors in matters regarding Park and Recreation needs in Solano County as well as the protection and propagation of fish and game.
- B. To act in an advisory capacity to the Board of Supervisors and Planning Commission on park and recreation needs as may apply to the Solano County Code, Chapter 26, Subdivisions and California Government Code, Section 66477.
- C. To promote the use of park and recreation facilities and the protection and propagation of fish and game for the education, pleasure, and welfare of the Solano County residents and visitors.
- D. To make specific recommendations on all matters pertaining to regional parks in or adjacent to Solano County.
- E. To review and make recommendations to the Board of Supervisors concerning the role of Solano County on all proposed buffer zones, open spaces and greenbelts.
- F. To review and evaluate implementation of the Park and Recreation Element of the Solano County General Plan and make recommendations and modifications as needed, in conjunction with all related documentation to the Board of Supervisors.
- G. To provide appropriate and timely review, comment and recommendations to the Board of Supervisors on environmental impact reports, environmental impact statements, and other such reports, studies and findings as may have an effect on the recreational facilities, either existing or proposed, of Solano County Regional Parks.
- H. To conduct an annual grant award process for disbursement of Fish and Wildlife Propagation Funds, contained and designated in a separate and exclusive budget pursuant to Section 13103 of the Fish and Game Code, and make recommendations to the Board of Supervisors for approval of recommended awards.

ARTICLE III – MEMBERSHIP

SECTION 1 – The Commission shall consist of five (5) members; one (1) member appointed by each County Supervisor.

SECTION 2 – Members shall be prohibited from discussing and voting on Fish and

Wildlife Propagation Grant proposals submitted by agencies or organizations of which they are members.

Members must comply with all applicable conflict of interest laws.

SECTION 3 – A Commission member may be replaced by the Board of Supervisors when two unexcused absences occur from Regular meetings in each calendar year.

ARTICLE IV – OFFICERS

SECTION 1 – Officers of the Commission shall consist of a Chair and Vice Chair, who shall be elected by the Commission members. The Secretary shall be the Parks Manager or a duly authorized representative.

SECTION 2 – Nomination and election of officers shall be held at the first meeting of the calendar year and may be held at other times as vacancies occur after giving members fourteen (14) day notice.

SECTION 3 – The Chair and Vice Chair shall take office immediately after election.

SECTION 4 – Duties of officers shall be as follows:

A. Chair - shall preside over all meetings of the Commission and appoint special committees, the Chairs of those committees and set the duration and tasks of those committees as special advisory needs of the Commission may arise and require such support.

B. Vice Chair - shall perform the duties of the Chair during absence of Chair.

C. Secretary - shall keep and attest to records of the proceedings of the Commission.

ARTICLE V – MEETINGS

SECTION 1 – Regular or special meetings of the Commission shall be held at a time and place designated by the Chair or Secretary. Regular meetings shall be held at 5:30 P.M. on the second Thursday in January, March, May, July, September, and November of each year unless otherwise scheduled by the Chair.

SECTION 2 – A quorum shall consist of three (3) members.

SECTION 3 – Meetings shall be conducted according to the Roberts Rules of Order wherever these By-Laws or applicable Codes do not provide guidance otherwise. All “meetings” of the Commission members are subject to the Ralph M. Brown Act, California Government Code Section 54950 et. seq.

ARTICLE VI –TERMS OF COMMISSION MEMBERSHIP

SECTION 1 – The standard term of appointment for a Commission member shall be for four (4) calendar years starting on January 1st after the date of confirmed appointment. Any extra days or months during the portion of the year leading up to the initial January 1st shall be added on to the full four (4) year term of the new

appointee.

SECTION 2 – So as to stagger the terms of appointment, at the first regular meeting of the Commission following approval of these By-Laws by the Board of Supervisors, the then existing members shall draw lots to determine terms of appointment. Two (2) Commission members shall have a term of three (3) years, once only. The remaining three (3) Commission members shall have four (4) year terms. The Commission seats with three (3) year terms will convert to standard four year terms upon expiration of the first three (3) year terms, thus allowing continued staggered terms.

SECTION 3 – Any member may apply to their Supervisor for reappointment at the end of their term.

ARTICLE VII -AMENDMENTS TO BY-LAWS

Changes or amendments to these By-Laws may be recommended to the Board of Supervisors only at a regular meeting of the Commission and by two-thirds vote of the members present.

-END-

*As revised and approved by the Solano County Board of Supervisors November 25, 2014.