

**SAN BRUNO  
PARKS AND RECREATION  
COMMISSION  
BY-LAWS**

Revised February 2004  
S/PRC By-Laws 11204

**Purpose and Intent.** The membership and duties of the San Bruno Parks and Recreation Commission (the “Commission”) are prescribed in Chapter 9.08 of the San Bruno Municipal Code. These by-laws set forth the procedural rules for the conduct of the Commission meetings.

1. **Establishment.** Section 9.08.010 of the San Bruno Municipal Code establishes an advisory parks and recreation commission to consist of eight general members and one youth representative. All such members shall be considered as full voting members.
2. **Members – Terms.** Section 9.08.020 of the San Bruno Municipal Code establishes that the eight general members shall consist of residents of the city, who are not employees of the city. All eight general members shall serve four year staggered terms. The youth representative shall be a resident of the city currently attending high school and shall be appointed for a term not exceeding two years.
3. **Appointment – Removal—Vacancy.** Section 9.08.039 of the San Bruno Municipal Code establishes that members of the Commission shall be appointed by and serve at the pleasure of the mayor with the approval of a majority of the city council, subject to removal at any time, pursuant to city council procedures. If a vacancy shall occur in such appointment other than by expiration of term, it shall be filled by appointment for the unexpired term.
4. **Compensation.** Section 9.08.040 of the San Bruno Municipal Code establishes that no person shall receive any compensation for his or her service as a member of the Commission, except for reimbursement of all such expenses necessarily and legitimately incurred and authorized during the performance of official duties.
5. **Officers.** Section 9.08.050 of the San Bruno Municipal Code establishes the Commission to select one of its voting members as Chairperson and another as Vice Chairperson, each serve a term not exceeding one year. The Chair and Vice Chair are sometimes referred to herein as the “presiding officer.” If both the Chair and the Vice Chair are absent, the senior most Commissioner shall preside. The presiding officer shall have the following powers, except that the presiding officer’s determination as to any of the below matters may be overruled by a majority of the Commissioners present.
  - 5.1 To call to order the Commission meeting and to conduct the order of business as set forth in the agenda;
  - 5.2 To adjust the agenda, if needed, at the time of the meeting with the approval of the Commission;

- 5.3 To facilitate the proceedings, debate and vote (but does not make motions, although presiding officer may debate and vote);
- 5.4 To rule motions in or out of order;
- 5.5 To determine whether a speaker from the audience has exceeded his or her time or is otherwise out of order;
- 5.6 To rule on questions of parliamentary procedure based generally on Robert's Rules of Order;
- 5.7 To call a brief recess during a meeting;
- 5.8 To appoint commissioners to subcommittees with approval of the majority of the Commission;
- 5.9 To maintain decorum.

6. **Meetings.** The Commission shall conduct its business in accordance with Chapter 9.08.060 of the San Bruno Municipal Code, these by-laws, the Ralph M. Brown Act (Government Code Section 54950 *et seq.*) and any Code of Conduct that has or shall be adopted by the City Council.

- 6.1 **Regular Meetings.** The Commission shall hold regular meetings at 6:00 p.m. on the third Wednesday of the month, except that no meeting shall be held if a regular meeting day falls on a legal holiday. Regular meetings shall be held at San Bruno City hall or any other place designated by the City Council as the regular meeting place.
- 6.2 **Special Meetings.** Special meetings, adjournments and continuances of meetings, hearings, executive sessions during meetings, and disorderly conduct during meetings shall be governed by Sections 2.04.040 through 2.04.090 of the San Bruno Municipal Code, with all references therein to the City Council and the major or presiding officer to be applicable, for purposes of this section, to the committee and its chairperson or presiding officer.
- 6.3 **Public Meetings.** All meetings and study sessions of the Commission shall be open to the public. Closed sessions may be held only when specifically authorized by the Brown Act.

- 6.4 **Cancellation of Regular Meetings.** The Commission may cancel an upcoming regular meeting for lack of a quorum or at the discretion of the Parks and Recreation Services Director for lack of sufficient business for the Commission. Notice of the cancellation shall be posted in lieu of an agenda.
- 6.5 **Absences from Meetings.** If a member of the Commission is absent from three successive regular meetings without being excused by the Parks and Recreation Services Director or is absent for any reason for more than six regular meetings in any twelve-month period, the office of such member shall be vacated. Thereupon, the Parks and Recreation Services Director shall notify the City Clerk who shall inform the City Council that said office is vacant. Upon such notification, a successor for the remainder of the term of such members shall be appointed as provided in Section 0.08.039 of the San Bruno Municipal Code. In order to request an excused absence, a Commissioner must notify the Chair or the Parks and Recreation Services Director of the anticipated absence in advance of the meeting and the request must be noted during call of the roll and reflected in the minutes of the meeting, and is subject to denial by the Commission.
7. **By-Laws—Rules of Procedure—Quorum.** Section 9.08.070 of the San Bruno Municipal Code establishes criteria for By-Laws and Quorum.
- 7.1 **By-Laws.** The Commission shall prepare by-laws governing its operations and including rules of procedure governing the conduct of its meetings. Except as provided in the rules of procedure to the contrary, Robert’s Rules of Order shall govern the conduct of such meetings. The by-laws shall be approved by the city council. The Commission shall review its by-laws on an annual basis.
- 7.2 **Quorum.** Five members of the Commission shall constitute a quorum for the transaction of business. Where there is not a quorum present, the Parks and Recreation Services Director shall announce that no meeting will be held due to a lack of quorum, and shall announce the date of the next regular or adjourned meeting.
8. **Minutes—Annual Report.** Section 9.08.080 of the San Bruno Municipal Code establishes criteria for meeting Minutes and Annual Commission Report to the City Council.

- 8.1 **Minutes.** The Commission shall issue copies of the minutes of each Commission meeting to the City Manager, the City Clerk, and the City Council.
- 8.2 **Annual Report.** The Commission shall annually provide a report to the City council concerning the Commission's actions, activities and achievements during the preceding year, its goals for the subsequent year, and any recommendations for improvements in providing services to the City. A summary of the report shall be presented orally at a regular City Council meeting in April.
9. **Powers and Duties Generally.** Section 9.08.090 of the San Bruno Municipal Code establishes that the Commission shall make recommendations to the City council regarding; community recreation needs; use of recreational facilities and equipment; operation, supervision and maintenance of playgrounds, athletic fields, swimming pools, swim centers, indoor recreation centers, auditoriums and facilities designated for recreational use, except for the San Bruno Senior Center, on or in any public buildings within or without the City subject to the approval of the City Council.
10. **Gifts.** Section 9.08.100 of the San Bruno Municipal Code establishes that the Commission may receive donations, gifts, legacies, endowments or bequests made to the City to the Commission for or on behalf of the City for the acquisition of parks and recreation facilities and the construction, maintenance and operation of such facilities designated for recreational use, subject to the approval of the City Council. All donations, gifts, legacies, endowments and bequests so received shall be turned over to the City Treasurer and shall be kept in a special fund designated for parks and recreation purposes.