

RESOLUTION NO. 44-2023
August 10, 2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMBRIA COMMUNITY SERVICES DISTRICT AMENDING
THE CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD AND STANDING COMMITTEE BYLAWS IN ORDER TO ESTABLISH A
PARKS, RECREATION AND OPEN SPACE COMMITTEE
AND REPEALING THE PARKS, RECREATION AND OPEN SPACE (PROS)
COMMISSION BY-LAWS/GUIDELINES

BE IT RESOLVED by the Board of Directors of the Cambria Community Services District as follows:

1. The Cambria Community Services District Board Bylaws are hereby amended by establishing a Parks, Recreation and Open Space Committee, which Bylaws are attached hereto as Exhibit A and incorporated herein by this reference and are hereby approved.
2. The Cambria Community Services District Standing Committee Bylaws are hereby amended by establishing a Parks, Recreation and Open Space Committee, which Bylaws are attached hereto as Exhibit B and incorporated herein by this reference and are hereby approved.
3. The Parks, Recreation and Open Space (PROS) Commission By-laws/Guidelines attached hereto as Exhibit C and incorporated herein by this reference are hereby repealed.
4. This Resolution shall take effect on the effective date of Ordinance No. 02-2023.

PASSED AND ADOPTED this 10th day of August, 2023.

DocuSigned by:
Karen Dean
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Karen Dean, President
Board of Directors

APPROVED AS TO FORM:

DocuSigned by:
Timothy Carmel
B64D40A50AA141E...
Timothy J. Carmel
District Counsel

ATTEST:
DocuSigned by:
Haley Dodson
27CDBD8EE42E4C4...
Haley Dodson
Confidential Administrative Assistant



Cambria Community Services District Board of Director Bylaws

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the President and Vice President.
- 1.2 The President of the Board of Directors shall serve as presiding officer at all Board meetings. The President shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as presiding officer over all meetings of the Board. If the President and Vice President are both absent, the remaining members shall select one among themselves to act as presiding officer of the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the first regular meeting in December and the term of office shall commence immediately upon election and continue until replaced.
 - (a) Board Members shall rotate into the positions of Board President and Vice President, with the Board Member who has served the longest since elected serving as President, and the Board Member with the next longest tenure on the Board serving as Vice President. Following such Board Members' one year of service in each position, the Board Member serving as Vice President shall rotate to the position of President, and the Board Member that has served as President shall rotate back to the position of Board Member. The Board Member that has served the next longest then rotates into the position of Vice President. In the event one or more Board Members are eligible to become President or Vice President and were last voted into office at the same election, the open position shall first go to the Board Member who received the most votes in that election, followed by the Board Member who received the next highest number of votes. Any Board Member may decline their appointment to the position of President or Vice President. The appointment of officers shall be subject to the affirmative vote of the Board.
- 1.5 The President or his or her designee shall be the official spokesperson for the Board in response to communications regarding the position of the Board on relevant District issues, and is the point person and contact for intergovernmental relations.

2. MEETINGS

- 2.1 The Board shall comply with the provisions of the Ralph M. Brown Act concerning the calling and conduct of public meetings.
- 2.2 Regular meetings of the Board of Directors shall be on the second and third Thursday of each calendar month in the Veterans Memorial Hall, located at 1000 Main Street, Cambria, unless otherwise directed by the Board of Directors. The time for holding Regular meetings of the Board of Directors shall be established by resolution.
- 2.3 For regular meetings, a block of time shall be set aside to receive general public comment. Comments on items on the agenda should be held until the appropriate item is called. Public comment shall be directed to the President of the Board and limited to three minutes unless extended or shortened at the President's discretion. During general public comment:
 - a) Board members may briefly respond to statements or questions from the public; and

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- b) At the President's discretion, Board members may, on their initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and
 - c) The President of the Board or a Board majority in open session may take action to direct staff to place a matter on a future agenda.
- 2.4 Meeting Length. The business at regular meetings of the Board of Directors, including any scheduled closed sessions, shall be conducted for no more than a three-hour period, unless extended by a four-fifths (4/5th) vote of the Board. In the event there are remaining items on the agenda at the end of the three-hour period, the Board may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Board of Director's business is discussed and to protect against fatigue in discussing and deciding important District issues.
- 2.5 Board members shall attend all regular and special meetings of the Board unless excused for emergencies or other good cause:
- a) Good cause for absence includes circumstances of which the President of the Board is notified prior to the meeting. Good cause also includes Board-authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.
 - b) A Board member who is absent for good cause may notify the President by electronic transmission, telephone communication, or letter. The President shall notify the General Manager and the Board of all absences that are excused for good cause. The minutes shall indicate whether an absence was excused.
 - c) A Board member vacancy shall occur upon the happening of any of the events set forth in Government Code section 1770.
- 2.6 The President shall conduct all meetings in a manner consistent with the policies of the CCSD. All comments shall be directed to the President. The President shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board, and shall announce the Board's decision on all subjects. On roll call, the maker of the motion shall be called first, the Board member seconding the motion shall be called second, and the remainder are polled with the President voting last, unless the President made or seconded the motion.
- 2.7 A majority of the total membership of the Board shall constitute a quorum for the transaction of business. A majority of the total membership of the Board is sufficient to do business; however, motions must be passed unanimously if only three attend. When there is no quorum for a regular meeting, the President, Vice President or any Board member shall adjourn such meeting, or, if no Board member is present, the Confidential Administrative Assistant shall adjourn the meeting.
- 2.8 A roll call vote, if required by law, shall be taken upon votes on ordinances and resolutions, and shall be entered in the minutes of the Board showing those Board members voting aye, voting no and those abstaining or absent. Unless a Board member states that he or she is not voting because of a conflict of interest and steps down from the dais prior to the discussion of the item, his or her silence shall be recorded as a vote of abstention.
- 2.9 Any person attending a public meeting of the Board of Directors may record the proceedings with an audio or video recording device in the absence of a reasonable finding that the recording cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.
- 2.10 All video recording devices shall remain stationary and shall be located and operated from behind the

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public speaker's podium once the meeting begins. The President retains the discretion to alter these guidelines, including the authority to require that all recording devices be located in the back of the room.

3. AGENDAS

- 3.1 The General Manager, in cooperation with the Board President and Vice President, shall prepare an agenda for each regular and special meeting of the Board of Directors. An item placed on an agenda in this manner shall only be removed by the General Manager, in cooperation with the President and Vice President. Any Director's request to place an item on the agenda must be approved by the Board President or a majority of the Board members acting in open session.
- 3.2 Those items considered to be of a routine and noncontroversial nature, are placed on the Consent Agenda. These items shall be approved, adopted, and accepted by one motion of the Board of Directors.
 - a) Board members may request any item listed under Consent Agenda be removed from the Consent Agenda, and the Board will take action separately on that item.
 - b) A Board member may ask a minor question, for clarification, on any item on the Consent Agenda. The item may be briefly discussed for clarification and the questions will be addressed along with the rest of the Consent Agenda.
 - c) When a Board member wishes to pull an item simply to register a dissenting vote, the Board member shall inform the presiding officer that he or she wishes to register a dissenting vote without discussion. These items will be handled along with the rest of the Consent Agenda, and the Confidential Administrative Assistant will register a "no" vote in the minutes.
- 3.3 No Board action may be taken on an item not on a posted agenda, except as set forth in Government Code Section 54954.2(b).

4. PREPARATION OF MINUTES

- 4.1 The minutes of the Board shall be kept by the Confidential Administrative Assistant, who may be an employee of the CCSD.
- 4.2 The Confidential Administrative Assistant shall be required to make a record only of such business as was actually passed upon by a vote of the Board and, except as provided in Section 4.3 and 4.6 below, shall not be required to record any remarks of Board members or any other person.
- 4.3 Any Board member may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed.
- 4.4 Written comments delivered to the Board at the meeting that were not contained in the Board Agenda Packet for review by the Board prior to the meeting shall be maintained as a separate public record.
- 4.5 The Confidential Administrative Assistant shall attempt to record the names and general place of residence of persons addressing the Board and the title of the subject matter to which their remarks related.
- 4.6 Whenever the Board acts in a quasi-judicial proceeding, the Confidential Administrative Assistant shall create a record of a summary of the testimony of the witnesses.

5. MEMBERS OF THE BOARD OF DIRECTORS

- 5.1 Information that is exchanged before meetings shall be distributed through the Confidential Administrative Assistant, and all Board members will receive all information being distributed.
- 5.2 Board members shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 5.3 At the President's discretion, District Counsel shall act as parliamentarian. The rules contained in the current edition of *Rosenberg's Rules of Order* (and *Robert's Rules of Order* 12th Edition for matters on which Rosenberg is silent) shall govern the Board of Directors in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Board may adopt and any statutes applicable to the CCSD that do not authorize the provisions of these bylaws to take precedence.

6. AUTHORITY OF DIRECTORS

- 6.1 The Board of Directors is the unit of authority within the CCSD. Apart from their normal function as a part of this unit, Board members have no individual authority. As individuals, Board members may not commit the CCSD to any policy, act or expenditure.
- 6.2 All members of the Board of Directors shall exercise their independent judgment on behalf of the interests of the entire district, including the residents, property owners, and the public as a whole. Board members do not represent any fractional segment of the community, but are rather a part of the body which represents and acts for the community as a whole.
- 6.3 The Board of Directors shall adopt policies for the operation of the district, including, but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies.
- 6.4 The primary responsibilities of the Board of Directors are:
 - a) The formulation and evaluation of policy.
 - b) Monitoring the CCSD's progress in attaining its goals and objectives.
 - c) Appointment, oversight and evaluation of a General Manager to handle all matters concerning the operational aspects of the CCSD.
 - d) Appointment, oversight and evaluation of a District Counsel to handle all matters concerning the legal aspects of the CCSD.

7. BOARD MEMBER GUIDELINES

- 7.1 Board members, by making a request of the General Manager, shall have access to information relative to the operation of the CCSD. If the General Manager cannot provide the requested information in a timely manner, the General Manager shall inform the individual Board member why the information is not or cannot be made available.
 - (a) When a Board Member makes a request for information, the path of communication shall be Board to General Manager, then General Manager to Staff.
 - (b) For posted agenda items, if a substantial amount of information that would take a significant amount of time to compile is being requested by an individual Board Member for agenda items, and the information being provided either in a written staff report, or verbally at the Board meeting, is not deemed sufficient to make a decision on that agenda item, a request by a Board Member can be made to bring that agenda

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item back to a future Board meeting by making a motion and receiving an affirmative vote for that action to be placed back on the next possible agenda.

- 7.2 Individual Board members should not involve themselves in the day-to-day operations of the District. Their primary role is to participate in the process of establishing the District's policies and goals. The General Manager is responsible for implementing those policies and goals.
- 7.3 Personnel matters and other operational issues that may be of concern to individual Board members should be addressed through the General Manager. Individual Board members shall not involve themselves or interfere in personnel matters, to protect their impartiality when hearing an appeal of discipline, per the District's disciplinary and grievance process.
- 7.4 The General Manager shall take direction and instruction from the Board of Directors, as a body, when it is sitting in a duly convened meeting. Individual Board members should refrain from giving orders or instruction to the General Manager or any subordinates of the General Manager.
- 7.5 When presented with questions or complaints from citizens or staff related to operational or personnel matters, Board members should listen to the concerns expressed and either: (1) confer with the General Manager or District Counsel, as appropriate; or (2) refer the individual to the General Manager for resolution of their concerns.

8. BOARD MEMBER COMPENSATION

- 8.1 Board members may receive compensation of one hundred dollars (\$100.00) for each authorized day of service rendered as a Board member.
- 8.2 The following are authorized meetings for which a Board member may be compensated:
 - a) Regular Board meetings.
 - b) Special Board meetings.
 - c) Standing Committee meetings of which the Board member is a Committee member.
 - d) Participation in a training program on a topic that is directly related to the District, provided that the Board of Directors has previously approved the member's participation at a Board meeting and that the member delivers a written report to the Board regarding the member's participation at the next Board meeting following the training program.
 - e) Representation of the District at a public event, provided that the Board of Directors has previously approved the member's representation at a Board meeting and that the member delivers a written report to the Board regarding the member's representation at the next Board meeting following the public event.
 - f) Representation of the District at a public meeting or a public hearing conducted by another public agency, provided that the Board of Directors has previously approved the member's representation at a Board meeting and that the member delivers a written report to the Board regarding the member's representation at the next Board meeting following the public meeting or public hearing.
 - g) Representation of the District at a meeting of a public benefit nonprofit corporation on whose board the District has membership, provided that the Board of Directors has previously approved the member's representation at a Board meeting and that the member delivers a written report to the Board regarding the member's representation at the next Board meeting following the corporation's meeting.
- 8.3 Board member compensation shall not exceed six days of service in any calendar month.
- 8.4 Board member compensation shall not exceed \$100.00 per day or \$600.00 per month.
- 8.5 Each Board member is entitled to reimbursement for travel, meals, lodging and other actual and

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necessary expenses incurred in the performance of the duties required or authorized by the Board pursuant to Government Code Section 53232.2.

- 8.6 Board members shall provide brief reports on meetings attended at the expense of the District at the next regular Board meeting, as provided by Government Code Section 53232.3.

9. STANDING COMMITTEES

- 9.1 Standing committees are those that have continuing subject matter jurisdiction, regularly established meeting schedules and one Board member as chairperson. The General Manager may be an ex-officio member of all standing committees.
- 9.2 The following shall be the standing committees of the District:
- a) Finance
 - b) Resources & Infrastructure
 - c) Policy
 - d) Parks, Recreation and Open Space
- 9.3 Committee Rules:
Members' terms and method of appointment, along with detailed rules and procedures for committees, are contained in the Standing Committee Bylaws, a Board-approved set of guidelines and expectations for committees.
- 9.4 Meetings:
- a) All committees shall comply with the provisions of the Ralph M. Brown Act concerning the calling of public meetings and with the Board and committee bylaws.
 - b) A written report shall be prepared for each committee meeting by the Chair and forwarded to the Board of Directors. A recording of each meeting will be made available on the District's website.
 - c) With the exception of the Board member serving as Committee Chair, Board members may attend meetings of the District's standing committees as observers only and shall not participate in such meetings.

10. AD HOC COMMITTEES AND LIAISON APPOINTMENTS

- 10.1 The President or a majority of the Board may create ad hoc committees consisting of two Board members in accordance with the provisions of the Brown Act from time to time with specific focus and duration as required. Ad hoc committees shall meet on an as-needed basis.
- 10.2 The tasks of the ad hoc committee shall be outlined at the time of appointment, along with expected deliverables and an estimated completion date. The committee shall be considered dissolved when its final report has been made.
- 10.3 The President or a majority of the Board may appoint a liaison to an organization, group, non-profit, or other agency. The role of the liaison is to observe the meetings of those entities to which they are appointed as liaison, and report back to the Board on the discussions and actions taken during those meetings on topics that relate to the community and the District. The liaison is not an official spokesperson of the Board at these meetings and shall not speak as such without prior Board approval. Any personal opinions or comments made by the liaison shall include the statement that it is their own personal opinion and does not reflect the opinion of the entire Board. Their comments shall not undermine the decisions adopted by the Board or commit the Board to any action or policy.

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- 10.4 The Board appointed liaison may prepare and submit a written report for each meeting attended and forward it to the Confidential Administrative Assistant for inclusion in the appropriate monthly agenda.

11. BOARD BYLAW REVIEW POLICY

- 11.1 Subject to 3.1 the Board Bylaws shall be reviewed annually at the first regular meeting in January, after which amendments to the Bylaws may be considered for adoption by the Board.

12. COMPLIANCE WITH FEDERAL AND STATE LAW

- 12.1 If it is determined any of these Bylaws conflict with Federal or State rules or statutes, the Federal or State rules or statutes will apply.
- 12.2 These Bylaws are for the purpose of providing guidance to the Cambria Community Services District (CCSD) Board of Directors in the performance their duties.
- 12.3 These Bylaws are not intended to amend any laws governing the behavior of any individual Board member in a private capacity. All Board members will comply with all Federal and State laws governing their conduct in the performance of their duties.



Cambria Community Services District Standing Committee Bylaws

1. SCOPE OF RESPONSIBILITY

1.1. Standing Committees are advisory to the Board of Directors. The committees shall gather information, explore alternatives, examine implications, and offer options for review and deliberation by the Board of Directors. Committee members are expected to stay current on the issues under discussion by the Board of Directors.

1.2 Each Standing Committee shall consider only District-related issues approved and assigned to it by the Board of Directors, or issues within the purview of each Committee as defined in "Standing Committee Statements of Purpose and Responsibilities" below.

1.3 Apart from their normal function as part of an advisory resource, committees and the individual members have no authority and may not verbally or by action represent the committee or the CCSD in any policy, act or expenditure.

1.4 The committee and its members shall maintain collaborative working relationships with the public, other Standing Committees and the CCSD Board of Directors.

1.5 Any Standing Committee, or its ad hoc subcommittees, may meet with staff and/or District consultants but shall not interfere with their operational duties, as determined by the General Manager. Any information requests to staff will be specific in nature and relate to the business of the committee.

1.6 Standing Committee Statements of Purpose and Responsibilities

1.6.1 The Finance Committee shall:

- (a) Provide review for transparent budget processes and financial management that promote fiscal stability and instill public trust;
- (b) Support and work directly with the CCSD General Manager and Administrative Department Manager-Finance Manager in enhancing financial integrity and monetary discipline;
- (c) Discuss and receive public input during committee meetings and advise the Board of Directors on financial matters;
- (d) Provide financial review, assessment, and recommendation to CCSD Board of Directors regarding potential funding sources available to the District from private, public, County, State or federal entities;
- (e) Support other standing committees' fiscal review needs.

1.6.2 The Resources and Infrastructure Committee shall:

- (a) Assess existing resources and gather information regarding infrastructure and resource needs of the community;
- (b) Support and work directly with the CCSD General Manager, District Engineer and/or Utilities Manager in identifying/defining plans to meet the infrastructure needs of the community, working within the bounds of current and potential resources and priorities of the District;
- (c) Provide recommendations to the Board of Directors regarding actions to meet the community's infrastructure needs
- (d) Support other standing committees' resource and infrastructure review needs.

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1.6.3 The Policy Committee shall:

- (a) Review existing operational and governance policies that the Board has identified as requiring assessment, update, or organization for consistency with other existing policies; Identify potential areas of policy needs not currently addressed in the CCSD Policy Handbook and develop needs assessments regarding impact due to lack of policy and immediacy of need. The Committee Chair shall provide the needs assessments to the Board members for consideration. If the Board determines that a policy is required, the Board shall proceed according to the existing Policy No. 1000 (“Adoption/Amendment of Policies”) and (for policies to be included in the District Policy Handbook) the “Policy Handbook Checklist” adopted on November 10, 2022;
- (b) Support other standing committees’ policy review needs.

1.6.4 The Parks, Recreation and Open Space Committee shall:

- (a) Assess existing resources and gather information regarding the parks, open space and recreational needs of the community.
- (b) Establish collaborative working relationships with relevant public and private organizations.
- (c) Support and work directly with the CCSD General Manager and Facilities & Resources Manager to create plans for meeting the needs of the community within the bounds of current and potential resources.
- (d) Recommend plans of action to the Board regarding meeting the community needs for parks, recreation and open space.
- (e) Facilitate communication with the residents of Cambria both to update community priorities for parks, recreation and open space, and to obtain community support for planned actions.

2. COMMITTEE MEMBERS

2.1 The Committee shall consist of five volunteer members from the community and one CCSD Board Director to act as chairperson.

2.2 Each Committee member must live and be registered to vote within the CCSD boundaries.

2.3 Method of appointment:

- (a) The Chairperson shall be chosen annually from members of the Board of Directors by majority vote of the Board.
- (b) Volunteer committee members shall serve two-year terms. Such terms shall begin in February of odd numbered years.
- (c) At the end of a term of office a committee member wishing to continue for another term shall fill out an application as specified in 2.3.(d) below and will be considered for appointment along with the other applicants.
- (d) Prior to the beginning of a term, or in the event of a vacancy during an unexpired term, the CCSD shall invite applications for committee membership. Such invitation shall be advertised for a minimum of two weeks in the local newspaper, on the CCSD website and at all Cambria CSD public information bulletin boards. Application forms may be obtained and submitted to the website or the Administrative Offices during normal business hours during the application period.
- (e) Any applications received per 2.3.(d) above shall be retained by the District and remain active for two years.
- (f) Committee members shall be appointed from the pool of applicants (see 2.3.(d) above) by recommendation of the Committee Chairperson and a majority vote of CCSD Board of Directors.
- (g) The Committee Chairperson shall be responsible for interviewing new applicants and determining their qualifications prior to making a recommendation to the CCSD Board of Directors.

2.4 Committee members shall attend all regular and special meetings of the Committee unless excused for emergencies or other good cause:

- (a) Good cause for absence includes circumstances of which the Chairperson of the Committee is notified prior to the meeting. Good cause also includes Board-authorized or Committee-authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of

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another public agency in order to participate in an official capacity.

- (b) A Committee member who is absent for good cause may notify the Chairperson by electronic transmission (e.g., email), telephone communication, or letter. The minutes shall indicate whether an absence was excused.
- (c) A vacancy shall occur if a Committee member is absent from three (3) consecutive regular meetings without good cause, except as otherwise provided for by law or as authorized by the Board of Directors.

- 2.5. Vacancies of unexpired terms of office of regular Committee members shall be filled by recommendation of the Committee Chairperson from the pool of applicants (see 2.3.(d) above) and appointment by the CCSD Board of Directors.

3. COMMITTEE OFFICERS

- 3.1. The Chairperson shall be chosen annually from members of the Board of Directors by majority vote of the Board
- 3.2. The Vice-Chairperson and Secretary shall be chosen annually by a majority of the Committee.
- 3.3. No member of the committee shall hold more than one office.
- 3.4. Chairperson duties:
 - (a) Vote only in the event of a tie vote,
 - (b) Preside over meetings,
 - (c) Establish committee meeting agendas,
 - (d) Appoint appropriate ad hoc committees,
 - (e) Sign reports,
 - (f) Represent the Committee at regular CCSD Board meetings,
 - (g) Coordinate with CCSD staff input for agenda preparation for the monthly Committee meetings,
- 3.5. Vice Chairperson duties:
 - (a) Perform the duties of the Chairperson in their absence,
 - (b) Act as liaison to another Standing Committee as determined by the Chairperson or a majority of the Committee.
- 3.6. Secretary duties:
 - (a) Record the minutes of the meetings in action form, ensuring the accuracy of when, how and by whom the Committee's business was conducted.
 - (b) Submit the draft written minutes and recording to CCSD staff for the public record.
 - (c) Minutes should include at a minimum:
 - The date, time and location of the meeting,
 - A list of the Committee members present and absent,
 - A record of reports presented and by whom,
 - The text of motions adopted along with a count of yes and no votes and the committee members dissenting,
 - List of items considered for future agenda,
 - Time of meeting adjournment.

4. COMMITTEE MEMBER GUIDELINES

- 4.1. Members of the Committee and their activities are bound by all applicable provision of the Brown Act (Government Code Sections 54950, et seq.).
- 4.2. Members of the Committee shall not participate in discussion of, or vote on issues constituting conflicts of interest – “no public official shall make, participate in making, or in any attempt to use his official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest.” (Government Code Section 87100).
- 4.3. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics.
- 4.4. Committee members shall at all times conduct themselves with courtesy towards each other, to staff and to

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members of the audience present at Committee meetings. Should a Committee member disrupt Committee meetings or participate in behavior contrary to the charges and responsibilities of the Committee, the Committee, by a majority vote, may recommend action to the CCSD Board.

5. AGENDA PROCEDURE

- 5.1. Members shall provide input on the agenda to the Chairperson.
- 5.2. The Chair shall develop the draft agenda with input from the Vice Chair and CCSD staff.
- 5.3. CCSD staff shall prepare the final agenda and attachments.
- 5.4. CCSD staff shall post agendas at the District Administrative Office and be distributed to all Committee members and to the agenda distribution list.

6. MEETINGS

- 6.1. The Committee shall meet within the jurisdictional boundaries of the CCSD, except as otherwise permitted by the Brown Act.
- 6.2. Information that is exchanged before meetings shall be distributed through the Confidential Administrative Assistant, and Committee members will receive all information being distributed as part of the meeting Agenda.
- 6.3. The Committee shall hold regular meetings as often as once a month and at least quarterly, on dates set annually by the Committee. The Committee may call special meetings as needed, with required 24-hour public notice.
- 6.4. A majority of all Committee members, including the Chairperson, shall constitute a quorum.
- 6.5. The business at regular meetings of the Committee, shall be conducted for no more than a two-hour period, unless extended by a four-fifths vote of the Committee. In the event there are remaining items on the agenda at the end of the two-hour period, the Committee may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Committee's business is discussed and to protect against fatigue in discussing and deciding important issues.
- 6.6. The CCSD General Manager may determine a staff liaison to the Committee if needed for the purpose of facilitating communication.

7. PARLIAMENTARY AUTHORITY

- 7.1. The rules contained in the current edition of *Rosenberg's Rules of Order* (and *Robert's Rules of Order* 12th Edition for matters on which Rosenberg is silent), shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Committee may adopt and statutes applicable to the Committee that do not authorize the provision of these laws to take precedence.

8. AMENDMENTS TO BYLAWS

- 8.1. These standing committee bylaws shall be reviewed annually at the first regular Board of Directors meeting in January after which the amendments may be considered for adoption by the Board.
- 8.2. The CCSD Board of Directors retains sole authority to amend these bylaws. Any amendments must be approved by a majority of the CCSD Board of Directors.

Exhibit C

Adopted April 11, 1997
Revisions Adopted by CCSD Board December 15, 1997
Revisions Adopted by CCSD Board December 21, 1998
Revisions Adopted by CCSD Board October 23, 2000
Revisions Adopted by CCSD Board March 21, 2002
Revisions Adopted by CCSD Board September 23, 2010
Revisions Adopted by CCSD Board February 23, 2012

CAMBRIA COMMUNITY SERVICES DISTRICT

PARKS, RECREATION & OPEN SPACE (PROS) COMMISSION
BY-LAWS/GUIDELINES

WHEREAS the needs assessment survey of 1992 documented community attitudes and interests in respect to parks, recreation, and open space for Cambria, the Cambria Community Services District Board of Directors (hereinafter the Board) that same year therefore formally recognized a volunteer community effort by creating a standing Parks, Recreation and Open Space Commission (hereafter the Commission), an appointed body under the Brown Act, to advise the Board on appropriate issues. Community priorities for parks, recreation, and open space have been set forth in the resulting PROS Master Plan adopted November 11, 1994 and the Commission is charged with seeking opportunities for realization of the goals therein.

I. Statement of Purpose and Authority

The purpose of the Commission is to serve the public with respect to parks, recreation and open space as follows:

- A. Assess existing resources and gather information regarding the parks, open space and recreational needs of the community.
- B. Establish a collaborative working relationship with relevant public and private organizations.
- C. Create plans for meeting the needs of the community within the bounds of current and potential resources.
- D. Anticipate needed funding for proposed actions and identify potential sources.
- E. Recommend plans of action to the Directors of the Cambria Community Services District regarding actions to meet the community needs for parks, recreation and open space.

Exhibit C

- F. Facilitate communication with the residents of Cambria both to update community priorities for parks, recreation and open space and to obtain community support for planned actions.

II. Statement of Responsibilities

- A. Create an annual budget in consultation with the General Manager/CCSD Parks and Recreation Department staff and manage expenditures according to established guidelines.
- B. Members of the Commission and their activities are bound by all applicable provisions of the Brown Action (Government Code Sections 54950 et seq.).
- C. Members of the Commission shall not participate in discussion of, or vote on issues constituting conflicts of interest – “no public official shall make, participate in making, or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest.” (Government Code Section 87100).
- D. Members of the Commission are charged with protecting and upholding the public interest and with exhibiting the highest level of ethics in all actions.

III. Terms of Appointments and Offices

- A. The Commission shall consist of five members with full voting privileges. The Commission shall interview applicants and forward recommendations on appointments for consideration by the Board of Directors. Commissioners shall be appointed by a majority vote of the Board of Directors.
- B. Each Commissioner shall serve a four-year term. Upon the request of a retiring commissioner, at the end of a completed term of office, with the recommendation of the PROS Commission, and at the discretion of the CCSD Board of Directors, a Commissioner may be appointed for an additional term of up to four years.
- C. Each Commissioner shall live within the Cambria Community Services District’s boundaries, hold no other public office within the CCSD, and shall serve at the pleasure of the Board.
- D. The members of the Commission shall elect a Chairperson, Vice-Chairperson and Secretary. The Chairperson shall preside over meetings, appoint appropriate committees, sign reports, establish meeting agendas, and represent the Commission at the regular Board meeting. In the absence of the Chairperson, the duties of this office shall be performed by the Vice Chairperson. The terms of these offices shall be two years with elections occurring at the first regular meeting of every odd year.

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- E. From the PROS recommended list of applicants, the CCSD Board of Directors may appoint up to three Alternate Commissioners who may substitute for absent members at the request of the chair. Such Alternate Commissioners may participate in any PROS activities, as directed by the Commission Chair, but shall not have vote on matters of interest to the Commission unless serving in the place of a Regular Commission Member.

IV. Commission Responsibilities

- A. Chairperson
1. Chair Commission meetings.
 2. Chair the PROS Executive Committee to include the Chairperson and Vice Chairperson.
 3. Coordinate input for agenda topics for the monthly PROS Commission meetings with CCSD Parks and Recreation Department staff.
 4. Develop an Annual Calendar of Events that includes PROS priorities, workshops as needed, and joint meetings with the CCSD Board of Directors.
 5. Appoint Ad Hoc Committees as needed.
 6. Appoint representatives to act as liaison to community groups and committees.
- B. Vice Chairperson
1. Perform the duties of the Chairperson in their absence.
 2. Coordinate preparation of PROS Priorities with the Chairperson to be submitted to the CCSD Parks and Recreation Department staff.
 3. Attend Executive Committee meetings as needed.

V. Agenda Procedure

- A. PROS Regular Meetings
1. The PROS Commission shall meet within the jurisdictional boundaries of the CCSD except in emergency.
 2. PROS Commissioners provide input on agenda to Chairperson.
 3. Chair and Vice Chair develop draft agenda with CCSD staff.
 4. CCSD staff prepares the final agenda, attachments, and emails to all PROS Commissioners. Agendas are distributed to PROS distribution list.
 5. CCSD staff posts agendas at CCSD Administrative Office, Veteran's Memorial Building, and Cambria Library.

VI. Committees

The Commission shall appoint Ad Hoc Committees as may be deemed necessary

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or advisable. The duties of the Ad Hoc Committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

VII. Commission Procedures

- A. The Commission shall meet on the first Tuesday of each regularly scheduled meeting unless otherwise publicly noticed 72 hours in advance. The Commission may call public-noticed special meetings as needed.
- B. A majority of the Commission members shall constitute a quorum.
- C. All Commission meetings shall be conducted by laws governing open meetings and public participation.
- D. The Board shall appoint Board liaison to the Commission for the purpose of improving the flow of communication between the entities.
- E. The General Manager, or their designated representative(s), shall assist the Commission as Staff to the Commission.
- F. After two consecutive unexcused absences of a Commissioner, the Commission, by a majority vote, may recommend to the Board the dismissal of said Commissioner.
- G. Should a Commissioner disrupt Commission meetings, or participate in behavior contrary to the charges and responsibilities of the Commission, the Commission, by a majority vote, may recommend to the Board the removal of said Commissioner.
- H. Commissioners desiring to resign shall submit a letter of resignation to the Commission Chairperson and this shall be forwarded to the Board.
- I. To fill a vacancy on the Commission resulting from the expiration of a regular term of office with no request for reappointment, as described in section III.B, such vacancy shall be advertised for a minimum of two weeks in the local Newspaper, and posted at all CCSD public information bulletin boards. The application period shall extend from the date of first posting the vacancy until a date four weeks following. Applications may be obtained at the CCSD Administrative Offices during normal business hours during the application period. An Ad Hoc committee of the Commission, appointed by the Chair, shall interview applicants for such vacancies and forward their recommendations to the CCSD Board of consideration.
- J. Vacancies of unexpired terms of office of regular Commission members

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shall be filled from among current alternate members. Such vacancy shall be filled by appointment of an Ad Hoc Committee of the PROS Commission.

VIII. Amendments to Bylaws/Guidelines

The Bylaws/Guidelines may be amended by majority vote at any regular meeting of the Commission provided that written notice of the proposed changes is mailed to each member of the Commission no less than one week in advance. Changes must be approved by the Board.