

HOLLISTER PARKS, ARTS, RECREATION, AND CULTURE COMMISSION (PARC) BYLAWS

The Parks, Arts, Recreation, and Culture (PARC) Commission of the City of Hollister is committed to promoting art in public places that reflect diverse social and cultural perspectives in our community in order to enrich the lives of the City's residents and visitors and contribute to the vitality of the City's economic development. In addition, the PARC Commission will study problems, activities, and concerns of the youth; hold forums on these problems and recommend community programs to the City Council which the Commission finds are needed and/or desirable.

ARTICLE I - THE COMMISSION

Section 1. Name: The name of this body is the "Hollister Parks, Arts, Recreation, and Culture Commission".

Section 2. Composition: The PARC Commission shall be composed of seven (7) members, five (5) of whom shall be residents of the City of Hollister. Each member of the City Council shall nominate one member of the Parks and Recreation Advisory Commission subject to the approval of the City Council. All appointments are subject to the approval of the City Council. Two (2) members shall be aged 16-21 to help represent and bring attention to the needs of Hollister's youth.

Section 3. Term of Office: The term of office of the members of the PARC Commission appointed by individual Council Members shall be the same as the term of the appointing Council Member. The term of office of the Commissioner appointed by the Mayor shall be the same as the term of the Mayor. Any vacancy by a member appointed by a Council Member shall be filled by the Council Member whose district the member represents. Applicants from another district may be appointed if there are no applicants from the Council Members' district. All nominations for appointment are subject to the approval of the City Council.

Each Commissioner serves at the pleasure of the Council Member who appointed them, and the Commissioner may be removed at any time, with or without cause by a vote of the City Council.

Section 3.1 Attendance Policy:

Commissioners are expected to attend all meetings of the PARC Commission. Attendance and ongoing participation of the Advisory

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Commission are critical to the commission's success. Any member of the Commission who has two (2) unexcused absences during a regular meeting, special meeting, or commission-sanctioned events within one calendar year shall constitute an automatic resignation. Attendance records shall be kept and members shall be informed by letter when he or she has reached two unexcused absences from regular meetings, special meetings, or commission-sanctioned events. Absences will be excused and recorded in the Arts and Culture minutes if the Chairperson or City staff is notified of a Commissioner's absence.

Section 3.2 Resignations:

A Commissioner wishing to resign before the expiration of the Commissioner's term shall submit to the City Clerk a written resignation that states the effective date of the resignation. If said written resignation fails to state the date the resignation shall be effective, then the resignation shall be effective upon receipt of the written resignation by the City Clerk. If a Commissioner states verbally or in any other form that the Commissioner is resigning but fails to provide to the City Clerk said written resignation notice, then resignation shall be effective upon adjournment of the next regularly scheduled Commission meeting, or upon the expiration of 31 calendar days, whichever is soonest.

Section 4. Duties of Commission: To advise the City Council on all matters affecting the City's culture. Act as an advisory agency to the City Council on all Hollister parks, arts, recreation, and culture matters, and the needs of the citizens of the City of Hollister. Communicate written and oral recommendations directly to the Council Member who appointed them.

Arts include but are not limited to painting, sculpture, architecture, poetry, music, literature, theatre, and dance. Commissioners shall help promote the community's cultural enrichment by establishing an effective liaison between the City and local cultural and artistic groups.

Study and consider long-range plans for the development and improvement of the Hollister Parks, Arts, Recreation, and Culture Commission, giving due regard to the Park Facility Master Plan, and the needs of the City of Hollister residents.

Review and recommend special permits and proposals that deviate from the adopted Park Facility Master Plan.

Complete other related duties and/or assignments as directed by the City Council.

ARTICLE II - OFFICERS

- Section 1 Titles: The officers of this Commission are Chairperson, Vice- Chairperson, and Commission Secretary.
- Section 2 Chairperson: The Chairperson will preside at meetings of the Commission.
- Section 3 Vice-Chairperson: In the absence of the Chairperson, the Vice- Chairperson will preside at meetings of the Commission. In the absence of both the Chairperson and the Vice-Chairperson, if enough Commissioners are present to constitute a quorum (4), the members present shall designate an Acting Chairperson for the meeting.
- Section 4 Commission Secretary: The Parks & Recreation Department Director or designee is the Commission Secretary and will carry out the administrative details of the Commission, including keeping the records of Commission meeting, acting as Secretary at all Commission meetings, recording all votes, preparing the Commission meeting agenda and minutes, serving as a liaison for all Commission communications, serving as technical advisor to the Commission, and at the direction of the City Manager providing necessary research and analysis.
- Section 5 Election of Officers: Annually, at the regularly scheduled January meeting, the Commission will elect from among its members a Chairperson and Vice-Chairperson to serve for a term of two (2) years. These positions are limited to two (2) consecutive terms of office.
- Section 6 Vacancy of Chairperson or Vice Chairperson: If the office of Chairperson or Vice-Chairperson becomes vacant, the Commission will elect a successor from its membership at the next regular meeting, and such election will be for the unexpired term of the office.

ARTICLE III - MEETINGS

- Section 1. Meeting Time and Place: Regular Parks, Arts, Recreation, and Culture Commission meetings are held in the Council Chambers of City Hall, 375 Fifth Street, Hollister, California at 6:00 P.M. on the second Tuesday of each of the following months: February, May, August, and November.
- Section 2. Alternate Meeting Times: Alternate meeting times and places are acceptable as long as public notice is given in accordance with the provisions of the Brown Act and other applicable laws.

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- Section 3. Meeting Cancellation: Meetings shall be cancelled if there is not sufficient business to discuss or if a quorum of the Commission cannot be present at the meeting. Additionally, meetings occurring on a holiday for which the City is closed will be cancelled.
- Section 4. Special Meetings: Subject to the provisions of the Brown Act and other applicable laws, special meetings may be called from time to time at the discretion of City staff. Only those matters listed in the notice of special meetings may be discussed at the meeting.
- Section 5. Quorum: Four (4) Commissioners constitute a quorum for the transaction of business. Action shall require a simple majority vote of those present who are not excluded from voting.
- Section 6. Order of Business: At the regular meeting of the Commission, business will be conducted in the following order:
- a. Call to Order
 - b. Pledge of Allegiance
 - c. Roll Call
 - d. Public Comment on Items not on the Agenda
 - e. Commission Business
 - f. Staff & Commissioner Reports
 - g. Adjournment

All official actions shall be entered in the minutes of each meeting as action minutes, said minutes to be prepared by the Secretary and shall be approved by the Commission at the next regular meeting.

- Section 7. Manner of Voting: Voting on matters coming before the Commission will be by voice vote unless a roll call vote is requested by a Commissioner or the Commission Secretary.
- Section 8. Rules of Order: Rosenberg's Rules of Order will govern those aspects of Commission proceedings not specifically provided by these bylaws, the Brown Act or any other applicable state or local law.
- Section 9. Public Comment: Any person wishing to speak on matters within the subject matter jurisdiction of the Commission must fill out a speaker's card prior to addressing the Commission.
- Section 10. Agenda: An agenda will be prepared by the Commission Secretary and will be adhered to with the exception that items may be taken out of order for the convenience of those in attendance. Agenda items will be brought forward by staff and/or at the direction of the City Council. The agenda will

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be posted and distributed to interested parties at least 72 hours in advance of all regular Commission meetings.

The Parks, Arts, Recreation, and Culture Commission of the City of Hollister will operate its meeting pursuant to the Ralph M. Brown Act, Government Code 54950 et seq.

ARTICLE IV – AMENDMENTS TO BYLAWS

Section 1. Procedure: The bylaws may be amended by the Commission with such a request approved by a majority of the Commission at a regular or special meeting provided that written notice of such amendment was given to Commissioners at least three (3) days prior to the meeting. A proposed bylaw amendment may be introduced at one meeting and voted on at the same or subsequent meetings. Upon a successful vote, the proposed amendment shall be presented to the City Council for ratification at the regular scheduled Council meeting.