

**CITY OF RIVERSIDE PARK AND RECREATION COMMISSION  
STANDING RULES AND REGULATIONS**

Pursuant to Riverside City Charter; Article VIII. Appointive Boards and Commissions; Section 804 - Organization; Meetings; Subpoena Power; the Park and Recreation Commission ("Commission") hereby prescribes its Standing Rules and Regulations.

**1. POWERS, DUTIES, AND FUNCTIONS  
(Riverside City Charter Article VIII. Section 809)**

The Commission shall have the power and duty to:

- a. Act in an advisory capacity to the City Council in all matters pertaining to parks, recreation, parkways, and street trees.
- b. Consider the annual budget for parks, recreation, parkways, and street tree purposes during the process of its preparation and make recommendations with respect thereto to the City Council and the City Manager.
- c. Assist in the planning of parks and recreation programs for the inhabitants of the City, promote and stimulate public interest therein, and to that end, solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested therein.
- d. Establish policies for the acquisition, development, and improvement of parks and playgrounds and for the planting, care, and removal of trees and shrubs in all parks, playgrounds, and streets subject to the rights and powers of the City Council.

**2. MEMBERS**

- a. Pursuant to Riverside Municipal Code Section 2.12.010, the Commission shall be comprised of nine (9) members appointed by the Mayor and the City Council.
- b. Appointments to fill unexpired terms on the Commission shall be filled in the same manner as original appointments.
- c. Each member must be a qualified elector of the City at the time of the appointment and throughout his/her service on the Commission.
- d. Members who fail to maintain qualified elector status must resign from the Commission or be removed in accordance with Riverside City Charter Article VIII. Section 802.

**3. TERM OF OFFICE  
(Riverside City Charter Article VIII. Section 802)**

- a. The term of office shall be four (4) years. No member shall serve more than two consecutive full terms. Service of less than one year of an unexpired term shall not be counted as service of one term.

- b. In the event that a successor has not been appointed when the term of office of an incumbent member expires, the incumbent member may continue to serve until a successor is appointed.
- c. Members shall be subject to removal by the Mayor and the City Council by a motion adopted by five affirmative votes with the Mayor entitled to vote.
- d. Members shall be subject to all applicable local, state, and federal laws and codes of ethics adopted by the City Council.
- e. Any member may resign from the Commission by submitting their written resignation to the Mayor and the City Council, as well as to the Commission Chair.

**4. COMPENSATION; VACANCIES  
(Riverside City Charter Article VIII. Section 805)**

- a. Members shall serve without compensation for their services on the Commission but may receive reimbursement for necessary traveling and other expenses incurred on official duty when such expenditures have received authorization by the City Council.
- b. Any vacancies, from whatever cause arising, shall be filled by the Mayor and City Council with the Mayor entitled to vote on any such appointment. Upon vacancy occurring leaving an unexpired portion of a term, any appointment to fill such a vacancy shall be for the unexpired portion of such term. If a member absents himself/herself from three consecutive regular meetings, unless by permission of the Commission, expressed in its official minutes, or is convicted of a crime of moral turpitude, or ceases to be a qualified elector of the City, the office shall become vacant and shall be so declared by the City Council. If a position on the Commission has remained vacant for sixty (60) days, the Mayor shall appoint a person to fill the vacancy in accordance with Riverside City Charter Article VIII. Section 803.

**5. OFFICERS  
(Riverside City Charter Article VIII. Section 804)**

- a. The Commission shall have at least two officers, Chair and Vice Chair, and such other officers as it deems necessary.
- b. The Chair shall preside over all meetings of the Commission and shall have the same rights as other members, except the Chair shall not make or second a motion. The Chair shall have the right to vote in all matters. The Chair shall sign all documents on behalf of the Commission after such documents have been approved by the Commission and shall perform other such duties and delegated responsibilities as may be imposed upon the Chair by the Commission.
- c. In the absence of the Chair, the Vice Chair shall assume all the duties and powers of the Chair. In the absence of the Chair, all actions taken by the Vice Chair shall have the same force and effect as if taken by the Chair.
- d. The election of officers shall be conducted annually at the first meeting in March.
- e. All officers shall be elected by the members for a term of one year. A member may serve no more than two successive years in the same office.

- f. Election of officers shall be conducted in a manner prescribed by the Commission.
- g. In the event of the resignation or removal of the Chair during the year, the Vice Chair shall become the Chair and a new election shall be held for Vice Chair. In the event of the resignation or removal of any other officer, a new election shall be held to fill the vacant office.
- h. If the Chair and Vice Chair are both absent at any meeting of the Commission, the Commission shall elect a Chair Pro-Tem which shall perform all duties of the Chair.

## 6. MEETINGS

- a. Regular meetings of the Commission shall be held on the third Monday of every month at 6:30 p.m. at Art Pick Council Chambers, located at 3900 Main street, Riverside, CA 92522; unless otherwise agreed upon in advance by the Commission.
- b. A special meeting may be called by the Chair or any five members of the Commission. Members shall be given at least twenty-four (24) hours' notice before any special meeting. The notice and agenda for any special meeting will be distributed in accordance with the Brown Act, Section 54950 et seq. of the California Government Code.
- c. All meetings of the Commission and its Standing Committees shall be open to the public. Notice shall be given to the public prior to convening any meeting in accordance with the Brown Act.
- d. A majority of all permanent number of members of the Commission shall constitute a quorum for the transaction of business; the quorum for the Commission is 5 members. A motion shall carry upon the affirmative vote of the majority of the members present at the meeting.
- e. The Commission meeting may be cancelled by the Chair, due to a lack of a quorum or lack of sufficient agenda items.
- f. The City Manager has designated a representative of the Parks, Recreation and Community Services Department to act as secretary for the recording of minutes of the Commission. The minutes shall be kept on file in the Parks, Recreation and Community Services Department and shall be available for public inspection. The Commission may promulgate such rules, regulations, policies, and procedures for its conduct, as it deems necessary.
- g. All adopted rules, regulations, policies, and procedures shall be promptly filed with the City Clerk, and shall bear the signature of the Chair, and the date they were adopted.
- h. Roberts Rules of Order, Revised, shall govern the proceedings of the Commission in all cases, unless they are in conflict with these rules or the City Charter or the laws of the State of California. The Chair shall make all necessary rulings.

## 7. COMMITTEES

- a. The Commission may establish Standing Committees, which shall consist of any appointed Chairperson and at least two Commission members.

- b. The Commission may appoint an Ad-Hoc Committee as needed. Each Ad-Hoc Committee shall consist of an appointed Chairperson and at least two other Commission members. Ad-Hoc Committees serve a limited or single purpose, are not perpetual, and are dissolved once their specific task is completed.

## **8. ATTENDANCE**

- a. Commission members shall make every effort to notify the Chairperson or his/her designee no later than 24 hours prior to any regular meeting of his/her intent not to attend said meeting. A member's inability to provide 24 hours advance notice shall not preclude the Commission from exercising its discretion to excuse said absence outlined in Riverside Municipal Code Article VIII. Section 805.
- b. Minutes from Commission meetings will reflect excused or unexcused absences.

## **9. REPORT TO THE CITY**

- a. The Commission shall present an annual written report of its activities for the past year to the Mayor and the City Council upon request from the City Clerk's office.

## **10. AMENDMENT OF STANDING RULES**

- a. The Standing Rules and Regulations may be amended at any regular meeting of the Commission by the majority vote of the Commission, provided that notice of such amendment was provided in accordance with the Brown Act.

Respectfully Submitted,

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Joseph Feola, Chair

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Date of Adoption