



# Park and Recreation Commission

City of Arts & Innovation

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**TO: HONORABLE COMMISSIONERS** **DATE: MAY 18, 2026**

**FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT**

**SUBJECT: REVISED PARK AND RECREATION COMMISSION STANDING RULES AND REGULATIONS**

**ISSUE:**

Review the revised Park and Recreation Commission Standing Rules and Regulations regarding street trees, terms of service, election of officers and parliamentary procedures for regular Park and Recreation Commission meetings.

**RECOMMENDATION:**

That the Park and Recreation Commission review and approve the revised Park and Recreation Commission Standing Rules and Regulations and adopt the new version of Section 1, Part A, Section 3, Part A, Section 5, Parts D & F and Section 6, Part H.

**BACKGROUND:**

Riverside City Charter Article VIII. Appointive Boards and Commissions; Section 804 - Organization; Meetings; Subpoena Power states: "Each board or commission may prescribe its own rules and regulations which shall be consistent with the Charter..."

**DISCUSSION:**

Currently, the Standing Rules and Regulations reflect the following provisions:

**Section 1, Part A**

Current language states: "Act in advisory capacity to the City Council in all matters pertaining to parks, recreation, parkways and street trees." A revision has been proposed to remove "street trees" from this section.

**Section 3, Part A**

Current language states: "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." A revision has been proposed to replace "one year" with "two years and one day."

**Section 5, Part D**

Current language states: "Election of officers shall be conducted annually at the first meeting in March." A revision has been proposed to add: "Election of officers shall conduct a pre-election during the month of February."

**Section 5, Part F**

Current language states: "Election of officers shall be conducted in a manner prescribed by the Commission." A revision has been proposed to change the language to: "Election of officers shall be conducted by Ranked Choice Voting."

**Section 6, Part H**

Current language states: "Robert's 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." A revision has been proposed to replace "Robert's Rules of Order, Revised" with "City Council Rules of Procedure."

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

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Approved by: Pamela Galera, Parks, Recreation and Community Services Director

Attachment: Revised Standing Rules and Regulations