

REPORT OF GENERAL MANAGER

NO. 02-186 REVISED

DATE May 1, 2002

CD _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GOLF POLICY AMENDMENT - TERMS OF OFFICE, MEETINGS AND ANNUAL REPORTS (REVISED)

J. Combs*	<u> </u>	J. Duggan	<u> </u>
M. Matthews	<u> </u>	H. Fujita	<u> </u>
M. Tamuri	<u> </u>	J. Kolb	<u> </u>
A. Coroaalles	<u> </u>		

Margaret Matthews

 for General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board approve the seven (7) specific amendments to the By-laws of the Department of Recreation and Park Golf Advisory Committee contained in Attachment "A."

SUMMARY:

In June 1996 the Board of Recreation and Park Commissioners created the "Recreation and Park Golf Advisory Committee" to advise the General Manager and Board "regarding all matters concerning the operation and maintenance of the City golf facilities." As part of the Board Report that created the Golf Advisory Committee (GAC) the Board approved a set of "By-laws" submitted by Staff.

As specified in the current By-laws, these By-laws may be amended by a majority vote of the Committee and are subject to the final approval of both the General Manager and the Board of Recreation and Park Commissioners.

In July 2001 several of the newer members indicated a desire to revisit some of the By-laws' provisions, and an ad hoc committee was created to address these concerns. This committee met on three separate occasions and issued a set of recommendations to the full Golf Advisory Committee at the November 26, 2001 meeting. After debate and adoption of minor amendments, the GAC formally approved the ad hoc committee's recommendations on January 28, 2002 and adopted the amendments at its February 25, 2002 meeting.

This item was submitted for approval at the May 1, 2002, Recreation and Parks Board meeting. The Board voiced concerns with several of the recommended amendment revisions and held the item over to a future agenda. Those concerns have been addressed and this revised report is submitted for approval.

Role of Concessionaires

ARTICLE II

Members

(New Section)

Section 4 *Golf Concessionaires serve as ex-officio members of the Golf Advisory Committee.*

Term of Office and Selection of Officers

ARTICLE III, Section 1

Amend the portion of this Section that sets term limits:

"Members" term of office shall be for one year, and no Member shall serve more than **six eight** consecutive terms representing the club by which they were appointed."

ARTICLE IV, Section 2

This Section was amended as follows-Bold, italicized print is the added text:

"All officers shall be elected by the Members for a term of one year, and no officer shall serve more than two consecutive terms. ***An officer may be reelected after a period of non service as an officer.***"

The remainder of the recommended amendments simplify and/or clarify procedural matters.

Staff has approved the By-law changes contained in Attachment "A" and believes that final adoption by the Board would be in the best interests of the Golf Advisory Committee, the Golf Division, and the Department.

This report was prepared by Pete Frey, Golf Division

ATTACHMENT A

Bolded, Italicized text indicates new wording

ARTICLE II

Members

(New Section)

Section 4 *Golf Concessionaires will serve as ex-officio members of the Golf Advisory Committee.*

ARTICLE III

Term of Office

Section 1 Members' term of office shall be for one year , and no Member shall serve more than ~~six~~ ***eight*** consecutive terms representing the club by which they were appointed.

Section 2 Serving any portion of an unexpired term shall not be counted as service of one term. Members not eligible for re-election may continue to serve until their successors are appointed and meet all of the qualifications outlined in Article II Members of these By-Laws.

Section 3 The terms of office for Members of the Advisory Committee shall terminate ~~on the third Tuesday of July of every year.~~ ***with the commencement of the first scheduled meeting of the fiscal year.***

ARTICLE IV

Selection of Officers

Section 1 The Committee shall have at least two officers (Committee Chair, Vice Chair), and such other officers deemed necessary. The duties will be expressly limited to preside over the regular meetings of the Committee. ***In the event that any officer cannot serve a complete term, an election for that office shall be conducted at the next full Golf Advisory Committee Meeting. The Vice-Chair shall preside at meetings in the absence of the chair.***

Section 2 All officers shall be elected by the Members for a term of one year, and no officer shall serve more than two consecutive terms. ***An officer may be re-elected after a period of non service as an officer.***

Section 5 Delete this section (move to ARTICLE VI)

ARTICLE VI

Meetings

(New Section)

Section 10 *The General Manager shall provide staff and resources to represent the Department at the Committee meetings.*

ARTICLE VIII

Report to City

Section 1 The Committee shall present an annual written report of its activities for the past year to the General Manager. The Annual Report may include new recommendations and shall include the following:

- ~~1. The names of the Committee Members~~
- ~~2. Its objectives and functions~~
- ~~3. A reference to all reports and recommendations presented to the General Manager and the Board of Recreation and Park Commissioners~~
- ~~4. The number of meetings held~~
- ~~5. Attendance records of all Members~~
- ~~6. The number of public hearings conducted~~
- ~~7. Annual Financial Statement~~
- ~~8. A list of City personnel who regularly attend the Committee meetings~~
- ~~9. A recommendation as to whether the Committee should be continued in its current form or be modified.~~

- A. The names of the Committee Members***
- B. Committee Attendance, Staff Attendance/Number of Meetings Held/Public Hearings Held.***
- C. Reports/Recommendations by the committee to the General Manager and the board of Recreation and Park Commissioners***
- D. Observations/Recommendations***