

APPENDIX D
PARK ADVISORY COMMITTEE

MISSION STATEMENT

The Park Advisory Committee (PAC) established by and for the Board of Directors, provides citizen input into policy matters of the District.

PAC members provide citizen involvement and a channel of public communication to the Board. PAC members support the District Vision and help educate the public about the District's Master Plan Mission, accomplishments, activities and issues.

As directed by the Board and supported by Staff, the PAC will study issues, advise on subjects and make recommendations and comments. Typical subjects may include, but are not limited to, the Board-Approved PAC Ongoing Goals, policy on public use and outreach, operations, finance, parkland planning, natural resources, acquisition and the Master Plan. The PAC may also initiate projects with the approval of the Board.

OPERATING GUIDELINES

A. COMPOSITION, NOMINATIONS AND APPOINTMENTS

The Park Advisory Committee shall consist of (21) twenty-one members, all of whom shall serve without compensation. Members of the PAC shall be nominated from the following:

1. Two members by each member of the Board of Directors. (14)
2. One member from each of the following: (7)
 - a. Mayors' Conference of Alameda County
 - b. Mayors' Conference of Contra Costa County
 - c. Board of Supervisors of Alameda County
 - d. Board of Supervisors of Contra Costa County
 - e. Contra Costa County Chapter of California Special Districts Assn.
 - f. Alameda County Chapter of California Special Districts Assn.
 - g. One representative of organized labor from the Alameda Central Labor Council or the Contra Costa Central Labor Council on a rotating basis.

The PAC shall consist of citizens representing the District's cultural diversity and varied interests. Members are expected to communicate with their nominating authority.

Employees of the District are not eligible to serve on the PAC.

Individuals nominated will be appointed if approved by the Board. Nominated individuals must be residents of the area represented by the nominating authority.

The term of appointment of each member of the PAC shall be for two years, such term to begin January 1. If an opening is filled during the term of an existing appointment, the appointment anniversary date shall be the previous January 1.

Membership shall be limited to eight years of continuous service under the same nominating authority. Individuals may be reappointed after two years off the PAC or may continue to serve if nominated by a different authority.

Members may retain their appointment for their designated term without regard to changes in Ward boundaries, or change in residence.

B. MEMBERSHIP REMOVAL

Members of the PAC shall be subject to removal at any time by a majority vote of the Board, by the nominating authority, or as indicated below.

If a member does not attend two consecutive meetings, unless excused by the Chair, the Vice Chair shall contact that member by phone and inform the member of this section of the Board Operating Guidelines. If the member does not attend the third consecutive meeting without being excused by the Chair, the member shall be removed through written notification from the Chair.

If a member of the PAC does not attend 5 meetings in a calendar year, excused or not, the member may be removed through written notification from the Chair.

C. PAC OFFICERS

The PAC shall elect members to serve as Chair and Vice Chair, for a two year term. Election of officers will take place in November, every other year, with the term to begin the following January 1.

The General Manager shall appoint staff to support the PAC as Secretary to the PAC and as Staff to the PAC.

D. SUBCOMMITTEES

The PAC may form Subcommittees to carry out its assigned responsibilities. Each Subcommittee shall elect a Subcommittee Chair for a one year term. The election shall take place in November, every year, with the term to begin the following January 1.

The General Manager shall appoint a staff member for each Subcommittee as deemed appropriate.

E. SPECIAL COMMITTEES

From time-to-time the Board of Directors may instruct the PAC Chair to appoint a Special Committee from the membership to work outside of the normal PAC Subcommittee structure. The purpose of such a Special Committee may be, but is not limited to, the study of major District policy issues and major consideration of substantial changes to Ordinance #38.

The PAC Chair shall designate one member from each Special Committee as liaison to report to the full PAC membership at monthly meetings. The designated member will also relay any suggestions and comments from the full PAC membership to the Special Committee at its next meeting.

F. EXECUTIVE SUBCOMMITTEE

The PAC shall have an Executive Subcommittee consisting of the Chair, Vice Chair, and Chair or

designated representative of each Subcommittee. Staff to the PAC and other staff as necessary will provide support.

G. MEETINGS

The PAC will normally meet monthly and will conduct their meetings consistent with the Board Operating Guidelines. With the exception of December, business meetings will usually be held at a District facility. December's meeting may be a social one to recognize the work accomplished by PAC members. Business will not ordinarily be conducted at this meeting and it may be held at a location other than a District facility.

Dates of PAC meetings will be announced on the Board of Director's agenda: Future Dates. The PAC Chair or Subcommittee Chairs may call special meetings, with one week's notice to all PAC members.

Executive Subcommittee meetings shall be scheduled as needed by the Chair, although any member of the Executive Subcommittee may request the Chair to schedule such a meeting for a specific purpose. The Chair shall report on the Executive Subcommittee meetings at the next regular PAC meeting.

Subcommittees may meet during regular PAC meetings, or at other times that may be set by the PAC Chair at the request of a Subcommittee Chair, as agenda items require.

Special Committees will meet as scheduled by the Committee and will not be affected by nor will it affect regular PAC meetings.

The PAC Executive Subcommittee shall meet in joint session with the Board Executive Committee at least twice per year. The PAC Chair, or designee, shall report on such meetings during the next regular PAC meeting.

H. GOALS, OBJECTIVES AND ASSIGNMENTS

Each year the PAC Chair will consult with the Board President and General Manager to determine the District's needs for the following year and convey those needs to the Executive Subcommittee. The Executive Subcommittee will then develop the goals for the coming year and present them to the PAC for approval. The PAC Chair will submit the PAC-approved goals to the Board Executive Committee. The Board Executive Committee will forward their recommendation to the Board for final approval. The goals may be modified at any time by the Board.

The Board at any time may ask the PAC to undertake specific assignments, appoint Special Committees, or comment on particular issues.

Referral for PAC Comment

1. Any Board Committee may ask for PAC comments on any item of interest. Thereafter, the PAC's comments may be submitted back to the Committee or the Full Board.

Referral for PAC Recommendation

1. A majority of the Full Board at any time may ask the PAC to undertake specific assignments, appoint Special Committees, or make comments or recommendations on issues. PAC recommendations may be referred directly to a Board Committee for information, and

thereafter to the Full Board.

2. All Full Board referrals to the PAC for comment and/or recommendation should be brought up during the Board comments Section of the Board Meeting, and Board consensus for referral shall be obtained.

- I. SUBCOMMITTEE RECOMMENDATIONS AND COMMENTS

All Subcommittee recommendations and comments shall be submitted to the full PAC for approval, disapproval, and/or modification by the full membership.

- J. PAC RECOMMENDATIONS AND COMMENTS TO THE BOARD

PAC recommendations will be submitted to the Board no later than 90 days after approval, except when the item under consideration is delayed due to unforeseen circumstances.

The PAC Chair, or designee, will submit all recommendations to the Board, and will include the number of members present and the number of votes for and against a recommendation. A record of PAC recommendations to the Board will be recorded in a document titled "Status of Recommendations." The Staff Secretary to the PAC will update this document as actions warrant.

PAC comments may be submitted to the full Board and/or Board Committees.

- K. ACTIONS

Actions taken by the Subcommittees or by the full PAC shall require a simple majority of those present for approval.

- L. REPORTS TO THE BOARD

As needed, the PAC Chair, or designee, shall report information regarding the PAC and its activities to the Board.

The Park Advisory Committee shall make an annual report of its activities to the Board of Directors, generally at a February Board meeting.