

GRIFFITH PARK ADVISORY BOARD BYLAWS
Approved January 26, 2023

Article I.

The name of the Park Advisory Board shall be the Griffith Park Advisory Board, herein referred to as the GPAB.

Article II.

Mission Statement (approved 5.27.21)

The Griffith Park Advisory Board works with park stakeholders and city officials to provide guidance and stewardship for Los Angeles' largest park and urban wilderness.

We strive to:

- Ensure a safe and welcoming environment for Griffith Park's visitors, and a healthy & protected habitat for its plant and animal life.
- Foster community among the park's visitors and stakeholders, sharing information about issues and events, and providing a platform to be part of the city's decision-making process.
- Offer candid and thoughtful guidance to Recreation & Parks staff, commissioners and city elected officials on matters related to Griffith Park.
- Fulfill the aspirations of our founding document, "[A Vision for Griffith Park](#)," with a particular focus on increasing access and use of public transit, and a goal of drastically reducing private vehicles and carbon emissions.

Article III.

Park Advisory Board Membership

1. The number of board members must be no fewer than seven (7) and no more than eleven (11). All GPAB members are selected by Recreation & Parks (RAP). The board operates under the guidance of RAP staff, which must give final approval on all projects, events, and other proposals.
2. Selection criteria shall be determined by RAP staff, and may include the following:
 - Demonstrated interest in Griffith Park and understanding of its unique role in our city
 - Willingness to work collaboratively with board members, RAP staff and others
 - Commitment to furthering the values of "A Vision for Griffith Park"
 - "Hands-on" approach and desire to contribute to the board

3. In order to be considered, any candidate shall:
 - Complete and submit a PAB interest form
 - Attend at least one GPAB meeting as an observer – preferably two or three
 - Interview with RAP staff
 - Be a registered RAP volunteer, fingerprinted, and cleared to volunteer
 - Read and sign RAP's & PAB Code of Conduct
 - Be the only representative from an outside (local) organization
 - Not be a member of another PAB
 - Not be a RAP employee
 - Have no personal relationship* with RAP staff assigned to Griffith Park
 - Have no personal relationship* with another GPAB member.

*Personal relationship: Relatives through blood or marriage; dependents; sharing living accommodations; or business partners.
4. Duration of terms shall be two years with the option to interview for additional terms.
5. The officers of the board and members of the Executive Committee are: Chairperson, Vice Chairperson, and Secretary (see below). The officers are elected by the GPAB members and serve on an annual basis. Elections will be held at each year's October meeting, with new officers starting their terms immediately afterward.
6. Should a member have three absences from meetings which are not excused to the satisfaction of RAP staff, or fail to attend a majority of the GPAB meetings in a given year, RAP staff may, at its discretion, remove that member from the board.
7. Members may be subject to removal for not following Rosenberg's Rules of Order, the Brown Act, the GPAB bylaws, the Park Advisory Board Code of Conduct, and RAP policies, or for failing to adhere to the selection criteria. The removal of a GPAB member is decided upon by RAP staff.

Article IV. Committees

1. A Standing Committee is a committee which has a "continued subject matter jurisdiction" such as fundraising, public safety, etc. Only GPAB members may be appointed to a Standing Committee by the Chair, with the approval of RAP staff.
2. The Chairperson, Vice Chairperson, and Secretary are members of the standing Executive Committee.

3. A Working Committee or Ad Hoc committee is a committee that has been established to address a specific topic or goal. The board may create Ad Hoc Committees as needed to deal with temporary issues, or to do fact-finding and present recommendations to the full board. Both GPAB members and other stakeholders may be appointed to a Working / Ad Hoc committee by both the Chair and RAP staff.
4. Any stakeholder may make a proposal for action by the Board by submitting a written request to the Secretary or during the public comment period of a regular GPAB meeting. The Chair, in consultation with the Executive Committee, may decide whether to consider the proposal in any of the following ways: referring it to a Standing Committee; placing it on the agenda at a subsequent GPAB meeting; or creating an Ad Hoc Committee to consider it.

Article V. Meetings

1. A 'meeting' is a "congregation of a majority of the members at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction" of the GPAB. Regular meetings may be held monthly at the discretion of the GPAB or at a minimum once per quarter (four times per year). GPAB meetings shall be held at a Griffith Park venue unless otherwise noted on the agenda.
2. An agenda for each GPAB meeting must be posted 72 hours prior to the meeting, per the Brown Act.
3. A Special Meeting may be called by the Chairperson with the agenda posted at least 24 hours prior to the meeting as per the Brown Act.
4. The agenda is to be prepared and posted by RAP staff with GPAB input. No GPAB meetings may be held without the attendance of RAP staff.
5. The public is invited to attend all GPAB meetings. Those wishing to speak may address the GPAB on an agenda item at the designated time selected by the GPAB, but prior to the GPAB taking an action on that item. Public comment is limited to 2 minutes per speaker, for a maximum of 20 minutes total for public comment, unless the presiding officer of the GPAB announces a change.

Article VI. Voting

1. A quorum is needed in order for the GPAB to take an official action on an agenda item. A quorum is a minimum number of GPAB members who must be present at a meeting in order for a vote to be binding. A quorum of the GPAB shall be 50% of the voting GPAB members plus one voting member.
2. A simple majority vote by the GPAB members present, not including abstentions, at a meeting at which there is a quorum, shall be required to take official action.
3. Elected officers – Chairperson, Vice Chair and Secretary – shall each serve a term of 1 year and may be re-elected.

Article VII. Officers

1. Officers on the Board shall be designated as follows and elected by the GPAB members:
 - a. Chairperson — to preside at all regular meetings and assist RAP staff in preparing the agenda for GPAB meetings; to serve as board spokesperson, unless delegated, as indicated below.
 - b. Vice Chairperson — shall assume the role of Chairperson in the event of the Chairperson's absence.
 - c. Secretary — shall record the minutes of all GPAB meetings.
 - d. Others as needed and approved by RAP staff and a vote of GPAB members.
2. RAP staff shall act in conjunction with the GPAB Chairperson, as a facilitator for meetings, schedules, projects, and other activities as needed.
3. The Chairperson may designate another board representative to speak on the board's behalf and present its actions and concerns as needed.

Article VIII. Authority

1. All formal actions generated by the GPAB as a collective effort, or by any GPAB Member individually, shall be submitted to RAP staff for final discussion, consideration, and approval.
2. RAP staff shall serve as the final approving authority for all formal actions generated by the GPAB or a GPAB member.

**Article IX.
Code of Conduct**

1. All members shall adhere to the City of Los Angeles Park Advisory Board Code of Conduct, shown below, as well as the responsibilities and attributes outlined in these bylaws. As indicated above, members may be removed at the discretion of RAP staff for failure to adhere to the code of conduct.

PARK ADVISORY BOARD CODE of CONDUCT

- I hereby pledge to live up to my responsibilities as a Park Advisory Board Member by following this PAB Code of Conduct.
- I will conduct myself in a professional and civil manner at all times.
- I will treat RAP staff, members of the PAB, and members of the public with respect regardless of the other's opinion, ethnicity, race, religion, religious belief or non-belief, color, creed, national origin, ancestry, sex, sexual orientation, gender, gender expression, age, disability, marital status, income, homeowners status, renter status or political affiliation.
- I will commit to communicate my ideas and points of view clearly and allow others to do the same without interruption.
- I will work to fulfill my role and responsibilities as specified by RAP staff and the PAB By-laws.
- I will commit to learn and follow Robert's Rules of Order Newly Revised, The Ralph M. Brown Act, the PAB By-laws, and Department policy.
- I shall conduct myself in a manner that does not present a conflict of interest or the appearance of a conflict of interest with the programs operated by RAP.
- As a PAB member I will be positive, enthusiastic, forthright, and ethical.

I have read and understand the PAB Code of Conduct and acknowledge that if I fail to abide by the PAB Code of Conduct I will be removed from the PAB.