

APPROVED

REPORT OF GENERAL MANAGER

NO. 13-297

NOV 20 2013

DATE November 20, 2013

BOARD OF RECREATION
1 PARK COMMISSIONERS

C. D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PARK ADVISORY BOARDS – POLICY UPDATES AND AMENDMENTS

R. Adams _____	K. Regan _____
H. Fujita _____	M. Shull _____
*V. Israel _____	N. Williams _____

General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board approve updates and amendments to the policies for selection and function of Park Advisory Boards (PAB) as outlined in the Summary of this Report and in the attached PAB Member Handbook text, to be effective immediately.

SUMMARY:

The PAB program was launched in May of 1998 and the volunteers serving as members over the intervening years have been valuable assets supporting the operations of the Department. PAB members reflect the local community demographics and provide a local perspective while advising and assisting Department staff in numerous aspects of facility operations. Specifically, a PAB member serves:

- As community partner working on behalf of the Department;
- As part of a working group that provides advice and guidance to staff regarding programs and operations which provide value to the community;
- As a resource to expand fundraising and special events efforts; and,
- As a conduit for community feedback and evaluation of programs and services.

PAB policy changes are necessary to reflect technical adjustments and provide additional guidelines based on the experience of staff working with PABs over the years. All proposed changes are incorporated in the revised text for the PAB Member Handbook, attached.

Key among the modified policies are ones establishing tighter parameters for terms and meetings: PABs must have no less than five members and no more than nine, terms are limited to two years with an option to be re-appointed, and PABs must meet at least once quarterly. The only exception to the rule about number of members is for PABs serving regional parks such as

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Griffith Park, for which the number of members shall be determined by an Assistant General Manager. The selection process is amended with the additional stipulations that PAB members may serve on only one PAB, may not be a Department employee, and may not have personal relationships with staff or other PAB members at that facility. These changes avoid the appearance of favoritism or unbalanced influence. Also in regard to ethical matters, a generic statement encouraging ethical behavior is replaced with a detailed Code of Conduct that must be signed by each PAB member. Finally, a provision about evaluation of PAB members by staff is removed as it has not been found to be practical or of value as a tool to improve member participation.

Staff additionally recommends changes to enhance the smooth conduct of meetings and to improve participation of the public in the PAB meetings. To accomplish these goals, the Roberts Rules of Order Newly Revised is established as the guide for conducting meetings and PABs are made subject to the open meetings requirements of the Brown Act, including advance posting of an agenda. An Appendix with details on Robert's Rules of Order Newly Revised and conformance to the Brown Act has been added to the PAB Member Handbook.

The technical adjustments are clarification of various provisions and removal of extraneous language, specifically:

- The Grievance Process is modified to limit filing grievances to those which involve interactions between PAB members and staff, rather than a broad inclusion of members complaining about any perceived unfair treatment by any person at a facility.
- Sections with generic advice about being an effective group member and a volunteer are removed. All RAP volunteers, including PAB members, already receive basic information about volunteering such as facility contact information and what to do in an emergency.
- Language on goals, responsibilities, and tenure are removed because they are replaced with revised sections elaborating in greater detail about the leadership role of the facility director to set the goals and objectives for the PAB and to support PAB member success.
- A sample set of PAB by-laws has been inserted in the Appendix of the Handbook for reference.

The PAB policies approved by the Board and the operational procedures for PABs are summarized in the PAB Member Handbook and elaborated upon in a Manual created for Department staff. The Member Handbook is given to prospective PAB members as part of the recruitment process to and is issued to newly appointed PAB members for orientation to their role and as a ready reference for the policies and procedures members need to know to be effective. Subsequent to the Board's consideration and action on the proposed updates and amendments for PABs, the staff Manual will also be updated accordingly.

The Assistant General Manager for Operations and the Superintendents of the three Regions support the recommended amendments to the Handbook.

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FISCAL IMPACT STATEMENT:

Updates and amendments to the PAB Policies will improve the Department's ability to effectively use PAB volunteers in support of the Department. The use of volunteers to assist Department staff has no negative impact on the Department's General Fund. In the case that a PAB assists with fundraising at a facility, those funds received are received and accounted for by Department staff according to City procedures.

This report was prepared by Vicki Israel, Assistant General Manager, Partnership Branch.

**[Text for] MEMBER HANDBOOK
Park Advisory Board
CITY OF LOS ANGELES
DEPARTMENT OF RECREATION & PARKS**

WELCOME from the GENERAL MANAGER

The City of Los Angeles, Department of Recreation and Parks would like to congratulate you on your appointment as a Park Advisory Board Member. Park Advisory Boards and their members are essential to the overall operation of a recreation facility and the Department's mission. We believe that the partnership between staff and the community is of primary importance in identifying and meeting the recreational needs of the community.

The mission of the Department is to enrich the lives of the residents of Los Angeles by providing safe, welcoming parks and recreation facilities and affordable, diverse recreation and human services activities for people of all ages to play, learn, contemplate, build community and be good stewards of our environment.

Our vision is to provide affordable recreational, physical and cultural opportunities for all of Los Angeles residents, with a focus on families, youth development and building healthy communities. The programs and services offered by the Department will provide excellent value and quality and emphasize the equitable distribution of resources throughout the City. We will offer these programs in safe, attractive and well-maintained facilities that will reflect the public's needs and interests.

The Department observed the need for a formal method of incorporating community input on decisions affecting communities and initiated the development of Center Service Associations (CSAs) in the 1970s. CSA's led the way to the establishment and formalization of what we now recognize as Park Advisory Boards or PABs. The first PAB meetings were conducted in May of 1998. By the year's end there were more than 100 active PABs with almost 1,000 community volunteers. We continue to build and grow our PABs throughout the City.

Your selection to this prestigious position can make a difference helping to support our mission, vision, and our history. I thank you for accepting the challenge.

**General Manager
Department of Recreation and Parks**

WELCOME from the BOARD OF COMMISSIONERS

Congratulations on your selection as a Park Advisory Board Member for the City of Los Angeles.

The Los Angeles Department of Recreation and Parks is our city's most comprehensive social service agency. Our thousands of dedicated employees and abundance of facilities touch the lives of millions of Angelenos - young and old, fully-abled and disabled, rich and poor, and everyone in-between. We provide places to rest, to stroll, to play ball, to make music, to attend the theater, to ride bicycles, to swim, to go to day care or pre-school, to go to camp, to ride the waves, and to see the stars. Los Angeles' most famous icons are under our care, from the Griffith Observatory to Venice Beach, from the Hollywood Sign to the Exposition Park Rose Garden. We are Los Angeles, its people and its places.

By volunteering with the Department you will join over 25,000 other volunteers who donate their time every year to help enhance more than 400 parks and facilities operated by the Department. As a newly selected Park Advisory Board Member you will have the opportunity to expand your commitment to recreational services, your communications skills, and your leadership ability. You will work with the Department staff of your facility on issues involving neighborhood parks, community events, fundraising projects, existing and proposed recreation, and educational programs along with a variety of other issues important to your facility and to your community. Your participation enhances the positive relationship between the City and its residents.

Thank you for your commitment to contribute your time and talents volunteering as a Park Advisory Board member. Your volunteer service will truly make a difference and help the Department continue to build healthy communities through people, parks, and programs.

BOARD OF COMMISSIONERS
Department of Recreation and Parks

WHAT IS A PARK ADVISORY BOARD?

A Park Advisory Board (PAB) consists of individuals who are community residents, business members, and those who work or spend time in a community and who are recruited and selected to help strengthen local recreation programs and services. The Department of Recreation and Parks (RAP) believes that the partnership between staff and the community is of primary importance in identifying and meeting the recreational needs of the community.

ORGANIZATION

A PAB consists of individual community stakeholders, selected by RAP staff, who serve for single two-year terms with the option to interview for additional terms. A PAB consists of no less than five and no more than nine members, unless the PAB is for a major Regional Park, for which the number of members shall be determined by an Assistant General Manager. PABs meet at least once per quarter. These meetings should be held at the recreation facility. At meetings, PAB members use Robert's Rules of Order Newly Revised, follow the procedures of California's Ralph M. Brown Act (the "Open Meeting" law), conform to the PAB Code of Conduct, and abide by RAP policies. The agenda for each PAB meeting must be posted 72 hours prior to the meeting date per the Brown Act. The agenda is to be prepared and posted by RAP staff with PAB input. All PABs operate under the guidance of RAP staff with officers serving on an annual basis. The officers of the board are: Chairperson, Vice Chairperson, and Secretary. The officers are elected by the PAB. RAP staff are not voting members of the PAB. However, RAP staff must be present in order for a PAB meeting to be conducted.

POLICY AND PROCEDURES

All PAB meetings must utilize and follow Robert's Rules of Order Newly Revised, the Brown Act, the PAB By-laws, the Park Advisory Board Code of Conduct, and Department policies.

Robert's Rules of Order Newly Revised provides common rules and procedures for deliberation and debate in order that PAB members conduct constructive and democratic meetings. (Please refer to appendix.)

The Brown Act is a state law which governs open meetings for local legislative bodies. Adherence to the Brown Act provisions ensures that all actions taken by boards, commissions, councils, and other public bodies of local agencies are taken openly and with public access and input.

PAB By-laws are rules developed and adopted by each PAB to establish a mission, help run business, and supervise membership.

The Park Advisory Board Code of Conduct is a set of rules that outlines the proper behavior expected from a PAB member.

PAB members will be advised of any Department policy that will affect members directly.

PARK ADVISORY BOARD MEMBER SELECTION PROCESS

Each potential member must:

- ~ Complete and submit a PAB interest form
- ~ Attend a PAB meeting as an observer before being selected as a member
- ~ Interview with RAP staff
- ~ Be selected to serve on the PAB by 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 organization serving on the PAB
- ~ Not be a member of another PAB
- ~ Not be a RAP employee
- ~ Have no personal relationship* with RAP staff assigned to that specific facility
- ~ Have no personal relationship* with another PAB member serving on that specific PAB

*Personal relationship:

- Relatives through blood relationship or marriage:
- Dependents;
- Sharing living accommodations; or
- Business partners.

ROLE OF A PARK ADVISORY BOARD MEMBER

All PAB members serve in an advisory role under direction of RAP staff, supporting the goals established by RAP staff, and serve for single two-year terms with the option to interview for additional terms. As a PAB member you should have an interest in improving the programs and facilities that comprise the community park and recreation service area, acting as a partner providing feedback and evaluation. PAB members reflect the community surrounding the facility.

PAB members are a resource assisting with expanding fundraising and special event efforts at the facility in compliance with RAP policies and procedures. As a community stakeholder you can be effective in soliciting donations and sponsorships from community organizations and businesses. As a PAB member you will assist in responding to community facility concerns. In order to best respond always focus on mutual interests and shared goals by being thoughtful, honest, and willing to listen to others. You will advise RAP staff regarding how programs, operations, and facilities can meet the needs of the community, while, understanding PAB's have no involvement in RAP staffing decisions or the formulation of Department policy.

As a PAB member, you represent RAP; your conduct and demeanor will directly affect how people view RAP programs and operations. When PAB members work together there is a wealth of expertise, knowledge, and experience that will help make a difference at the facility and in the community.

ROLE OF RECREATION AND PARKS STAFF MEMBER

The RAP staff member who is responsible for the PAB should establish the overall goals and mission of the PAB. This should include short-term, mid-term, and long-term goals for the recreation facility, which will define what the PAB should achieve during a given period. RAP staff must give final approval on all projects, fundraisers, events, and other proposals. All PAB members should be provided with clear responsibilities that utilize the individual's talents, skills, and interests, which will further help accomplish the established goals of the PAB. RAP staff will prepare and post all meeting agendas with PAB input. RAP staff will recruit, select, and train PAB members. Training given by RAP staff should include an introductory orientation to review the Park Advisory Board Member Handbook and help clarify any questions you may have about the PAB. The orientation will ensure all members have consistent information to help in working together towards common goals.

CODE OF ETHICS

Please refer to the Park Advisory Board Code of Conduct in the Appendix;.

GRIEVANCE PROCESS

If you as a PAB member feel you are being treated unfairly by RAP staff or another PAB member, please discuss the issue with the RAP staff member who is in charge of the facility first. If you are not satisfied, you may contact the District Supervisor or next level of the chain of command whose decision is final.

CONCLUSION

Your Volunteer Park Advisory Board Handbook is your practical guide to assist you and RAP staff in developing community spirit, involvement, and enthusiasm. Volunteering is an exciting, rewarding, and enjoyable experience. We look forward to your participation and positive involvement with the community and RAP.

As a volunteer for RAP your time and energy are most sincerely appreciated. You are an important component of RAP. If you have any questions regarding your service as a volunteer, please contact the RAP staff member who is in charge at the facility where you are volunteering.

APPENDIX

ROBERT'S RULES OF ORDER

Robert's Rules of Order Newly Revised provides common rules and procedures for deliberation and debate for the conduct of meetings.

PARLIAMENTARY PROCEDURE

Parliamentary procedure is a set of rules for conducting a meeting. These rules allow all PAB members to be heard and to make decisions without confusion. Following parliamentary procedures is important because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization.

Using parliamentary procedures, PABs follow a fixed order of business. Below is an example of a PAB agenda. Each agenda must include the following but is not limited to these items.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
4. RAP STAFF UPDATES
5. OLD BUSINESS – each of the items to be discussed must be generally described to comply with the Brown Act
6. NEW BUSINESS – each of the items to be discussed must be generally described to comply with the Brown Act
7. PUBLIC COMMENT
8. SET NEXT MEETING DATE AND TIME
9. ADJOURNMENT

The method used by a PAB member to initiate action is to make a motion. A motion is a proposal on which the entire PAB takes an action or a stand regarding an issue. Individual members can:

1. Call the question
2. Second the motion
3. Debate the motion
4. Vote on the motion

The procedure for presenting and acting on a motion is:

1. Obtain the floor
2. Make the motion
3. Wait for someone to second the motion
4. Another member will second the motion or the Chairperson will call for a second

5. If there is no second to the motion, it has failed and may not be discussed
6. Chairperson restates the motion
7. The motion can be discussed and amended (with a second)
8. Chairperson puts the question to the membership

The PAB can vote on a motion:

1. By voice
2. By roll call
3. By general consent
4. By ballot

Parliamentary Procedure is the best way to get things done at PAB meetings but will only work if the rules are used properly:

1. Allow motions that are in order
2. PAB members should obtain the floor properly
3. Speak clearly and concisely
4. Obey the rules of debate
5. Most importantly, be courteous

RALPH M. BROWN ACT

The following is a summary of some of the more relevant Ralph M. Brown Act rules. This is not a complete list of rules and is intended as a brief resource for PAB members.

The Brown Act is a state law which governs open meetings for local legislative bodies. The Brown Act provides rules that ensure that all actions taken by boards, commissions, councils, and other public bodies of local agencies are taken openly and with public access and input.

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 PAB.

PAB meetings “shall be held within the boundaries of [the City of Los Angeles] and accessible to the public.”

All PAB meetings are required to be open and public allowing for “public comment.”

All agendas must be posted at least 72 hours prior to a meeting. RAP staff “shall post an agenda containing a brief general description of each item of business to be transacted or discussed.” No action or discussion shall be undertaken on any item not appearing on the posted agenda. A new topic raised by the public or by a PAB member must be placed on a future agenda if the PAB want to discuss the topic.

Agendas and any other information distributed to all or a majority of PAB members are considered public records and must be made available upon request.

A special meeting of the PAB requires that the agenda be posted only 24 hours prior to the meeting. No action or discussion shall be undertaken on any item not appearing on the posted agenda. Calling a special meeting requires that there is an urgency to act.

PAB members will most likely from time to time attend community events such as fundraisers and picnics. At gatherings such as these PAB members must refrain from discussing with one another any matters related to anything the PAB may discuss at a meeting.

Serial meetings are not allowed. A serial meeting occurs when a majority of PAB members have communicated about an issue and have developed a "collective concurrence" outside of a noticed public meeting. Therefore, the use of technical devices such as email or telephone is prohibited when arriving at a "collective concurrence" and should not be used to discuss PAB business.

Committees:

A standing committee is a committee which has a "continued subject matter jurisdiction" such as fundraising, public safety, bylaws, etc. Only PAB members can be appointed to a standing committee by RAP staff. Standing committees are subject to the Brown Act even if comprised of less than a quorum of the PAB members.

A working committee or ad hoc committee is a committee which has been established to address a specific topic with an end date such as: a ribbon cutting, Halloween event, awards ceremony, etc. Both PAB members and other stakeholders can be appointed to a working/ad hoc committee by RAP staff. If the working/ad hoc committee consists of less than a quorum of the PAB members the committee is not subject to the Brown Act. If the working/ad hoc committee consists of a quorum of the PAB members the committee is subject to the Brown Act.

SAMPLE BY-LAWS

Article I. Name of Facility

The name of the committee shall be the [Facility Name] Park Advisory Board, herein referred to as the PAB.

Article II. Mission Statement

1. The PAB was formed at [Facility Name] to help build a stronger partnership between the recreation facility and the community. The PAB will help identify the

recreational needs of the community. The PAB will always offer opportunities for public involvement in the decision making process.

2. The PAB will work to make the facility safe, clean, and hospitable while offering guidance and assistance on programming, operations, and fundraising.
3. The PAB will promote and participate in fundraising activities. Funds generated by the PAB may be utilized for the continued improvement of the facilities at [Facility Name] and its ongoing activities.
4. RAP staff must give final approval on all projects, fundraisers, events, and other proposals at the onset.

Article III.

Park Advisory Board Membership

1. Voting membership of the PAB must be no less than five (5) members and no more than nine (9). All PAB members are selected by RAP staff.
2. Eligibility shall be determined by the following:
 - ~ Complete and submit a PAB interest form
 - ~ Complete and submit a PAB interest form
 - ~ Attend a PAB meeting as an observer before being selected as a member
 - ~ Interview with RAP staff
 - ~ Be selected to serve on the PAB by 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 organization serving on the PAB
 - ~ Not be a member of another PAB
 - ~ Not be a RAP employee
 - ~ Have no personal relationship* with RAP staff assigned to that specific facility
 - ~ Have no personal relationship* with another PAB member serving on that specific PAB
- *Personal relationship:
 - Relatives through blood relationship or marriage;
 - Dependents;
 - Sharing living accommodations; or
 - Business partners.
3. Duration of terms shall be a single two-year term with the option to interview for additional terms. All PAB's operate under the guidance of the RAP staff with officers serving on an annual basis. The officers of the board are: Chairperson, Vice Chairperson, and Secretary. The officers are elected by the PAB.

4. Should a member resign, have three absences from meetings which are not excused to the satisfaction of RAP staff, or fail to attend 25% of the PAB meetings in a given year, the member shall submit in writing his or her resignation from the PAB to RAP staff.
5. Members may be subject to removal from the PAB for not following Robert's Rules of Order Newly Revised, the Brown Act, the PAB By-laws, the Park Advisory Board Code of Conduct, and Department policies. The removal of a PAB 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, bylaws, etc. Only PAB members can be appointed to a standing committee by RAP staff. Standing committees are subject to the Brown Act even if comprised of less than a quorum of the PAB members.
2. A working committee or ad hoc committee is a committee which has been established to address a specific topic with an end date such as; a ribbon cutting, Halloween event, rewards ceremony, etc. Both PAB members and other stakeholders can be appointed to a working/ad hoc committee by RAP staff. If the working/ad hoc committee consists of less than a quorum of the PAB members the committee is not subject to the Brown Act. If the working/ad hoc committee consists of a quorum of the PAB members the committee is subject to the Brown Act.

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 PAB.
2. Regular meetings shall be held a minimum once per quarter or four (4) times per year. The location of PAB meetings shall be at [Facility Name].
3. An agenda for each PAB meeting must be posted 72 hours prior to the date per the Brown Act.
4. The agenda is to be prepared and posted by RAP staff with PAB input. No PAB meetings may be held without the attendance of RAP staff.

5. The public is invited to attend all PAB meetings. Those wishing to speak may address the PAB on an agenda item at the designated time selected by the PAB, but prior to the PAB taking an action on the agenda item.

Article VI.
Voting

1. A quorum is needed in order for the PAB to take an official action on an agenda item. A quorum is a minimum number of PAB members who must be present at a meeting in order for a vote to be binding. A quorum of the PAB shall be 50% of the voting PAB members plus one (1) voting member.
2. A motion will only be passed or adopted if a majority supports the motion. A majority constitutes more than half of the total voting members of the PAB.

Article VII.
Officers

1. There shall be a Presiding Officer, herein referred to as Chairperson. There shall also be designated officers. Positions on the Board shall be designated as follows and elected by the PAB members:
 - a. Chairperson – to preside at all regular meetings and assist RAP staff in preparing the agenda for PAB meetings
 - b. Vice Chairperson – shall assume the office of Chairperson upon the Chairperson's absence
 - c. Secretary – shall record the minutes of all PAB meetings
 - d. Others as needed and approved by RAP staff and PAB members
2. Department staff shall act in conjunction with the PAB Chairperson, as a facilitator for meetings, schedules, projects, and other activities as needed.
3. The Board shall appoint a designated representative to speak on its behalf and present its actions and concerns as needed.

Article VIII.
Authority

1. All formal actions generated by the PAB as a collective effort, or by any PAB 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 PAB or a PAB member.

Park Advisory Board CODE OF CONDUCT

I hereby pledge to live up to my responsibilities as a Park Advisory Board Member by following the PAB Code of Conduct.

1. I will conduct myself in a professional manner at all times as a Park Advisory Board member.
2. I will treat RAP staff, members of the board, and members of the public with respect at all times.
3. I will commit to communicate my ideas and points of view clearly and allow others to do the same without interruption.
4. I will work to fulfill my role and responsibilities as specified by RAP staff and the PAB By-laws.
5. I will commit to learn and follow Robert's Rules of Order Newly Revised, The Brown Act, the PAB By-laws, and Department policy.
6. 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.
7. When representing RAP I will be positive, enthusiastic, forthright, and ethical.
8. I acknowledge that if I fail to abide by the PAB Code of Conduct I can be removed from the PAB.

PAB Member Signature

Date