



# Agenda Report

**MEETING DATE:** Monday, 1, 2023

**TO:** PARKS & RECREATION COMMISSION

**FROM:** Nick Calubaquib, Parks and Community Services Director

**SUBJECT:** REVIEW AND UPDATE OF PARKS AND RECREATION COMMISSION BYLAWS

---

## **RECOMMENDED ACTION:**

That the Commission review the Commission's existing bylaws and discuss and adopt changes as necessary.

## **BACKGROUND:**

Most recently, during its meetings on August 6, 2018 and February 5, 2018, the Commission adopted amended bylaws that:

- Adjusted wording to properly reference to the Charter of the City of Watsonville section that defines organization and membership of the commission.
- Update the day and time of the Commission meetings and clarified the language to determine alternate meetings time should the commission be unable to meet on regularly scheduled days.
- Established Rosenberg's Rules of Order as the Commission's structure for parliamentary procedures.
- Update the Agenda Format to include the Pledge of Allegiance, create a "Consent Agenda" section and create a "Communications" section on the agenda.

Prior to this, the Commission has not adopted or amended its bylaws for several years. In March of 2011, the commission acted to change the meeting date in which commission meetings take place.

## **DISCUSSION:**

Section 2-2.205 – "Meetings" of the Watsonville Municipal Code establishes that the Recreation and Parks Commission shall adopt rules and regulations to govern procedure.

The Bylaws and protocols for the Commission include the following sections:

- Organization and Membership
- Elections of Officers
- Regular Meetings
- Special Meetings
- Agenda Format

- Quorum
- Committees
- Voting
- Parliamentary Procedures
- Press and Public Relations

The current bylaws are attached for review.

**STRATEGIC PLAN:**

*Community Engagement and Well-Being* – Parks and Recreation Commission meetings support Parks and Community Services, youth activities and programs.

**FINANCIAL IMPACT:**

None.

**ALTERNATIVE ACTION:**

None.

**ATTACHMENTS AND/OR REFERENCES (If any):**

Current Parks and Recreation Commission Bylaws