

**Recreation and Parks Commission
By-Laws, Rules, and Procedures
Adopted by NTPUD Board of Directors on May 9, 2017**

Article I – Name

The name of the Commission shall be the North Tahoe Recreation and Parks Commission (herein “Commission”).

Article II – Purpose

The Commission shall be comprised of interested citizens whose function shall be to provide advice, assistance, and recommendations to the North Tahoe Public Utility District Board of Directors (herein “Board”) and to facilitate communications between the Board and community in matters relating to Recreation and Parks services and facilities as described in Article III, subject to these by-laws, rules, and procedures, and other applicable laws of the State of California.

Article III – Recreation and Parks Services and Facilities

Services consist of the operation and maintenance of facilities, recreation programming and classes, sports activities and tournaments, special events programming, and all other such recreation programs, classes, sports activities, tournaments, and special events that shall appropriately meet the needs of users in the area served by the North Tahoe Public Utility District.

Facilities include all land, parks, beaches, buildings, structures, parking lots, and other facilities owned, maintained, or operated by the North Tahoe Public Utility District, now and in the future, related or used in the delivery of services, including but not limited to the North Tahoe Regional Park, the North Tahoe Event Center, the Tahoe Vista Recreation Area, and other District-owned or managed properties.

Article IV – Composition, Appointment, and Qualification of Members

The Commission shall consist of five (5) members and up to two (2) alternate members appointed by the Board who shall be qualified elector of the State of California or business owner within the District (herein “Qualified Members”), and up to two (2) members who shall be high school students in good standing (herein “Student Members”).

Article V – Term of Office, Replacement, and Compensation of Members

1. Qualified and Alternate Members will serve for a term of three (3) years. Student Members will serve for a term of one (1) year.
2. Terms of Qualified and Alternate Members shall commence and terminate on December 31st. Terms of Student Members shall commence and terminate on May 31st.

3. Members may be removed by a majority vote of the Board at any time.
4. Vacancies on the Commission may be filled by the Board following advertising for the position for not less than fifteen (15) days. In the event that a vacancy occurs within six (6) months of a prior vacancy, the Board may fill such vacancy from the pool of prior applicants or by appointing an alternate member, at its discretion.
5. The term of a member will automatically terminate if:
 - a. He or she misses three meetings in any twelve (12) month period without the prior written approval of the Board President, General Manager/CEO, or the Commission Chair.
 - b. He or she is convicted of a crime involving moral turpitude.
 - c. He or she acts upon a situation in which he or she actually has or had a conflict of interest.
6. No member shall receive any compensation for services provided. All members shall, however, be entitled to reimbursement for necessary travel, food, or housing expenses while on District business previously approved by the Board President, General Manager/CEO, or Commission Chair. District staff may provide reasonable administrative support and access to office supplies and equipment in support of Commission business and activities.
7. Commission members shall be covered by the District's Workers Compensation and General Liability Insurance policies while engaged in activities within the course and scope of their responsibilities and duties as specified in Article VI.
8. Commission members are not employees of the District and shall not be entitled to compensation or benefits as a result of service on the Commission, except as specified in Paragraphs 6 and 7, above.

Article VI – Responsibilities and Duties

The Commission shall:

1. Review all recreation matters presented by the Board, the General Manager, or the Administrative Manager and act as advisors to the Board, and make recommendations or necessary action on matters relating to Recreation and Parks services and facilities.
2. Act as the liaison between the Board and community on matters relating to Recreation and Parks services and facilities, keeping the Board informed of public recreation needs and desires.
3. Recommend guidelines to the Board on all facets of Recreation and Park services and facilities, within or affecting the District, including but not limited to:
 - a. Services, goals, and policies
 - b. Facilities, specifically development and utilization

- c. Concessions and concessionaires providing services
 - d. Fees and charges for use or rental of facilities
 - e. Ordinances and rules applicable to the delivery of services or the utilization of facilities
 - f. Other matters as deemed necessary for the benefit of the public
4. Periodically update a comprehensive District Recreation and Parks Master Plan for submission to and adoption by the Board, which endeavors to:
 - a. Provide recreation and Parks services and facilities within the resources of the District, in recognition of potential growth and in accordance with the needs, desires, interests, and wishes of all age groups and abilities of residents and visitors to the community.
 - b. Maintain, preserve, and enhance the physical environment and ecological balance of the District
 - c. Complement other public, private, and commercial recreational activities and interests
 - d. Encourage and maintain high standards of safety and responsible conduct in the delivery of services and utilization of facilities
 - e. Strategy
 5. Prepare and present to the Board annually at its regularly scheduled meeting a comprehensive report on the activities of the Commission during the prior year, which shall include comment on the delivery of the Recreation and Parks services and the utilization of facilities, adherence to the Recreation and Parks budget, the generation of revenue from operation of Recreation and Parks services and facilities, and other such matters as deemed appropriate. Such report shall be prepared and presented in conjunction with the Recreation and Parks management staff.
 6. Review and comment to the Board and District management on the proposed annual Recreation and Parks budget, and research, forecast and describe as appropriate the cost of engineering, planning, coordination and cost incidental to the creation or utilization of new facilities and the initiation of new services.
 7. Provide recommendations for staff to research and review, and render assistance when required, requested, or necessary to identify potential funding sources within or external to the District, and to procure necessary funding for the continuation, development, or enhancement of Recreation and Parks services or facilities.
 8. Establish an active public information program to describe and advertise the Recreation and Parks facilities and services provided or to be provided by the District and to explain the function and operation of the Recreation and Parks Commission to public officials and the general public.
 9. Assist District management and the Board in the employment of Recreation and Parks management staff.

Article VII – Commission Procedures

All meetings shall be open to the public and conform to the requirements of the Brown Act. The Commission may not meet in closed session.

1. Regular meetings shall be held monthly at a date and time to be set by the Commission annually. If a meeting falls on a legal holiday, an alternate meeting date will be set by the Commission. The Commission may, if circumstances require, move the meeting date to ensure maximum attendance. Sufficient notice to the Commission and the media shall be made whenever a meeting date is changed.
2. Special meetings may be called by the Board, the District General Manager, the Chair of the Commission, or the Administrative Manager, or at the request of any three (3) Commission members.
3. Quorum: A majority of the Qualified Members of the Commission shall constitute a quorum. In the event that a majority of the Qualified Members are not in attendance at a meeting, the seat of an absent member shall be filled by an Alternate Member for purposes of establishing a quorum and for all other purposes of the Commission, including voting on all motions duly made.
4. Officers and Duties: At its last meeting in December or as appropriate of each year, the Commission shall appoint from amongst its members a new Chair and Vice Chair to serve for a period of one year. The Chair and Vice Chair shall not hold their respective positions for more than two consecutive years.
 - a. The Chair shall preside at all meetings of the Commission, appoint committees and may call Special Meetings as necessary and advisable.
 - b. The Vice Chair shall perform the duties and obligations of the Chair in absence of the Chair.
 - c. The Administrative Manager or a designee shall attend all meetings of the Commission and act as its Secretary.
 - d. At least one member of the Commission, the Administrative Manager, or both, shall represent the Commission at the monthly meeting of the Board.
5. Order of Business: An agenda for each regular meeting of the Commission shall be established by the Administrative Manager and shall be adhered to unless changed by a majority vote of the Commission. Any Member or Alternate Member of the Commission may place an item for consideration on the agenda of any regular meeting. The request must be made sufficiently in advance of the meeting to comply with public notice requirements. The agenda shall contain:
 - I. Call to Order
 - II. Public Forum
 - III. Approval of Minutes
 - IV. Business Items
 - V. Park and Facilities Report/Update
 - VI. Adjournment