



# Hayward Area Recreation and Park District

1099 "E" Street, Hayward, CA 94541  
(510) 881-6700

## CITIZENS ADVISORY COMMITTEE

### BYLAWS

#### ARTICLE I NAME

The name of this Committee shall be the Citizens Advisory Committee of the Hayward Area Recreation and Park District.

#### ARTICLE II PURPOSE

The purpose of the Committee shall be to serve in an advisory capacity to the Board of Directors of the Hayward Area Recreation and Park District (District). This Committee in its operation shall represent no special group but, rather, shall serve for the general welfare of the District as a whole.

#### ARTICLE III OBJECTIVES

- Section 1. To give citizens an additional opportunity to express opinions and ideas, obtain information and recommend to the Board of Directors constructive actions, changes and improvements, which concern the citizens of the community.
- Section 2. To review District program.
- Section 3. To actively aid in the communication concerning any project which is in the best interest of the District.
- Section 4. To handle specific projects assigned by the Board of Directors for investigation, study and reporting to the Board of Directors.
- Section 5. To implement goals of the District's Master Plan

#### ARTICLE IV MEMBERSHIP

- Section 1. Members of the Citizens Advisory Committee shall be: (1) registered voters of the District; and (2) not employed in an official capacity with the District.
- Section 2. Appointment to membership shall be made by the President of the District Board with approval of the Board of Directors.

- Section 3. All appointees shall be appointed and serve for a period of two (2) years. All terms expire December 31. No member shall serve more than two (2) consecutive full terms. Exception: The Board of Directors may extend an appointee's term for one (1) additional year if it is deemed to be in the best interest of the CAC to do so.
- Section 4. Total membership on this Committee shall not exceed eleven (11), and will be distributed generally throughout the District.
- Section 5. A member shall be considered inactive and subject to removal by the President of the District Board of Directors after two (2) consecutive absences from scheduled meetings unless the Recreation District representative to the Committee has been notified in advance that the member will be absent.
- Section 6. Whenever vacancies occur, they shall be filled for the balance of the membership period by the President of the Board of Directors.
- Section 7. The General Manager or District staff designee will be an ex-officio member of the Committee without vote. The staff representative to the Committee will attend all meetings to provide historical data and Board policies, to advise regarding current programs and procedures and to obtain such other information as may be required by the Committee.

#### ARTICLE V OFFICERS

- Section 1. The officers of this Committee shall be a Chair, Vice Chair, and Secretary and who shall be nominated and elected by a majority vote of the Committee at the first meeting of each calendar year.
- The Executive Committee shall be composed of these officers and subcommittee Chairs. Each shall serve a one (1) year term, limited to no more than two (2) consecutive terms.

#### ARTICLE VI VOTING

- Section 1. All active members shall have voting privileges.
- Section 2. On recommendations that are submitted to the Board of Directors, a roll call vote will be taken and recorded. The recommendations must receive a majority vote of the total filled seats on the Committee.

ARTICLE VII MEETINGS

- Section 1. Meetings of the Citizens Advisory Committee will be scheduled not less than four (4) times annually at the call of the chair.
- Section 2. Seven (7) days prior to each meeting, Minutes of the preceding meeting and an Agenda for the approaching meeting will be mailed to each member of the Citizens Advisory Committee and to the Clerk of the Board of Directors.
- Section 3. If a question is raised regarding procedure, the Committee shall resort to Robert's Rules of Order. Otherwise informal procedures shall be used, in accordance with applicable law.
- Section 4. A quorum of this Committee shall consist of a majority of the total filled seats on Committee.
- Section 5. The Chair or a majority of the Committee members may call special meetings, and it shall be mandatory for the Chair to call a special meeting at the direction of the Board of Directors.
- Section 6. Members of the District and the public may visit any meeting of the Committee. Public comment shall be in accordance with the Ralph M. Brown Act.

ARTICLE VIII SUBCOMMITTEES

- Section 1. The Chair shall appoint such subcommittees as are necessary to accomplish special work.
- Section 2. Service on subcommittee shall be with the consent of the members selected, except that each member shall consent to at least one (1) subcommittee assignment per year.
- Section 3. A member of the District staff will be the staff representative and will be an ex-officio member of each subcommittee without vote. The staff representative of a subcommittee will attend all meetings to provide historical data and Board policies, to advise regarding current programs and procedures and to obtain such other information as may be required by a subcommittee.
- Section 4. Subcommittees shall hold special meetings at the discretion of the subcommittee Chair.
- Section 5. The Chair of the Citizens Advisory Committee and the General Manager shall be notified prior to subcommittee meetings.

ARTICLE IX AMENDMENTS

- Section 1. The Bylaws may be reviewed for the purpose of recommending amendment at any regular meeting. At the following meeting, proposed changes shall be submitted to vote.
- Section 2. A majority of seated members shall be required to recommend an amendment to the District Board of Directors for approval.
- Section 3. The Board of Directors can amend the Bylaws by a majority vote of the total membership of the Board of Directors.

ARTICLE X RECORDS

- Section 1. Records of the Secretary shall be retired after a period of two (2) years and kept on file at the District Office to the extent required by law.

ARTICLE XI PROCEDURE

- Section 1. The Citizens Advisory Committee shall call to the attention of the Board of Directors issues, which the Committee feels should be considered.
- Section 2. The Board of Directors shall advise the Citizens Advisory Committee whether or not the issue shall be studied.
- Section 3. All requests and recommendations between the Board of Directors and the Citizens Advisory Committee shall be in writing. All requests and recommendations, which are made to the Board of Directors, shall be mailed or personally delivered the District Clerk.
- Section 4. The Chair or his designee shall be the official spokesperson of the Citizens Advisory Committee.

Approved by the Board of Directors of the Hayward Area Recreation and Park District 3/25/63.  
Amended 1/18/65, Art. III, Sec. 4; Art. V, Sec.2  
Amended 2/8/65, Art. IV, Sec.2, 6; Art. VII, Sec.; Art IX, Sec. 2,3  
Amended 6/13/66, Art. IX, Sec. 4  
Amended 7/24/67, Art. XI, Sec. 3

Amended 2/26/69, Art. IV, Sec. 3,4; Art. VII, Art. V, Sec. 1,2,3; Art. VI, Sec. 2,3  
Amended 12/21/70, Art. IV, sec. 4,5: Art. V, Sec. 4; Art. VI, Sec.4; Art. VII, Sec. 4  
Amended 8/27/07 – Revitalization of District-wide Citizens Advisory Committee  
Amended 3/31/08 – Article IV, Sec. 4 (membership increased from 9 to 11, effective 1/1/09)  
Amended 3/26/12 – Article IV, Sec. 3 (Membership): Article V, Sec. 1 (Officers)