

COUNTY OF SAN MATEO
Parks Department

DATE: December 2, 2021

TO: Parks and Recreation Commission
FROM: Nicholas J. Calderon, Parks Director
SUBJECT: Amendment to Article 9 of the Parks and Recreation Commission Bylaws

RECOMMENDATION:

Adopt an amendment to Article 9 of the San Mateo County Parks and Recreation Commission Bylaws

BACKGROUND:

In accordance with Article 9 of the San Mateo County Parks and Recreation Commission ("Commission") Bylaws, meetings of the Commission are regularly held every other month at whatever date, time, and location the Commission annually establishes by resolution.

However, as discussed at the Commission's October 2021 meeting, there is an interest in meeting monthly. To meet monthly, the Commission needs to amend Article 9 of its Bylaws to change the frequency in which meetings occur.

DISCUSSION:

For the Commission to meet monthly, it must amend Article 9 of its Bylaws to read "Meetings of the Commission are regularly held every month at whatever date, time and location the Commission shall annually establish by resolution in accordance with the Ordinance which created the Commission."

Article 16 (Amendments) of the Bylaws states: "These Bylaws may be amended at any meeting of the Commission at which a quorum is present upon agreement by two-thirds (2/3) of those present and voting. At least fourteen (14) days written notice must be given to each member of the Commission of the intention to alter, amend, or adopt new Bylaws at such meetings, and such notice must include the text of the proposed alteration, amendment, or substitution." This requirement was satisfied by the notice emailed to each Commissioner on November 18th.

FISCAL IMPACT:

The Parks Department's budget currently accounts for staffing costs associated with bi-monthly regular Commission meetings. Should, however, the Commission increase the frequency of its regular meetings, the Parks Department will incur additional costs—including, but not limited to, opportunity costs—associated with staff preparation for, and

attendance at, these additional meetings. These costs are difficult to quantify, but can be reasonably expected to result in operational inefficiencies.