

**COUNTY OF SAN MATEO**  
Parks Department

**DATE:** February 6, 2020

**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, Commission meetings are scheduled for the first Thursday of every even month in the Board of Supervisors' Chambers at 4 p.m.

However, as discussed at the Commission's October 2019 and December 2019 meetings, the Board Chambers are not available on the first Thursday of every even month in 2020. During its December 2019 meeting, Commissioners expressed a preference for keeping meetings scheduled for the first Thursday of every even month at 4 p.m. and changing the location of the meetings to County parks and/or other available sites. Parks Department staff noted that this was possible but would require the Commission to amend its bylaws.

**DISCUSSION:**

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 noticed emailed to each Commissioner on January 23, 2020.

In order to grant future Commission bodies the ability to change meeting dates, times, and locations, it is proposed that the first sentence of Article 9 of the Bylaws be amended to read as follows: "Meetings of the Commission are regularly held every other month at whatever date, time and location the Commission shall annually establish by resolution in accordance with the Ordinance which created the Commission." To provide transparent scheduling to the public, the Department will

present future Commission bodies with the then-next year's Parks Commission schedule at the preceding year's December meeting.

**FISCAL IMPACT:**

No impact to net county cost.