

BYLAWS OF AMERICAN RIVER PARKWAY ADVISORY COMMITTEE
ARTICLE I

PURPOSE

1. The Committee shall have and exercise the following powers:
 - a) Act in an advisory capacity to the Sacramento County Recreation and Park Commission and the Director of Regional Parks in promoting, aiding and encouraging public understanding of the special natural values of the Parkway; ensuring the preservation of the natural environment; and providing limited developments to facilitate human enjoyment and public recreation in the American River Parkway, in accordance with the American River Parkway Plan.
 - b) Act in an advisory capacity to the Director of Regional Parks in the maintenance, development and operation of the American River Parkway, including capital construction, flood protection, vegetation management, and fire suppression projects.
 - c) Study and make recommendations on the acquisition, protection and development of areas and facilities in the American River Parkway. Make recommendations on a schedule of priorities for acquisition and development in accordance with the American River Parkway Plan.
 - d) Advise the Director of Regional Parks and the Recreation & Park Commission regarding implementation of the American River Parkway Plan. Promote public outreach and education; foster public and private involvement with respect to recreation and park programs in the American River Parkway and the Natural Resource Management Plan.
 - e) Make recommendations to the Recreation and Park Commission and the Director of Regional Parks on projects proposed in the Parkway Corridor Combining Zone, as well as other encroachments/construction not related to recreational improvements on the Parkway.
 - f) Consult with the Director of Regional Parks on methods of financing maintenance and operations for the American River Parkway, and make recommendations thereon.
 - g) Establish general rules of procedure to administer meetings and carry out the purpose of the Committee; propose bylaws, rules and regulations as the Committee may deem appropriate to facilitate the carrying out of a recreation and park system on the American River Parkway. Said bylaws, rules and regulations shall be provided to the Director of Regional Parks and the Recreation & Park Commission for approval.

ARTICLE II

OFFICERS & COMMITTEE MEMBERS

1. Officers of the American River Parkway Advisory Committee shall consist of a Chairperson and a Vice Chairperson, who shall be elected annually at the first regular meeting of February each year, and who shall serve until their successors are elected and qualify, provided that no member shall serve as Chairperson for more than two consecutive years, and thereafter shall not be eligible for election as Chairperson until one year has elapsed from his last term of office as Chairperson.
2. A staff person from the Sacramento County Department of Regional Parks shall attend meetings of the Committee and shall serve as Secretary to the Committee.
3. The Chairperson shall preside at all regular and special meetings. The Chairperson shall preserve order and decorum and shall decide all questions of order not otherwise provided for in these rules at the meetings. The Chairperson shall be entitled to make or second any motion, discuss and present any matter as a member of the Committee without having to step down from the Chairperson. The Vice-Chairperson shall assume and perform all duties of the Chairperson in the latter's absence from any meeting. The Chairperson will not vote, except in the case of a tie vote. In such case, the Chairperson will vote at their discretion.
4. The terms of office of each member of the Committee shall be at the pleasure of their represented organization. Additionally, the Department of Regional Parks shall contact each represented organization every odd numbered year to confirm each member's appointment.
5. The American River Parkway Advisory Committee shall consist of representatives from the following organizations:
 1. Sacramento County Recreation and Park Commission (ex-officio member)
 2. Director of Regional Parks (ex-officio member)
 3. Save the American River Association
 4. American River Parkway Foundation
 5. American River Natural History Association
 6. Sierra Club, Mother Lode Chapter
 7. California Native Plant Society, Sacramento Chapter
 8. Sacramento Valley Conservancy
 9. Sacramento Audubon Society
 10. Sacramento Area Bicycle Advocates
 11. ARP Equestrian Patrol
 12. Sacramento Running Association
 13. Representative from Utility Company
 14. Soil Born Farms

15. Member at Large, District One
16. Member at Large, District Two
17. Member at Large, District Three
18. Member at Large, District Four
19. Member at Large, District Five

The Members at Large are appointed by the Board of Supervisors; all others are appointed by their respective organizations and approved by the Director of Regional Parks.

ARTICLE III

MEETINGS AND PROCEDURES

1. All meetings of the American River Parkway Advisory Committee shall be open to the public, and are subject to the provisions of the Brown Act. Committee members shall also receive ethics training every two years, as defined by the California Fair Political Practices Commission.
2. Regular meetings shall be held once a month, or as needed at a regularly appointed time. The regular meeting time may be changed by a majority vote of the members at least 14 calendar days prior to the next regularly scheduled meeting, and notice of such change shall be posted on Regional Parks website, or any other media deemed appropriate.
3. Special meetings of the American River Parkway Advisory Committee shall be held at the call of the Chairperson or by a majority vote. Notice of such special meetings and the purpose thereof shall be given to all members of the Committee and posted a minimum of seventy-two (72) hours in advance.
4. A quorum shall consist of a majority of the currently filled seats of the American River Parkway Advisory Committee. No action of the Committee shall be taken unless a quorum thereof is present.
 - a) In any action proposed by the Chairperson, unanimous consent thereto shall have the effect of a motion duly carried out without the necessity of a vote.
 - b) A tie vote shall be deemed a vote of denial.
 - c) Under no circumstance shall any member take any action or make any statements committing the committee as a whole unless given the authority to do so by a vote of the committee.

d) No action or recommendation of the Committee shall be valid unless a simple majority of Committee members present concur therein.

5. Any member of the American River Parkway Advisory Committee who fails to attend three (3) meetings in a calendar year shall cease to be a member of the committee. In such case, the Chairperson shall direct the Secretary to notify the committee member in question and to notify the committee member's representative organization that a vacancy exists.

6. Order of Business:

- a) Call to order
- b) Roll Call and Introductions
- c) Role of the Committee and Description of Meeting Procedures
- d) Public Comment
- e) Action Items
- f) Review and Approve Prior Action Summary
- g) Information Items – Oral
- h) Staff Comments
- i) Information Items – Written
- j) Future Agenda Items

Items on the agenda can be heard in any order, unless it is a timed item. The Committee may take action on any item on the agenda.

7. All members of the committee and the Secretary shall receive a copy of all action summaries and reports. One additional copy of the minutes and reports shall remain in the Secretary's books.

8. Agendas for the American River Parkway Advisory Committee are prepared by the Secretary in conjunction with the Chairperson. Items for inclusion on the agenda can be submitted to either the Chairperson or Secretary.

ARTICLE IV

SUBCOMMITTEES

1. The Chairperson may create standing or special subcommittees, define their powers and duties and appoint the members thereof, upon approval of the Committee. Subcommittees may only include a minority number of Committee members.

ARTICLE V

RECOMMENDATIONS

1. All recommendations of the American River Parkway Advisory Committee to the Recreation and Park Commission shall first be submitted to the Director of the Sacramento County Department of Regional Parks acting in his/her official capacity as ex-officio of the committee.

ARTICLE VI

AMENDMENTS

1. These bylaws may be adopted, amended or repealed at any regular or special meeting of the Committee by an affirmative vote of two thirds of the committee members. Amended bylaws must be mailed or emailed to the Committee members fourteen (14) days prior to the Committee members taking final action on any amendments. Changes to the bylaws are not in effect until said bylaws, rules and regulations are approved by the Director of Regional Parks and the Recreation & Park Commission.

ARTICLE VII

OTHER

Any item deemed not covered under these bylaws shall be covered under Robert's Rules of Order.