

12/12/18

La Selva Beach Recreation District Bylaws

I. Name and Location

The name of the association is the La Selva Beach Recreation District (hereinafter, "District"), a California Special District. The principal location and office of the District shall be in the County of Santa Cruz, State of California. The principal address is 314 Estrella Avenue, La Selva Beach, CA, 95076

II. District Overview

Formed in 1953, the District serves the community of La Selva Beach. Facilities include a clubhouse and playground on Estrella Avenue, Triangle Park on Playa Blvd., Robin's Park along Arbolado Drive, open space at the entrance of the community near the corner of San Andreas Road and Playa Blvd., and a strip of land between Vista Drive and the coastal bluff.

III. PURPOSE

The purpose of the District is to govern the access, use, maintenance, repair and continuing viability of certain public recreation assets within the community of La Selva Beach, in Santa Cruz County, California, and to provide recreational opportunities for the constituents of the District.

IV. SCOPE

Section 1. Authority

The District is authorized in the Recreation and Park District Law (Public Resources Code sections 5780 – 5791.7). The District may provide any combination of recreation, park, and open-space services. The District is independent of city and county governments, and is governed by a 5-person elected Board of Directors. Recreation and Park District formation, boundary changes, and dissolution is subject to Local Agency Formation Commission (LAFCO) regulation under the Local Government Reorganization Act of 2000 (Government Code sections 56000 – 57550).

The District shall operate in compliance with California Government Code sections 54950, et seq., the Ralph M. Brown Act; and section 87300, et seq., regarding conflicts of interest.

Section 2. Assets

The District shall govern the use of all assets held by the District for the benefit of the community. These assets will be listed on a District Roster of Property maintained by the Board of Directors. These assets include, but are not limited to, those itemized in Exhibit A.

Section 3. Addition of Assets

From time to time the District may gain assets as is necessary and proper to improve the quality of life for community members. The District will document the addition of new assets by delineating the asset by nomenclature, market value and date of acquisition on the District Roster of Property.

V. Board of Directors

Section 1. Directors

The Board of Directors shall consist of five members (hereinafter "Directors") who shall serve staggered terms of four consecutive years and thereafter stand for re-election. No person shall be a candidate for or be appointed to the Board of Directors unless he or she is a voter of the District. The Directors shall serve in dual roles. Each Director shall serve both the overall mission of the District as well as assume a specific management position. These positions are: Chair, Secretary, Finance Director, Maintenance Director and Rentals Director.

Section 2. Directors' Duties

The Directors shall carry out the mission of the District. Their roles within the context of the District's mission are:

A. Chair:

The Chair shall:

1. Notify directors, staff and employees of the time and place of each meeting;
2. Prepare the meeting agenda and post as public notification of the meeting at least 72 hours before the meeting begins;
3. Call meetings to order on time or as soon thereafter as a quorum is present;
4. Announce in proper order the business of the meeting;
5. Maintain compliance with District bylaws;
6. Conduct meetings according to Rosenberg's Rules of Order (as revised 2011);
7. Request a roll call;
8. Have minutes presented, corrected if necessary, and approved;
9. Moderate discussion of all motions during the meeting, keeping directors informed on the progress;
10. Restate all motions clearly and ask for clarification from the maker of the motion if needed.
11. Present acts, orders, and proceedings for the organization or have them presented;

12. Sign all communications addressed to the organization;
13. Act as the representative of the organization to outside persons and other organizations.
14. Provide general communication with and oversight of the District Manager.

B. Secretary

The secretary shall:

1. Record the proceedings of each meeting;
2. Maintain an accurate roll call;
3. Have on hand the organization's Bylaws and rules of order;
4. In the written minutes, give the District name, the kind of meeting, time and place, disposition of previous minutes, business transacted, exact wording of every motion, name of mover and seconder, results of the vote, and the time of adjournment;
5. Date and sign the minutes and include her/his title;
6. File all papers and documents related to the business of the organization.

C. Finance Director

The finance director shall:

1. Oversee development of the annual budget;
2. Validate all vouchers presented for payment;
3. Disburse money on a request cosigned by the Chair or other designated officer;
4. File receipts for and keep accurate records of all financial transactions;
5. Present monthly financial summary statements;
6. Maintain petty cash account;
7. Prepare a bi-annual financial report and present it to an auditor or auditing committee designated by the District;
8. Oversee management of financial affairs by the District Manager.

D. Maintenance Director

The Maintenance Director shall:

1. Review the condition of facilities and propose actions to maintain facilities in good repair;
2. Review the condition of grounds and landscaping; and propose actions to maintain the grounds and landscaping in good repair;
3. Approve staff maintenance expenditures and activities as directed by the board when such expenditures and activities are conditioned upon board oversight.
4. Provide specific communication with and oversight of District Manager duties related to maintenance.

E. Rentals Director

The Rentals Director shall:

1. Review and suggest any necessary revisions to rental policies;
2. Review and suggest any necessary revisions to rental rates;
3. Review and suggest any necessary revisions to rental facilities;
4. Review and suggest any necessary revisions to District insurance policies and coverage;
5. Advise the Board on issues related to rentals and other uses of District facilities;
6. Advise the Board on sponsorship eligibility for private, organizational, or community-related events.

Section 3 - Code of Conduct

The Directors shall comply with all applicable laws of the United States, State of California, and County of Santa Cruz relating to District Governance. The Directors shall comply with all provisions of California law regarding conflict of interest, including, but not limited to, Government Code, section 87302 et seq.

The Directors may adopt and modify a Code of Conduct for all Directors, employees, and volunteers by a majority of the voting power of the Board. In the absence of a Code of Conduct, Directors and employees shall maintain conduct standards in all dealings with each other and with volunteers that reflect the community values of mutual respect, integrity and common courtesy. Directors and employees shall exhibit the highest standards of integrity in all dealings with each other and with the public at large.

The Directors will establish and enforce personnel rights and responsibilities. These shall govern the hiring, management, performance standards, assessment, and termination of all District employees and consultants. The Board may, at its discretion by majority vote, modify, add to or delete from any and all personnel rights and responsibilities without modifying these Bylaws.

Section 4 - Finances

The Board shall maintain an accounting and reporting system for all income and expenditures in accordance with Generally Accepted Accounting Principles. This system shall provide for an audit of District finances by a qualified, independent agency at intervals consistent with all statutory provisions as well normal and customary practices.

VI - Meetings of the Board of Directors

Section 1. Regular Meetings

There shall be regular meetings of the District Board of Directors. The Board shall schedule meetings no less than monthly at a time and at such place within Santa Cruz County as may be designated by the Board Chair. District meetings shall be conducted in accordance with Rosenberg's Rules of Order (as revised 2011).

Section 2. Special Meetings and Emergency Meetings

Special meetings of the Board may be promptly called by the Chair or his/her designee at any reasonable time and place, subject to the notice requirements below. Emergency meetings may be called by any Director under exigent conditions that justify such a meeting with twenty-four (24) hours' notice.

Section 3. Notice of Meetings

Public notice of all meetings of the Board of Directors shall be provided no less than three days prior to all meetings. Written notice of each meeting of the Board, whether regular or special, shall be given by or at the direction of the Chair or his/her designee by: (1) posting notice in the manner prescribed for regular meetings; and (2) by sending an email with any attached pertinent documents to each Director at an email address provided by the Director for such purposes. Such notice shall specify the place, day and hour of the meeting and in the case of a special meeting, the purpose of the meeting.

Section 4. Quorum

A quorum is the presence at the meeting of a simple majority of directors entitled to cast votes on behalf of the District. If any meeting cannot be held because a quorum is not present, the directors present may, as otherwise provided by law, adjourn the meeting; but they may not transact any other business. If a time and place for the adjourned meeting is not fixed by those in attendance at the original meeting or if for any reason a new date is fixed for the adjourned meeting after adjournment, notice of the time and place of the adjourned meeting shall be given to directors in the manner prescribed for regular meetings.

Section 5. Method of Voting

Voting may be by voice or by ballot. Each director shall be entitled to one (1) vote. Except as specifically noted in these Bylaws, any action by the Board which must have the approval of directors before being undertaken, shall require the vote or written assent of a majority of the directors in attendance at a meeting where a quorum has been established.

Section 6. Order of Business at Meetings

At all meetings of the directors, the following order of business shall be observed:

(1) Establish Quorum & Roll Call, (2) Receive Public Input, (3) Receive Volunteer Committee Reports, (4) Receive Staff Reports, (5) Approve Minutes, (6) Accept the General Ledger Fund Balance, (7) Approve the Revenue and Expense Totals, (8) Consider Additions to Agenda, (9) Conduct Old Business, (10) Conduct New Business, and (11) Adjourn. The Chair may, at his/her discretion, for good cause, substitute the order of business. However, no such substitution shall occur if it deprives the public of access to information or input in accordance with section 7 below.

Section 7. Public Access to Meetings

Except as specifically provided under provisions of the Brown Act, the public shall have access to all Board meetings. This access shall be encouraged by conspicuous notice to the community of the occurrence of each Board meeting whether regularly scheduled or special.

VII - Amendment of Bylaws

These Bylaws may be amended only by the affirmative vote or written consent of directors representing a majority of the total voting power of the Board.

Certificate of Secretary

I, the undersigned, do hereby certify:

- (1) That I am the duly elected and acting Secretary of the La Selva Beach Recreation District;
- and
- (2) That the foregoing Bylaws, comprising the immediately preceding pages, including this page, constitute the original Bylaws of said District duly held on December 12, 2018.

IN WITNESS WHEREOF,

I have hereunto subscribed my name on this 12 day of DECEMBER, 2018



 Secretary of the District