



COUNTY OF SAN MATEO
Parks Department



DATE: March 28, 2014

COMMISSION MEETING DATE: April 3, 2014

TO: Parks and Recreation Commission
FROM: Marlene Finley, Parks Director
SUBJECT: Meeting Schedule and Procedural Rules

RECOMMENDATION:

Review and adopt a Resolution to establish a meeting schedule and procedural rules for conducting the business of the San Mateo County Parks and Recreation Commission.

BACKGROUND:

The Commission adopted Resolution No. 2009-01 on September 3, 2009 establishing a meeting schedule and procedural rules for conducting the Commission's business.

DISCUSSION:

County Counsel reviewed the resolution previously adopted and recommended the Commission conduct its business according to Rosenberg's Rules of Order rather than Robert's Rules of Order.

The other amendment to the September 3, 2009 resolution is to update the start time of the regular Commission meetings from 2:30 p.m. to 4:00 p.m.

Adoption of Resolution 2014-01 would effectively rescind Resolution 2009-01.

RESOLUTION NO. 2014-01

**PARKS AND RECREATION COMMISSION
COUNTY OF SAN MATEO
STATE OF CALIFORNIA**

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**RESOLUTION ESTABLISHING A MEETING SCHEDULE AND PROCEDURAL
RULES FOR CONDUCTING THE BUSINESS OF THE SAN MATEO COUNTY
PARKS AND RECREATION COMMISSION**

RESOLVED, by the Parks and Recreation Commission of the County of San Mateo, State of California, that

WHEREAS, San Mateo County Ordinance Code Chapter 2.63.020 (b) states that the Parks and Recreation Commission shall by resolution establish a meeting schedule and procedural rules for conducting business of the Commission; and

WHEREAS, Resolution No. 2009-01 was adopted on September 3, 2009; and

WHEREAS, the Commission desires to rescind Resolution No. 2009-01 and adopt Resolution No. 2014-01 to establish that the Commission shall conduct all its meetings according to Rosenberg's Rules of Order (Attachment A) and to comply with the Brown Act.

NOW, THEREFORE, IT IS ORDERED AND DETERMINED that the San Mateo County Parks and Recreation Commission shall adopt Resolution No. 2014-01 and rescind Resolution No. 2009-01; and

IT IS FURTHER RESOLVED that the San Mateo County Parks and Recreation

Commission shall regularly meet the first Thursday of each even numbered month at 4:00 p.m. in the Board of Supervisors Chambers (February, April, June, August, October, December) and conduct its proceedings by Rosenberg's Rules of Order as shown in Attachment A and in compliance with the Brown Act.

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AYES and in favor of said resolution:

Commissioners:

NOES and against said resolution:

Commissioners:

Absent / Abstention

Commissioners:

*Neil Merrilees, Chair
Parks and Recreation Commission
County of San Mateo
State of California*

Attest: _____
Secretary

Adopted: _____