

**ORANGE COUNTY PARKS COMMISSION**

**STAFF REPORT**

**FROM:** Tom Starnes, Director, OC Parks

**DATE:** July 7, 2022

**SUBJECT:** Amendments to the Orange County Parks Commission Bylaws

On August 31, 1999, the Orange County ("County") Board of Supervisors ("Board") enacted Ordinance No. 99-21, which established the creation, powers and duties, membership, and other aspects of the Orange County Parks Commission ("Commission"), codified as Orange County Codified Ordinance ("OCCO") section 2-2-15 *et. seq.* Since its establishment, the Commission has adopted bylaws to assist it in its governance, organization, and processes.


On May 25, 2021, the Board approved a Boards, Commissions, and Committees ("BCCs") Bylaws Template ("Template"), which was later amended on June 8, 2021 and on July 31, 2021. This Template was issued to all BCCs under the jurisdiction of the Board and the BCCs were instructed to amend their respective bylaws to conform with the provisions of the Template to promote more consistency of governance across the BCCs. As the Commission is one of the BCCs under the jurisdiction of the Board, its bylaws must be consistent with the Template.

Most of the proposed Amendments to the Commission's bylaws consist of standard language in the Template that will not significantly affect or change the operation of the Commission. Proposed Amendments which may have a larger effect on the Commission's operations consist of the following: requiring that all Commission's bylaws amendments be approved by the Board; requiring that all members appointed to the Commission be registered to vote in the County; requiring that election of Commission officers take place during the last meeting of the year; members who resign must send written resignation to the Chair and to the Board; members must notify the Chair of any expected absence for a meeting by 5:00 p.m. the day before and indicate good and sufficient reasons for the absence; and clarifying quorum and voting majority requirements.

Pursuant to the Template, these proposed Amendments to the Commission's bylaws must, subsequent to the Commission's approval, be reviewed and approved by the County Board prior to implementation.

**RECOMMENDED ACTION:**

Recommend that the Board of Supervisors adopt the amended Orange County Parks Commission Bylaws.

  
Tom Starnes

**ATTACHMENT(S):**

Attachment A – Summary of Notable Changes to Commission Bylaws

Attachment B – Proposed Bylaws Amendments – Redlined

Attachment C – Boards, Commissions, and Committees Bylaws Template

## Summary of Notable Changes to Commission Bylaws

### Functions (Article III, subsection B(6), Page 2)

- Added a function of the Orange County Parks Commission (“Commission”) pertaining to the propagation and protection of fish and game in order to reflect the existing function under Orange County Codified ordinance section 2-2-19 more exactly.

### Officers (Article V, Pages 3–4)

- Commissioners, except a member of the Board, may not serve as Chair for more than three consecutive terms and no person may serve simultaneously as Chair for two or more Boards, Commissions, or Committees.
- Election of officers shall be held annually during the last Commission meeting of each calendar year.

### Duties of Members (Article VI, Page 4)

- Members must notify Chair of any expected absence for a meeting by 5:00 p.m. the day before a regularly scheduled meeting and indicate good and sufficient reasons for the absence.

### Meeting and Actions (Article VIII, Page 5)

- Adoption of schedule of regular meetings takes place during first meeting of each year.

### Removal and Resignation of Members (Article X, Page 7)

- Resigning Commissioners must send written resignation letter to the Chair and to the Board.
- Chair must notify Clerk of the Board in writing of any vacancies within 10 days of learning of any vacancy.

### Authority (Article XI, Pages 7–8)

- When circumstances demand that action be taken before the next scheduled Commission meeting the Commission may authorize and grant its full authority to any standing committee to act on its behalf to make specific, limited, independent recommendations to the County, a quorum of the Commission being present.
- Such actions taken on behalf of the Commission by a committee will be presented as an information item at the next regular Commission meeting.
- Such actions will not require further action by the Commission.

### Adoption and Amendment of Bylaws (Article XIII, Page 9)

- Adopting and amending bylaws requires a majority affirmative vote by the Commission and approval by the Board.

**Orange County Parks Commission Bylaws**  
**(Amended 7-7-2022)**

**Article I. Name of Organization**

- A. The name of this organization shall be the Orange County Parks Commission, hereinafter referred to as "Commission".
- B. The official location and mailing address of the Commission shall be:

Irvine Ranch Historic Park  
13042 Old Myford Road  
Irvine, California 92602

**Article II. Establishment of Commission**

The members of the Commission are appointed by the Orange County ("County") Board of Supervisors ("Board") and the Clerk of the Board's City Selection Committee as administered through the Orange County Division of the League of California Cities pursuant to Orange County Codified Ordinance ("OCCO") section 2-2-15.

**Article III. Purpose and Functions**

- A. The purpose of the Commission is to work with the County to:
  - 1. Act as advisory body to the Board and to the Director of OC Parks.
- B. In accordance with OCCO section 2-2-19, the functions of the Commission are as follows:
  - 1. To recommend to the Board of Supervisors plans and policies for the acquisition, development, maintenance and operation of the harbors, beaches, and regional parks of the county.
  - 2. On request of the Board of Supervisors, to advise the board and make recommendations on any matter pertaining to harbors, beaches, and regional parks, and other matters referred by the Board concerning open space, trails, community and neighborhood parks and recreational activities.
  - 3. On request of the Director, to advise him or her on any question of administrative policy and regarding any matter to be decided by the Director under this division.
  - 4. On appeal from an administrative decision by the Director, to act as a board of administrative review **where so provided in this division**.

5. To make such investigations as it may deem necessary in the exercise of the powers in this section enumerated.
6. To perform the duties and functions of the Fish and Game Commission assigned by either statute or this Code and shall consider methods for the propagation and protection of fish and game in the State of California and County of Orange.

In addition, Resolution No. 72-741 directs the OC Parks Commission to report to the Board of Supervisors on the necessity, advantages and benefits to be derived by the acquisition, improvement, or maintenance of certain areas, including but not limited to the following:

- a. any park proposed in the Master Plan of Regional Parks;
  - b. local parks in unincorporated county areas;
  - c. county roadside rests;
  - d. county equestrian, bicycle and hiking trails.
- C. The Commission shall report to the Board by having its recommendations on items going to the Board stated on the Agenda Staff Report presented to the Board.

#### **Article IV. Appointment and Membership**

- A. Membership of the Commission is to be composed as follows:
1. There shall be seven (7) members that comprise the Commission. Pursuant to OCCO section 2-2-15, members of the Commission shall be selected pursuant to the following criteria:
    - a. Five (5) members are appointed by the Board, where one member is appointed from each of the five (5) supervisorial districts.
    - b. Two (2) members are appointed by the Clerk of the Board's City Selection Committee as administered through the Orange County Division of the League of California Cities, with one member a resident of the cities of Seal Beach, Huntington Beach, Newport Beach, Laguna Beach, Dana Point or San Clemente, and the other member a resident of one of the other cities in the County of Orange.
    - c. All members will be voting members.
- B. Qualifications for Commission Membership

1. Board of Supervisor Appointments: The following criteria will be used for the five (5) members appointed by the Board of Supervisors pursuant to Article IV (A)(1)(a) above:
  - a. Residency and Voting Requirements: Except where the Board finds it is in the best interest of the County to waive voter and residency requirements, all Board appointed members of the Commission shall be:
    - i. Registered voters in the County; and,
    - ii. Reside in the district of the nominating member of the Board of Supervisors, unless Supervisor representing the district where the nominee resides provides written consent for the nomination.
2. City Selection Committee Appointments: All other members shall be appointed pursuant to City Selection Committee procedures and in accordance with these Bylaws.

**C. Length of Commission Membership**

1. All regular Commission member appointments shall be for a term concurrent with the term of office of the nominating member of the Board of Supervisors. A member of the Commission whose term of office is expiring with that of the nominating Supervisor shall have the option of reapplying for membership for appointment.
2. The term of office of the members appointed by the Clerk of the Board's City Selection Committee as administered through the Orange County Division of the League of California Cities is four (4) years.
3. Appointments made to fill a vacancy left by a member before the expiration of the term of that member shall be for the remaining term of that member.
4. Pursuant to Government Code section 1302, a member whose term has expired shall continue serving as a member until reappointed or replaced.

**Article V. Commission Officers**

- A. Commission officers shall consist of:
  1. Chair

- a. The Chairperson shall preside at meetings, call special meetings, decide points of order, announce all business, entertain motions, put motions to vote, announce vote results, appoint and may remove committee Chairpersons, represent the Commission at public functions.

2. Vice-Chair

- a. The Vice Chairperson shall perform the duties of the Chairperson in his or her absence. If the Chair becomes vacant, the Vice Chairperson shall succeed to the Chair for the balance of the term of office.

3. Executive Officer

- a. The Director of OC Parks or designee.
- b. The duties of the Executive Officer include preparing agendas, keeping the minutes of Commission meetings, attending to the Commission's necessary correspondence, and shall be the custodian of the Commission's records.

- B. Terms for officers of the Commission shall be for one year.
- C. No person, except a member of the Board, may serve as Chair of a BCC for more than three consecutive terms.
- D. No person, except a member of the Board, may serve simultaneously as Chair for two or more BCCs.
- E. Election of officers shall be held annually during the last Commission meeting of each calendar year by majority vote, a quorum being present.

**Article VI. Duties of Members**

- A. Members shall attend meetings of the Commission and of committees to which they are appointed. The Executive Committee shall regularly review member attendance at Commission and committee meetings.
- B. Members shall notify the Chairperson of the Commission of any expected absence for a meeting by 5:00 p.m. of the day before a regularly scheduled Commission meeting, indicating good and sufficient reasons for the absence.
- C. In the performance of its responsibilities, the Commission shall not engage in nor employ any unlawfully discriminatory practices in the provision of services or benefits, assignment of accommodations, treatment, employment of personnel or in any other respect on the basis of sex, race,

color, ethnicity, national origin, ancestry, religion, age, marital status, medical condition, sexual orientation, physical or mental disability or any other protected group in accordance with the requirements of all applicable County, state, or federal laws.

- D. Members of the Commission shall comply with the County Equal Employment Opportunity and Anti-Harassment Policy and Procedures.
- E. Members of the Commission shall comply with County Code of Ethics.
- F. Members of the Commission shall operate strictly within designated purposes of the Commission.

#### **Article VII. Committees and Subcommittees**

- A. Standing Committees: The BCC may establish standing committees as it sees fit.

Terms of appointment to standing committees shall be for one year.

- B. Ad Hoc Committees: The Chairperson may establish ad hoc committees of less than a quorum of the Commission's membership to accomplish time-limited tasks that support the goals of the Commission.

Terms of appointment for ad hoc committees shall be for the period of time required to fulfill the ad hoc committee's purpose.

- C. Subcommittees: The Commission may establish subcommittees for specific subject matters within the subject matter jurisdiction of the Commission. The Commission shall determine, by majority vote during a regular Commission meeting, the subcommittee's: membership; roles and responsibilities; and the time, place and manner of meetings of the subcommittee. The Commission shall approve the bylaws of the subcommittee(s) by a majority vote during a regular meeting of the Commission.

#### **Article VIII. Meeting and Actions**

- A. The Commission meets at 6:00 p.m., on the first Thursday of each month at the Irvine Ranch Historic Park Headquarters Building, 13042 Old Myford Road, Irvine, CA, unless rescheduled by the Commission. Two to three Saturday field trips per year, to selected recreation facilities, are also held.
- B. The Commission shall, at its first meeting of each year, adopt a schedule of regular meetings and transmit that schedule in writing to members, the Board, and the public at large.
- C. All Commission meetings shall be open, public and noticed in conformance with the provisions of the Ralph M. Brown Act, California Government Code



section 54950 et seq., as amended and held at a location within Orange County, California that satisfies the access requirements of the Americans with Disabilities Act.

- D. Special meetings of the Commission may be called either by the Chairperson or at the request of a majority of Commission members. Notice of special meetings shall:
  - 1. Be delivered to members personally, by mail or electronically, and must be received no later than 24 hours in advance of the meeting.
  - 2. State the business to be considered and whether alternative technological means may be used such as telephone or video conferencing, as technological resource availability permits and as permissible by the Ralph M. Brown Act.
- E. Quorum Requirements
  - 1. Quorum requirements are as follows:
    - a. General Meetings: Quorum shall be no less than 50%+1 of the membership.
    - b. Standing Committees: Quorum shall be the members present, but no less than three (3).
- F. Voting Majority: Decisions and acts made by majority vote of the members at any duly constituted meeting shall be regarded as acts of the Commission, except as otherwise provided by these Bylaws.
  - 1. Members choosing to abstain from voting on specific actions will not affect majority requirements. Abstentions are considered a “non-vote” – neither a vote in the affirmative nor in the negative. However, in order for an action to be passed, a majority of the quorum casting votes must vote in the affirmative.

For example: If, at a standing committee meeting, six (6) voting members of the committee are present to vote, and on a particular motion, three (3) vote in the affirmative, two (2) vote in the negative, and one (1) member abstains, the motion passes.
- G. Voting by Proxy: Members of the Board and the County Executive Officer who serve as Commission members may designate a substitute to attend a Commission meeting on their behalf and vote on any action item by the submitting the member’s signed proxy to the Commission Chairperson at the start of the meeting.

- H. Minutes: The Clerk of the Commission shall prepare and publish the minutes for each meeting of the Commission.

#### **Article IX. Compensation and Reimbursement**

- A. Compensation: Each member of the Commission shall be eligible to receive a sum of \$75.00 per meeting and field trip (not to exceed two in any month) for attendance at a Commission meeting, subject to a maximum reimbursement as specified by OCCO section 2-2-16. Attendance of less than one-half of a regular meeting shall be considered an absence and not subject to remuneration.
- B. Reimbursement: Commission members may be reimbursed for actual expenses incurred while performing within the scope of their duties to the extent permitted by applicable County policy. All requests for reimbursement shall be submitted in accordance with the policies and procedures adopted by the County on a form approved by the County Auditor-Controller.
  - 1. Members of the Commission shall be entitled to mileage from home to meeting place.

#### **Article X. Removal and Resignation of Members**

- A. Removal: The Board may, at any time and without cause, remove any Commission member from office prior to the expiration of his/her term of office by majority vote of the Board. Members appointed by the Orange County Division of the League of California Cities may be removed during the term of office by a majority vote of the appointing authority.
- B. Resignation: Resignation of Commission members shall be effected by a written letter of resignation submitted to the Chairperson of the Commission and to the Board.
- C. The Chairperson shall notify the Clerk of the Board in writing of any vacancies within 10 days of learning the existence of any such vacancy.

#### **Article XI. Authority**

- A. Parliamentary Authority: The Chairperson shall preside and manage Commission meetings using parliamentary procedure consistent with these bylaws, any special rules of order the Commission may adopt, and any applicable County, state, and federal law.
- B. When circumstances demand that action be taken before the next scheduled Commission meeting the Commission may authorize and grant its full authority to any standing committee to act on its behalf to make

specific, limited, independent recommendations to the County, a quorum of the Commission being present.

1. Such actions taken on behalf of the Commission by a committee will be presented as an information item at the next regular Commission meeting.
2. Such actions will not require further action by the Commission.

**C. Standing and Ad Hoc Committees**

1. Standing and ad hoc committees shall have no independent authority and shall be limited to exercising only those specific functions granted to them by the Commission.
2. No standing or ad hoc committee shall have independent authority to commit the Commission to any policy or action without the prior approval of the general membership of the Commission.

**Article XII. Conflict of Interest**

- A. Members of the Commission and any of its committees or subcommittees shall abstain from voting on any issue in which they may be personally interested to avoid a conflict of interest in accordance with County, state, and federal laws and shall refrain from engaging in any behavior that conflicts with the best interest of the County.
- B. Members of the Commission shall not vote nor attempt to influence any other Commission member on a matter under consideration by the Commission or any of its committees or subcommittees:
  1. Regarding the provision of services by such member (or by an entity that such member represents); or
  2. That would provide direct financial benefit to such member or the immediate family of such member; or
  3. Engage in any other activity constituting a conflict of interest under County, state, or federal law.
- C. If a question arises as to whether a conflict exists that may prevent a member from voting, the Chairperson or designee may consult with designated County staff to assist them in making that determination.
- D. In order to avoid a conflict of interest or the appearance of such conflict, all nominees to become members of the Commission shall disclose on forms provided by the County information regarding their private economic interests that may be implicated by their service on the Commission

- E. Commission members shall timely file Statements of Economic Interests (Form 700) and other financial disclosures as required by law.
- F. Commission members shall complete ethics training as required by County policy and Assembly Bill 1234 (Government Code sections 53234 through 53235.2).
- G. Neither Commission nor any of its members shall promote, directly or indirectly, a political party, political candidate, or political activity using the name, emblem, or any other identifier of Commission.
- H. No assets or assistance provided by County to Commission shall be used for sectarian worship, instruction, or proselytization, except as otherwise permitted by law.

### **Article XIII. Adoption and Amendment of Bylaws**

- A. Adoption: An affirmative vote of at least 50%+1 of those voting, a quorum being present, shall be required to recommend these Bylaws for Board approval. These Bylaws become effective upon approval by the Board.
- B. Amendments:
  - 1. Any member of the Commission may propose amendments to these Bylaws.
  - 2. Proposed amendments shall be submitted in writing and made available to each member of the Commission no less than five days prior to consideration before a vote can be taken.
  - 3. An affirmative vote of at least 50%+1 of those voting, a quorum being present, shall be required to recommend Bylaws amendments for Board approval. Any amendments to the Bylaws become effective upon approval by the Board.

### **Article XIV. Severability**

Should any part term, portion or provision of these Bylaws be determined to be in conflict with any law or otherwise unenforceable or ineffectual, the remaining parts, terms, portions or provisions shall be deemed severable and their validity shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the provisions that the members intended to enact in the first instance.

### **Article XV. Staffing Support**

Staff support from OC Parks shall be provided to support the Commission in conjunction with the work of the Commission.



## County of Orange

### County Policy

<b>Subject:</b>	Boards, Commissions, Committees under the Jurisdiction of the Board of Supervisors
<b>Authority:</b>	County Executive Office: Signature:  Digitally signed by Frank Kim DN: cn=Frank Kim, ou=County of Orange, ou=CEO, email=frank.kim@coorange.com, c=US Date: 2021.10.09 11:02:11 -0700
<b>Policy Owner:</b>	CEO/Deputy County Executive Officer: Signature: 
<b>Approval Date:</b>	09/16/2021
<b>Last Revision Date:</b>	N/A
<b>Version No.:</b>	1.0

#### A. Policy

Where a statute or ordinance requires a Board, Commission and Committee (BCC) under the jurisdiction of the Board of Supervisors (Board) to have Bylaws, or where the Board creates a BCC, the BCC shall have and be governed under bylaws that include the elements contained in the attached Bylaws Template approved by the Board on May 25, 2021 as amended on July 13, 2021 (Template).

1. If local, State or Federal authority requires additional elements that do not appear in the Template, or if local, State, or Federal authority necessitates the modification of elements that appear in the Template, then that authority shall control, and the BCC bylaws shall deviate from the Template.
2. Bylaws should serve as “rules” or a framework for the administration, operation, and management of each BCC.
3. Documents approved by the Board prior to the effective date of this Policy that function to govern the activities of a BCC shall be deemed as functional equivalent of bylaws, so long as they include the elements listed in the Template. Such documents may take the form of Rules of Procedure, Policies and Procedures, or agreements.

#### B. Purpose

To establish policy and procedures for the development, review, and approval of BCC bylaws created by action of the Board or as required by a statute or ordinance that include the elements contained in the Template in order to achieve standardization, uniformity, and consistency.

#### C. Authority

The Board establishes BCCs to advise on issues and make recommendations on various topics relating to the welfare of the County community. BCCs may be created as a result of State and Federal legislation, agreements with public or private agencies, and local needs.

**County Policy****D. Procedure**

1. Revision or Creation of Bylaws: Board-created BCCs are supported by County departments ("Support Agencies") assigned to administer the BCC's day-to-day functions. Following the effective date of this Policy, Support Agencies shall make the Template available to the officers of the BCCs to which they are assigned, to accomplish the following:
  - a. For BCCs with bylaws that were adopted prior to the effective date of this Policy, review those existing bylaws and through their Support Agencies seek Board approval of bylaws revised in accordance with the Template.
  - b. For BCCs that, prior to the effective date of this Policy, were governed by other types of documents such as Rules of Procedure, Policies and Procedures, or agreements, review those existing documents and through their Support Agencies seek Board approval of the documents revised in accordance with the Template.
  - c. For BCCs that are governed by County ordinances, determine if the ordinance sufficiently details the procedures by which the BCC operates, or if additional guidance through bylaws may be needed. Any proposed changes to the ordinances shall be provided to the Support Agencies for seeking Board approval.
  - d. For BCCs that did not have bylaws or other forms of governance documents prior to the effective date of this Policy, adopt bylaws in accordance with the Template and through their Support Agencies seek Board approval of the new bylaws.
2. At-Large Appointments: Pursuant to revised Board Rules of Procedure Rule 16 (Rule 16), appointments to a BCC that are not designated for nomination by a specific Board district will be deemed at large appointments, and the appointment shall be for a period of two years. At large appointments may only be submitted by the Board Chair for placement on a Board meeting agenda.
  - a. Departments wishing to nominate candidates for at large appointments under Rule 16 shall submit a request memo to the Board Chair's office for placement of the recommended at large appointments on a Board meeting agenda, with a draft supplemental Agenda Staff Report (ASR) and candidate applications attached. A sample of the request memo to the Board Chair's office is available [here](#) on the Intranet under "At Large Nominations Memo Template". Details of this procedure are additionally available under the "Countywide ASR Guidance Document".
  - b. If approved, the Board Chair's office will submit the ASR and attachments to the Clerk of the Board for inclusion on a Board meeting agenda.
3. Support Agencies shall assist BCC officers in the review of BCC members' required attendance at regular BCC or standing committee meetings. Support Agencies, as appropriate or necessary,



## County Policy

should notify nominating Board members of potential or developing issues related to BCC members' absences or ability to properly discharge their duties.

4. Support Agencies shall post approved BCC bylaws and other governance documents, including subsequent modifications, as well as minutes of BCC meetings, through the Clerk of the Board's portal for Boards, Commissions & Committees, see hyperlink below, into their own websites:

<https://cob.ocgov.com/boards-comissions-committees/bcc-name-list-and-contact-information>

### E. Attachments

Title
Attachment A - Bylaws Template Approved May 25, 2021 as Amended July 13, 2021

# Bylaws Template

Each Board, Commission, and Committee created by Board of Supervisors' action shall have by-laws that include the elements listed in this template. If local, State, or Federal authority requires additional elements that do not appear in this template, or if local, State, or Federal authority necessitate the modification of elements that appear in this template, then that authority shall control and the bylaws shall deviate from this template. By-laws should serve as "rules" for internal administration and management of each Board, Commission, and Committee.



## Bylaws Template

**BYLAWS TEMPLATE****BOARDS, COMMISSIONS, COMMITTEES CREATED BY ACTION OF BOARD OF SUPERVISORS****ARTICLE I.     Name of Organization**

- A. The name of this organization shall be \_\_\_\_\_, hereinafter referred to as "[BCC]"
- B. The official location and mailing address of the [BCC] shall be:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**ARTICLE II.     Establishment of [BCC]**

The members of the [BCC] are appointed by the Orange County ("County") Board of Supervisors ("Board") pursuant to *(Board Resolution, legislation, regulation, ordinance establishing authority for BCC)*

**ARTICLE III.     Purpose and Functions**

- A. The purpose of the [BCC] is to work with the County to:
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
- B. In accordance with *(Board resolution, applicable statute, regulation or ordinance number)*, the functions of the [BCC] are as follows:
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
- C. *(If applicable)* The [BCC] shall report to the Board *(describe means of reporting)*.

**ARTICLE IV:     Appointment and Membership**

- A. Membership of the [BCC] is to be composed as follows:
1. There shall be (state number) members that comprise the BCC.
    - a. If applicable, include categories of community stakeholders that will sit, or who are required to sit on the BCC.
    - b. (If applicable) Indicate whether members will be voting or non-voting member.

## Bylaws Template

### B. Qualifications for [BCC] Membership

1. The following criteria will be used for all membership appointments:
  - a. (If applicable) State criteria contained in governing statutes, ordinances, etc.
  - b. Residency and Voting Requirements: Except where the Board finds it is in the best interest of the County to waive voter and residency requirements, all members of the [BCC] shall be:
    - i. registered voters in the County; and,
    - ii. reside in the district of the nominating member of the Board of Supervisors, unless Supervisor representing the district where the nominee resides provides written consent for the nomination.
  - c. (If applicable) State any other qualifications for the [BCC] members.

### C. Length of [BCC] Membership

1. All regular [BCC] member appointments shall be for a term concurrent with the term of office of the nominating member of the Board of Supervisors. A member of the [BCC] whose term of office is expiring with that of the nominating Supervisor shall have the option of reapplying for membership for appointment.
2. All at-large [BCC] member appointments shall be for a period of two years, subject to Article IV(B)(1)(b)(ii).
3. Appointments made to fill a vacancy left by a member before the expiration of the term of that member shall be for the remaining term of that member.
4. Pursuant to Government Code section 1302, a member whose term has expired shall continue serving as a member until reappointed or replaced.

## ARTICLE V. [BCC] Officers

### A. [BCC] officers shall consist of:

1. (State positions – e.g., Chairperson, Vice Chairperson, etc. and method for selecting)
2. (State duties of each position. For example, “The Chairperson shall preside at meetings, call special meetings, decide points of order, announce all business, entertain motions, put motions to vote, announce vote results, appoint and may remove committee Chairpersons, represent the [BCC] at public functions.” Or, “The Vice Chairperson shall perform the duties of the Chairperson in his or her absence. If the Chair becomes vacant, the Vice Chairperson shall succeed to the Chair for the balance of the term of office.”)
3. Terms for officers of the [BCC] shall be for one year.

**Bylaws Template**

4. No person, except a member of the Board, may serve as Chair of a BCC for more than three consecutive terms.
5. No person, except a member of the Board, may serve simultaneously as Chair for two or more BCCs.
6. Election of officers shall be held annually during the last [BCC] meeting of each calendar year by majority vote, a quorum being present.

**ARTICLE VI. Duties of Members**

- A. Members shall attend meetings of the [BCC] and of committees to which they are appointed. The Executive Committee shall regularly review member attendance at [BCC] and committee meetings.
- B. Members shall notify the Chairperson of the [BCC] of any expected absence for a meeting by 5:00 p.m. of the day before a regularly scheduled [BCC] meeting, indicating good and sufficient reasons for the absence.
- C. In the performance of its responsibilities, the [BCC] shall not engage in nor employ any unlawfully discriminatory practices in the provision of services or benefits, assignment of accommodations, treatment, employment of personnel or in any other respect on the basis of sex, race, color, ethnicity, national origin, ancestry, religion, age, marital status, medical condition, sexual orientation, physical or mental disability or any other protected group in accordance with the requirements of all applicable County, state, or federal laws.
- D. Members of the [BCC] shall comply with the County Equal Employment Opportunity and Anti-Harassment Policy and Procedures.
- E. Members of the [BCC] shall comply with County Code of Ethics.
- F. Members of the [BCC] shall operate strictly within designated purposes of the [BCC]. (*Request language from CoCo.*)

**ARTICLE VII. Committees and Subcommittees**

- A. There shall be an Executive Committee comprised of:
  1. The Chairperson of the [BCC].
  2. The Vice Chairperson of the [BCC]
  3. Committee Chairs of the [BCC]
  4. (Any others)

## Bylaws Template

The Executive Committee shall hold meetings at the request of the Chairperson. The Executive Committee shall review the [BCC] Bylaws and suggest amendments to the [BCC] in accordance with Article \_\_\_\_\_ below.

- B. Standing Committees: The [BCC] shall have (number) standing committees:
- 1.
  - 2.
  - 3.

Terms of appointment to standing committees shall be for one year.

- C. Ad Hoc Committees: The Chairperson may establish ad hoc committees of less than a quorum of the [BCC 's] membership to accomplish time-limited tasks that support the goals of the [BCC].

Terms of appointment for ad hoc committees shall be for the period of time required to fulfill the ad hoc committee's purpose.

- D. Subcommittees: *(State whether [BCC] is permitted to create and operate subcommittees. If so, specify procedure for subcommittee appointment; roles/responsibilities/authority of subcommittees; time, place and manner of calling meetings of subcommittees).*

### ARTICLE VIII. Meetings and Actions

- A. The [BCC] shall, at its first meeting of each year, adopt a schedule of regular meetings and transmit that schedule in writing to members, the Board, and the public at large.
- B. All [BCC] meetings shall be open, public and noticed in conformance with the provisions of the Ralph M. Brown Act, California Government Code section 54950 et seq., as amended and held at a location within Orange County, California that satisfies the access requirements of the Americans with Disabilities Act.
- C. Special meetings of the [BCC] may be called either by the Chairperson or at the request of a majority of [BCC] members. Notice of special meetings shall:
1. delivered to members personally, by mail or electronically, and must be received no later than 24 hours in advance of the meeting.
  2. state the business to be considered and whether alternative technological means may be used such as telephone or video conferencing, as technological resource availability permits and as permissible by the Ralph M. Brown Act.
- D. Quorum Requirements
1. Quorum requirements are as follows:
    - a. General Meetings: Quorum shall be no less than 50%+1 of the membership.

## Bylaws Template

- b. Executive Committee: Quorum shall be no less than 50%+1 of the Committee membership. However, if there are unfilled vacancies in the membership of the Executive Committee, then the quorum requirement will be proportionately reduced.
  - c. Standing Committees: Quorum shall be the members present, but no less than three (3).
- E. Voting Majority: Decisions and acts made by majority vote of the members at any duly constituted meeting shall be regarded as acts of the [BCC], except as otherwise provided by these (Bylaws, Rules of Procedure, Policies and Procedures, as applicable).
  - 1. Members choosing to abstain from voting on specific actions will not affect majority requirements. Abstentions are considered a “non-vote” – neither a vote in the affirmative nor in the negative. However, in order for an action to be passed, a majority of the quorum casting votes must vote in the affirmative.
 

For example: If, at a standing committee meeting, six (6) voting members of the committee are present to vote, and on a particular motion, three (3) vote in the affirmative, two (2) vote in the negative, and one (1) member abstains, the motion passes.
- F. Voting by Proxy: Members of the Board and the County Executive Officer who serve as [BCC] members may designate a substitute to attend a [BCC] meeting on their behalf and vote on any action item by the submitting the member’s signed proxy to the [BCC] Chairperson at the start of the meeting.
- G. Minutes: The Clerk of the [BCC] shall prepare and publish the minutes for each meeting of the [BCC]

### ARTICLE IX. Compensation and Reimbursement (If applicable)

- A. Compensation: Each member of the [BCC] shall be eligible to receive a sum of \_\_\_\_\_ for attendance at a [BCC] meeting, subject to a maximum reimbursement as specified by (Board Resolution, legislation, regulation, ordinance establishing authority for [BCC]). Attendance of less than one-half of a regular meeting shall be considered an absence and not subject to remuneration.
- B. Reimbursement: [BCC] members may be reimbursed for actual expenses incurred while performing within the scope of their duties to the extent permitted by applicable County policy. All requests for reimbursement shall be submitted in accordance with the policies and procedures adopted by the County on a form approved by the County Auditor-Controller.

### ARTICLE X. Removal and Resignation of Members

- A. Removal: The Board may, at any time and without cause, remove any [BCC] member from office prior to the expiration of his/her term of office by majority vote of the Board.
- B. Resignation: Resignation of [BCC] members shall be effected by a written letter of resignation submitted to the Chairperson of the [BCC] and to the Board.

## Bylaws Template

- C. The Chairperson shall notify the Clerk of the Board in writing of any vacancies within 10 days of learning the existence of any such vacancy.

### ARTICLE XI. Authority

- A. Parliamentary Authority: The Chairperson shall preside and manage [BCC] meetings using parliamentary procedure consistent with these bylaws, any special rules of order the [BCC] may adopt, and any applicable County, state, and federal law.
- B. When circumstances demand that action be taken before the next scheduled [BCC] meeting the [BCC] may authorize and grant its full authority to the Executive or any standing committee to act on its behalf to make specific, limited, independent recommendations to the County, a quorum of the [BCC] being present.
1. Such actions taken on behalf of the [BCC] by a committee will be presented as an information item at the next regular [BCC] meeting.
  2. Such actions will not require further action by the [BCC].
- C. Executive Committee – When unforeseen circumstances demand that action be taken before the next scheduled [BCC] meeting, the Executive Committee is authorized to take action on behalf of the [BCC].
1. [BCC] members shall be notified either in writing or electronically within 72 hours of any such Executive Committee action.
  2. Such action is subject to review and ratification by the general membership of the [BCC] at its next meeting.
- D. Standing and Ad Hoc Committees
1. Standing and ad hoc committees shall have no independent authority and shall be limited to exercising only those specific functions granted to them by the [BCC].
  2. No standing or ad hoc committee shall have independent authority to commit the [BCC] to any policy or action without the prior approval of the general membership of the [BCC].

### ARTICLE XII. Conflict of Interest

1. Members of the [BCC] and any of its committees or subcommittees shall abstain from voting on any issue in which they may be personally interested to avoid a conflict of interest in accordance with County, state, and federal laws and shall refrain from engaging in any behavior that conflicts with the best interest of the County.
2. Members of the [BCC] shall not vote nor attempt to influence any other [BCC] member on a matter under consideration by the [BCC] or any of its committees or subcommittees:
  - a. Regarding the provision of services by such member (or by an entity that such member represents; or

## Bylaws Template

- b. That would provide direct financial benefit to such member or the immediate family of such member; or
  - c. Engage in any other activity constituting a conflict of interest under County, state, or federal law.
3. If a question arises as to whether a conflict exists that may prevent a member from voting, the Chairperson or designee may consult with designated County staff to assist them in making that determination.
  4. In order to avoid a conflict of interest or the appearance of such conflict, all nominees to become members of the [BCC] shall disclose on forms provided by the County information regarding their private economic interests that may be implicated by their service on the [BCC]
  5. [Where applicable] [BCC] members shall timely file Statements of Economic Interests (Form 700) and other financial disclosures as required by law.
  6. [Where applicable] [BCC] members shall complete ethics training as required by County policy and Assembly Bill 1234 (Government Code sections 53234 through 53235.2).
  7. Neither [BCC] nor any of its members shall promote, directly or indirectly, a political party, political candidate, or political activity using the name, emblem, or any other identifier of [BCC].
  8. No assets or assistance provided by County to [BCC] shall be used for sectarian worship, instruction, or proselytization, except as otherwise permitted by law.

### **ARTICLE XIII. Adoption and Amendment of Bylaws**

- A. Adoption: An affirmative vote of at least 50%+1 of those voting, a quorum being present, shall be required to recommend these Bylaws for Board approval. These Bylaws become effective upon approval by the Board.
- B. Amendments:
  1. Any member of the [BCC] or the Executive Committee may propose amendments to these Bylaws.
  2. Proposed amendments shall be submitted in writing and made available to each member of the [BCC] no less than five days prior to consideration before a vote can be taken.
  3. An affirmative vote of at least 50%+1 of those voting, a quorum being present, shall be required to recommend Bylaws amendments for Board approval Any amendments to the Bylaws become effective upon approval by the Board.

### **ARTICLE XIV. Severability**

Should any part term, portion or provision of these Bylaws be determined to be in conflict with any law or otherwise unenforceable or ineffectual, the remaining parts, terms, portions or provisions shall be

**Bylaws Template**

deemed severable and their validity shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the provisions that the members intended to enact in the first instance.

**ARTICLE XV.    Staffing Support**

Staff support from (Name of County Agency) shall be provided to support the [BCC] in conjunction with the work of the [BCC].



## **ORANGE COUNTY PARKS COMMISSION**

### **STAFF REPORT**

**FROM:** Tom Starnes, Director, OC Parks

**DATE:** July 7, 2022

**SUBJECT:** OC Parks Trails Subcommittee Guidelines Amendments, Member Appointments and Term Extension, and Meeting Update.

#### **Trails Subcommittee Guidelines Amendments**

On April 7, 2016, the Orange County Parks Commission ("Commission") voted to approve the creation of the Orange County Parks Trails Subcommittee ("Subcommittee") and approved the Subcommittee's Guidelines ("Guidelines"). The Guidelines outline the purpose, duties, membership, and other aspects of the Subcommittee. The Guidelines were amended on June 6, 2019 to capture improvements to Subcommittee processes such as clarifying roles related to developing and approving agenda items and refining timelines for updating the Commission following Subcommittee meetings.

Further amendments (detailed in Attachment A – Proposed Guidelines Amendments – Redlined) are now proposed to the Guidelines to align them with the Commission with regard to meeting times and location options and to continue clarifying and improving the Subcommittee's organization and processes. The following amendments of the Subcommittee Guidelines were unanimously approved by the Subcommittee during their May 17, 2022 meeting for recommendation to the Commission for approval.

#### **OC Parks Mission Statement (Section I)**

The OC Parks Strategic Plan was updated and adopted by the Board of Supervisors on December 4, 2018. Under the current Guidelines, the mission statement of OC Parks is outdated and needs amending to state the current OC Parks mission statement: "We preserve and enhance OC Parks' natural and cultural resources for recreation, education, and exploration."

#### **Background of Subcommittee Guidelines (Section I)**

Addition of language describing subsequent revisions of the Guidelines on June 6, 2019 and the purpose of current proposed revisions.

#### **Subcommittee Meeting Time (Section V)**

The current Guidelines declare that meetings of the Subcommittee shall be held quarterly between the hours of 7:00 p.m. and 8:00 p.m. To align the Subcommittee meeting time with the meeting time of the Commission, as approved by the Commission on February 3, 2022, an update of the Subcommittee meeting time from 7:00 p.m. to 6:00 p.m. is proposed.

The proposed change to the meeting time for the Subcommittee to 6:00 p.m. would not conflict with other Orange County Community Resources (“OCCR”) Boards, Commissions, and Committees (“BCCs”) meetings and would still keep the meeting accessible for members of the public who can only attend outside of normal business hours. Public notice for this change was provided on the Subcommittee’s webpage on May 13, 2022 and the Subcommittee received no public comments regarding the proposed meeting time change.

#### Field Trip Option (Section V)

Currently, the Guidelines are silent as to options for field trips. Subcommittee members have expressed interest in attending occasional field trips related to the subject matter jurisdiction of the Subcommittee. A proposed amendment to the Guidelines will allow for field trips — accessible to the public and related to the purpose of the Subcommittee — in lieu of or in addition to a regular Subcommittee meeting.

#### Subcommittee Member Meeting Attendance (Section V)

Current provisions of the Subcommittee Guidelines limit members to two absences within any 12-month period before automatically vacating the position and appointing a successor. It is proposed that the Guidelines be amended to allow the Subcommittee Chairperson to consider extenuating circumstances and determine if two absences within any 12-month period qualify for the position to be vacated.

#### OC Parks Subcommittee Staff (Section VI)

To promote consistency with other OCCR BCCs and to provide flexibility in allocating staff resources, a proposed amendment will shift agenda responsibilities from the Trails Coordinator to the Executive Officer or designated staff. An amendment to the Guidelines also defines the Executive Officer as the OC Parks Planning and Design Manager or designee.

#### Term of Office (Section VIII)

The term of office for each non-Commission member of the Subcommittee is limited under the current Guidelines to two-year terms with a maximum of three consecutive terms for six years total. The Guidelines amendment adds clarifying language to specify that terms can only be for a maximum “six consecutive years total”.

#### Voting Majority (Section XI)

The proposed amendment will add language to the Guidelines to clarify what constitutes a voting majority, as defined by the Board-approved County Bylaws Template. This amendment will promote consistency with the Commission as well as other OCCR BCCs.

#### Grammar and Consistency

Additional proposed amendments to the Guidelines are to streamline grammar and ensure consistent terms throughout the document. These amendments do not affect the duties or functions of the Subcommittee.

County Board approval is not required under the Subcommittee's Guidelines nor the Orange County Codified Ordinances. Since the Subcommittee was created by and is accountable to the Commission, the Guidelines, as approved for recommendation to the Commission by the Subcommittee, require Commission approval prior to implementation.

### **Member Appointment**

The Subcommittee is currently comprised of one hiker, one hiker/environmentalist, and one cyclist, in addition to two Commission representatives – Chair Koos and Vice Chair Shawver, serving as Chair and Alternate Chair of the Subcommittee, respectively.

Following the vacancy of two Subcommittee members' seats, Chair Koos and Vice Chair Shawver reviewed applications of individuals with hiking, cycling, or equestrian interests and selected two of these for consideration by the Commission to fill the vacant Subcommittee seats.

Ms. Deborah Ball is a hiker, cyclist, and equestrian. She has experience as an Irvine Ranch Conservancy trail guide and docent, OC Zoo volunteer, and Wildlife ACT Conservation volunteer. Additional information on Ms. Ball is provided in the application attached to this staff report. Appointment of Ms. Ball would support a balanced representation of the various trail user groups and help complete the Subcommittee membership.

Ms. Suzanne Martin is a hiker, cyclist, and equestrian. She has experience as a volunteer for mountain bike events and has been involved with Warriors Society. Additional information on Ms. Martin is provided in the application attached to this staff report. Appointment of Ms. Martin would support a balanced representation of the various trail user groups and help complete the Subcommittee membership.

### **Membership Renewal**

On August 6, 2020, the Commission appointed Virginia Webber to serve as a member of the Trails Subcommittee for a two-year term. Ms. Webber's term is about to expire and she has expressed interest in continuing her service on the Subcommittee. Ms. Webber is a hiker, Irvine Ranch Conservancy volunteer, Crystal Cove Alliance volunteer, and public/interpretive program guide. Renewal of Ms. Webber's membership on the Subcommittee would support a balanced representation of the various trail user groups and enable the Subcommittee to benefit from members who are experienced with the Subcommittee.

### **RECOMMENDED ACTION(S):**

1. Approve the proposed amendments to the OC Parks Trails Subcommittee Guidelines.
2. Appoint Deborah Ball as a member of the OC Parks Trails Subcommittee.
3. Appoint Suzanne Martin as a member of the OC Parks Trails Subcommittee.
4. Renew the membership of OC Parks Trails Subcommittee Member Virginia Webber for an additional two-year term, expiring on September 24, 2024.

  
Tom Starnes

**ATTACHMENT(S):**

Attachment A – Proposed Guidelines Amendments – Redlined

Attachment B – Trails Subcommittee Membership Application for Deborah Ball

Attachment C – Trails Subcommittee Membership Application for Suzanne Martin

# OC Parks Trails Subcommittee Guidelines

Revised ~~6/6/2019~~ 7/7/2022

## I. BACKGROUND

The mission of OC Parks, a department within the County of Orange, states that ~~“as a steward of significant~~We preserve and enhance OC Parks’ natural and cultural resources, OC Parks manages and operates a system of regional parks, beaches, harbors, trails and historic sites that are places of for recreation, education, and enduring value”.~~exploration.”~~ The Orange County Parks Commission (Commission) was established by the County Board of Supervisors to act as an advisory body to the Board of Supervisors and the Director of OC Parks (Director).

OC Parks and the Commission require a working group to assist in matters involving County trails and bikeways and in planning an appropriately designed, operated, and maintained regional trail system that will achieve OC Parks’ ~~Strategic Plan~~ goal of maintaining a safe and healthy environment for the public ~~and~~ as outlined in the County General Plan.

To meet this need, the Commission, at its April 7, 2016 meeting, voted to approve the establishment of a Trails Subcommittee (Subcommittee) and ~~the guidelines contained in this document~~Subcommittee guidelines. The Subcommittee guidelines were revised on June 6, 2019. Updates to the guidelines contained in this document are proposed for consistency with other OC Parks and County Boards, Commissions, and Committees, and to continue improving Subcommittee processes.

## II. PURPOSE

The primary purpose of the Subcommittee is to provide support and act as an advisory body to the Commission on matters involving County trails and bikeways.

## III. DUTIES

When requested by the Commission or Director:

- A. Review and provide comments and recommendations to the Commission for updates to the County’s Master Plan of Riding and Hiking Trails, Master Plan of Bikeways, and various documents and maps related to County trails and bikeways.
- B. Provide input regarding the prioritization of proposed trail and bikeway connections, gap closures, acquisitions, and improvement projects during the annual OC Parks budget development process.

- C. Serve as a forum for public input and communication regarding County trail use, operations, and maintenance that would facilitate a constructive balance between various trail user groups, including but not limited to hikers, equestrians, cyclists, and runners.
- D. Assist with OC Parks data gathering objectives, as needed, such as providing trail counts and reporting trail issues.
- E. Promote and encourage responsible trail use.
- F. Provide a forum for the public to provide comments and feedback with respect to planning, design and maintenance of trail/bikeway projects.
- G. Review and make recommendations to the Commission on plans and specifications for proposed regional trails and off-street bikeway improvements.
- H. Review and make recommendations to the Commission on policies and procedures for trail use and management, including enforcement methods.
- I. Provide recommendations to the Commission on active transportation events and special use of trails and bikeways.
- J. Perform specific tasks as authorized by the Commission or Director.

#### IV. LIMITATIONS

The Subcommittee shall serve in an advisory capacity to the Commission. It shall have no independent duties and no authority to take actions that bind the Commission or the County of Orange. No expenditures or requisitions for services and supplies shall be made by the Subcommittee.

#### V. MEETINGS

- A. The officers of the Subcommittee shall consist of a Chairperson and an Alternate Chairperson and shall be appointed by the Commission. The Chairperson and Alternate Chairperson positions shall be for a term of one year or until a successor is appointed by the Commission. The OC Parks Planning and Design Manager, or his or her designee, shall serve as the Executive Officer of the Subcommittee.
- B. Meetings of the Subcommittee shall be held quarterly ~~between the hours of 7pm and 8pm~~ at 6:00 pm at OC Parks Headquarters, 13042 Old Myford ~~Rd., Road,~~ Irvine 92602.
- C. The Subcommittee may elect to conduct a field trip in lieu of or in addition to

a regular meeting.

~~G.D.~~ Each meeting shall be open to the public, and the Subcommittee shall give notice of its meetings and conduct those meetings as required by law.

~~D.E.~~ A quorum constitutes more than one-half of the Subcommittee members, including at least one Commissioner, for the transaction of business at a meeting. At any regularly called meeting lacking a quorum, the members present may constitute themselves a "committee of the whole" for the purpose of discussing matters on the agenda of interest to the Subcommittee members present, but may not take any action. The committee of the whole shall automatically cease to exist if a quorum is present at the meeting.

~~E.F.~~ If a member is absent from two regular quarterly Subcommittee meetings in any 12-month period, the position shall ~~automatically~~ be vacated at the discretion of the Chairperson, and a successor shall be appointed to fill the remainder of that member's term.

~~F.G.~~ Any vacancy in the Subcommittee shall be filled by the Commission at its next regular meeting. The successor to any vacancy shall hold office for the balance of the unexpired term of that office.

~~G.H.~~ Each member of the public appearing at a Subcommittee meeting shall be afforded two minutes in his or her presentation, unless the Chairperson, at his or her discretion, permits further remarks to be made. Any person addressing the Subcommittee may submit written statements, petitions, or other documents to complement his or her presentation. The Chairperson shall manage public comment and meeting duration as appropriate to accomplish the goals of the Subcommittee. If a member of the public wishes to speak for more than two minutes and is not granted permission by the Chairperson, a Subcommittee member may make a request for additional speaking time in the form of a motion to the ~~chair~~Chairperson; and if the motion is seconded, a vote shall be taken to determine if additional speaking time will be granted.

~~H.I.~~ All meetings held by the Subcommittee shall be conducted in compliance with the Brown Act, California Government Code Section 54950 et seq., and its requirement that public commissions, boards, and councils and other public agencies conduct the people's business openly.

~~I.J.~~ All Subcommittee members shall comply with the provisions of the Political Reform Act of 1974, California Government Code Sections 1090 et seq. and 87100 et seq., concerning conflicts of interest.

## VI. AGENDAS

The ~~Chairperson and Alternate Chair~~Executive Officer, in consultation with the Chairperson, Alternate Chairperson, and Director, shall determine the items to be placed on the Subcommittee agenda.

~~The OC Parks' Trails Coordinator~~Parks Subcommittee Executive Officer or designated staff shall prepare the agenda for each meeting in consultation with Planning & Design Staff, the Director, Chairperson, and Alternate ~~Chair~~Chairperson. Material intended for placement on the agenda shall be delivered to the ~~Trails Coordinator~~Executive Officer or designated staff on or before 12:00 p.m. on the date established as the agenda deadline for the forthcoming meeting. ~~The Trails Coordinator~~The Executive Officer or designated staff may withhold placement on the agenda of any matter that is not timely received, lacks sufficient information, or is in need of staff review and report prior to Subcommittee consideration.

Agenda items can be initiated by the following:

~~Orange County Parks~~-Commission-  
~~OC Parks~~ Director  
~~OC Parks Trail Coordinator~~Subcommittee Executive Officer or designated staff

Any proposed agenda item not initiated by the Commission or Director that requires a significant amount of OC Parks' staff time for research and preparation shall be approved by the Director ~~prior to being accepted by the Trails Coordinator~~ for placement on the agenda and action by the Subcommittee.

Unless otherwise determined by the Commission or Director for a particular agenda or agenda item, all Subcommittee agenda items shall be approved by both the Commissioners that serve as the Chairperson and Alternate ~~Chair~~Chairperson prior to release of the agenda to the Subcommittee members and public.

## VII. MEMBERSHIP

The Subcommittee shall consist of seven regular members appointed by the Commission, with one sitting Commissioner serving as Chairperson. All members shall live in the County of Orange during their term on the Subcommittee.

### A. COMMISSION MEMBERS

Two Commission members shall be elected to serve on the Subcommittee. One shall serve as Chairperson, and one shall serve as Alternate ~~Chair~~Chairperson. The Chairperson shall be appointed by the Commission.

### B. OTHER MEMBERS



Five members from the community shall be selected to serve on the Subcommittee by the Commission based on a review of applications in which interested parties are asked to describe their involvement and expertise in trails and bikeways.

There is a desire to establish a subcommittee that provides a balanced representation from various geographic areas of the county, as well as the various trail user groups (pedestrians/hikers, equestrians, mountain bikers, road cyclists) and environmental organizations. Since many existing and proposed trails are located within open space, wilderness, and preserve areas, it is preferred that members have an understanding of the environmentally sensitive conditions and constraints associated with implementing trails in wildland areas.

Members of the Subcommittee (including the Commissioners) serve at the will and pleasure of the Commission. Therefore, they may, at any time, be removed from the Subcommittee, with or without cause, by a majority vote of the Commission whenever, in its discretion, the best interests of the OC Parks shall be served thereby.

#### C. COMPENSATION

Membership on the Subcommittee is strictly voluntary, and no compensation, benefits, or reimbursements are included or offered to the members (this includes parking passes/fees, park/attraction entrance fees, park use fees, etc.).

Upon expiration of their term or removal from office, such members shall not be entitled to any compensation or any other benefits that may have been granted during their term.

### VIII. TERM OF OFFICE

The term of office for each non-Commission member shall be two years with a maximum of three consecutive terms (six consecutive years total).

The term of a Commissioner is limited to his or her service on the Commission.

Appointments and renewal of appointments to the Subcommittee shall be voted on by majority vote of the Commission during a regularly scheduled Commission meeting.

### IX. GOVERNANCE

A. The Subcommittee shall provide a draft agenda to the Commission at least one week prior to the Subcommittee meeting for review.

- B. The Subcommittee shall provide an update to the Commission regarding the Subcommittee meeting at the next regularly scheduled Commission meeting subsequent to the Subcommittee meeting.

#### X. TERMINATION OF SUBCOMMITTEE

The Subcommittee may terminate upon any of the following circumstances:

- A. The dissolution or termination of the Commission.
- B. The Board of Supervisors may, by majority vote, terminate the Subcommittee at any time.
- C. The Commission may, by majority vote, terminate the Subcommittee at any time.
- D. Five-year review and extension: Upon formation, which shall mean the date of the Commission's meeting where the Subcommittee has established its full membership as described herein, the Subcommittee shall automatically terminate five years thereafter unless a majority of the Commission votes to extend the Subcommittee for an additional five years. This process shall be repeated unless and/or until the Subcommittee is terminated.

#### XI. VOTING MAJORITY

Decisions and acts made by majority vote of the members at any duly constituted meeting shall be regarded as acts of the Subcommittee, except as otherwise provided by these Guidelines.

Members choosing to abstain from voting on specific actions will not affect majority requirements. Abstentions are considered a "non-vote" – neither a vote in the affirmative nor in the negative.

However, in order for an action to be passed, a majority of the quorum casting votes must vote in the affirmative.

For example: If, at a standing Subcommittee meeting, six (6) voting members of the Subcommittee are present to vote, and on a particular motion, three (3) vote in the affirmative, two (2) vote in the negative, and one (1) member abstains, the motion passes.



## APPLICATION FOR OC PARKS TRAILS SUBCOMMITTEE APPOINTMENT

The OC Parks Commission makes appointments to the OC Parks Trails Subcommittee. The purpose of this application is to provide the OC Parks Commissioners information regarding your experience and interests. Please provide the information requested by answering the questions below as clearly and concisely as possible.

**Information provided in this document may be subject to disclosure  
under the California Public Records Act.**

**DATE:** 12/12/2020

**FIRST NAME:** Deborah

**LAST NAME:** Ball

**STREET ADDRESS:** [REDACTED]

**CITY:** [REDACTED]

**ZIP:** [REDACTED]

**EMAIL:** [REDACTED]

**PHONE:** [REDACTED]

**PHONE 2:** [REDACTED]

**OCCUPATION:**

Please briefly answer the following questions:

1. Describe your experience and qualifications that would make you an effective Trails Subcommittee member.

OC resident for 57 years. Active user of trails as a hiker, biker, equestrian and OC Parks / Irvine Ranch Conservancy (IRC) Volunteer.

- Conservation education degree; prior UCI assistant clinical professor
- Public health education; familiar with Board meetings and committee protocols
- Habitat management certification course (8/2020)

2. Describe your involvement in recreation and outdoor-related groups and activities in Orange County, CA.

- Trail Guide/Docent for IRC
- OC Parks Volunteer at OC Zoo
- Recreate and use most of OC trails
- Part of hiking group, Hiking OC
- Weekly use of Whiting Ranch, IRC trails, Crystal Cove State Park, Bommer Canyon+

3. Provide names of all non-profit groups you are affiliated with that relate to parks, trails, open space management and/or preservation.

1. OC Parks Volunteer
2. Irvine Ranch Conservancy Volunteer (docent/trail guide)
3. Hiking OC Member
4. Wildlife ACT Conservation Volunteer
5. OC Habitats Volunteer





## OC Parks Trails Subcommittee

OC Parks Headquarters  
Irvine Ranch Historic Park  
13042 Old Myford Rd., Building 5  
Irvine, CA 92602-2304

4. What topics concern you that relate to the OC Parks Trails Subcommittee?

How to combine public access and conservation of OC Parks lands. Public outreach, safety, and education. Restore and protect trails and lands. I hike and bike frequently and love our trails.

5. What trail user group would you represent on the OC Parks Trails Subcommittee? (Multiple selections are allowed, however, note the primary area of expertise.)

☒ Hikers      ☒ Trail runners      ☒ Equestrians  
☒ Mountain Bikers      ☐ Road Cyclists      ☐ Other:

6. Are you a recognized representative of any type of trails and/or environmental group? ☒ Yes ☐ No  
If yes, which ones?

7. Why do you want to be a member of the OC Parks Trails Subcommittee?

Help lend a voice to the needs of both public and conservation groups. Restore, protect, and enhance our trails and lands for both people and habitat.

Subcommittee Members are asked to make every effort possible to attend each meeting. The Subcommittee has a minimum of four (4) quarterly meetings per year at OC Parks Headquarters located at:

13042 Old Myford Rd  
Irvine, California 92602-2304

Can you commit to attending all or the majority of these meetings? ☒ Yes ☐ No

The OC Parks Trails Subcommittee will conduct open meetings in accordance with the Ralph M. Brown Act (Brown Act) and will use Roberts Rules of Order as a guide for parliamentary procedure. If selected to serve on this subcommittee, you agree to read and abide with the Brown Act and the subcommittee's parliamentary procedures.

Members contribute according to their specific interests or expertise. This may include gathering information, making recommendations, and providing project updates to the Parks Commission and/or OC Parks Trails Subcommittee. Field trips, research, and attending occasional meetings of related organizations may also be necessary.

Thank you for your interest in the OC Parks Trails Subcommittee. **All members of the Subcommittee must be approved by the OC Parks Commission. Should a vacancy become available and you are selected to fill an at-large member seat on the Subcommittee, an OC Parks staff member will contact you immediately.**



## APPLICATION FOR OC PARKS TRAILS SUBCOMMITTEE APPOINTMENT

The OC Parks Commission makes appointments to the OC Parks Trails Subcommittee. The purpose of this application is to provide the OC Parks Commissioners information regarding your experience and interests. Please provide the information requested by answering the questions below as clearly and concisely as possible.

**Information provided in this document may be subject to disclosure  
under the California Public Records Act.**

**DATE:** 06.06.2022

**FIRST NAME:** Suzanne

**LAST NAME:** Martin

**STREET ADDRESS:** [REDACTED]

**CITY:** [REDACTED]

**ZIP:** [REDACTED]

**EMAIL:** [REDACTED]

**PHONE:** [REDACTED]

**PHONE 2:**

**OCCUPATION:**

Please briefly answer the following questions:

1. Describe your experience and qualifications that would make you an effective Trails Subcommittee member.

I am an active trail user at SORP as an equestrian, mountain biker and hiker. I have frequented most of the OC Parks as a mountain biker or hiker for over 20 years. I have my finger on the pulse of what it is to be a trail user.

2. Describe your involvement in recreation and outdoor-related groups and activities in Orange County, CA.

I was the Event Coordinator for Over The Hump mountain bike race series for the last 10 years. I have also volunteered for many of the Non Dot Adventure mountain bike races within OC Parks. I enjoy biking, hiking and horse back riding in OC Parks at least twice a week.

3. Provide names of all non-profit groups you are affiliated with that relate to parks, trails, open space management and/or preservation.

I have been involved with Warriors Society, Share and Non Dot. I was also involved in the referendum with Orange Park Acres maintaining open space at the Sully Miller site on Santiago Canyon.



## OC Parks Trails Subcommittee

OC Parks Headquarters  
Irvine Ranch Historic Park  
13042 Old Myford Rd., Building 5  
Irvine, CA 92602-2304

4. What topics concern you that relate to the OC Parks Trails Subcommittee?

Education for new users as well as enforcement of park rules.

5. What trail user group would you represent on the OC Parks Trails Subcommittee? (Multiple selections are allowed, however, note the primary area of expertise.)

☒ Hikers
 ☐ Trail runners
 ☒ Equestrians  
☒ Mountain Bikers
 ☒ Road Cyclists
 ☐ Other:

6. Are you a recognized representative of any type of trails and/or environmental group? ☐ Yes ☒ No  
If yes, which ones?

7. Why do you want to be a member of the OC Parks Trails Subcommittee?

I was asked to be a member due to my unique user status as an equestrian, mountain biker and hiker in addition to my involvement in the community as the event coordinator for Over The Hump and my connection to the biker and equestrian user groups.

Subcommittee Members are asked to make every effort possible to attend each meeting. The Subcommittee has a minimum of four (4) quarterly meetings per year at OC Parks Headquarters located at:

13042 Old Myford Rd  
Irvine, California 92602-2304

Can you commit to attending all or the majority of these meetings? ☒ Yes ☐ No

The OC Parks Trails Subcommittee will conduct open meetings in accordance with the Ralph M. Brown Act (Brown Act) and will use Roberts Rules of Order as a guide for parliamentary procedure. If selected to serve on this subcommittee, you agree to read and abide with the Brown Act and the subcommittee's parliamentary procedures.

Members contribute according to their specific interests or expertise. This may include gathering information, making recommendations, and providing project updates to the Parks Commission and/or OC Parks Trails Subcommittee. Field trips, research, and attending occasional meetings of related organizations may also be necessary.

Thank you for your interest in the OC Parks Trails Subcommittee. **All members of the Subcommittee must be approved by the OC Parks Commission. Should a vacancy become available and you are selected to fill an at-large member seat on the Subcommittee, an OC Parks staff member will contact you immediately.**



**ORANGE COUNTY PARKS COMMISSION**

**STAFF REPORT**

**FROM:** Tom Starnes, Director, OC Parks

**DATE:** July 7, 2022


**SUBJECT:** August Field Trip and Commission Meeting Schedule Amendments

Due to a lack of quorum, the June 2, 2022 meeting of the Orange County Parks Commission ("Commission") was cancelled and a replacement meeting was scheduled for July 7, 2022, which was originally planned to be a month for a field trip. In order to ensure that the Commission will be able to participate in three field trips this year, staff propose a field trip on August 4, 2022 at 5:00 p.m. to Mile Square Regional Park. This proposed field trip will enable the Commission to tour the progress of the project to convert the former 93-acre golf course into park land. This field trip will also provide the Commission the option, after the field trip has adjourned, to attend one of OC Parks' Summer Concert Series events, a concert featuring the band Big Bad Voodoo Daddy. Attendance at this concert is fully optional and will not be a part of the official field trip meeting.

In light of the proposed field trip in August, Staff propose a few additional amendments to the Commission's meeting schedule to accommodate a third field trip. It is proposed that in lieu of a field trip in September, the Commission hold a regular meeting on September 1, 2022 and hold a field trip in October in lieu of the October 6, 2022 regular meeting.

**RECOMMENDED ACTION(S):**

1. Approve proposed August field trip date and location.
2. Amend Commission Meeting Schedule to reflect the following changes:
  - August 4, 2022 field trip,
  - September 1, 2022 regular meeting, and
  - October 2022 field trip.

  
Tom Starnes

**ATTACHMENT(S):**

Attachment A – Revised Orange County Parks Commission Meeting Schedule

Agenda Item No. IV.B

**ORANGE COUNTY PARKS COMMISSION**

**STAFF REPORT**

**FROM:** Tom Starnes, Director, OC Parks

**DATE:** November 4, 2021

**SUBJECT:** Proposed 2022 OC Parks Commission Meeting and Field Trip Schedule

A proposed schedule of 2022 meeting and field trip dates is provided below for the Commission's review.

Seasonal field trips provide the Commission with valuable onsite experiences at various County facilities. The locations and dates of these field trips will be determined by the Commission in the month(s) preceding the field trip.

January 6	Regular Meeting
February 3	Regular Meeting
March 3	Regular Meeting
April 7	Cancelled Meeting
Date TBD	Commission Field Trip — Location and Date TBD in the prior month
May 5	Regular Meeting
<del>June 2</del>	<del>Regular Meeting</del> Cancelled Meeting
July 7	<del>Cancelled Meeting</del> Regular Meeting, in lieu of Field Trip
<del>Date TBD</del>	<del>Commission Field Trip — Location and Date TBD in the prior month</del>
August 4	<del>Regular Meeting</del> Field Trip, in lieu of Regular Meeting
September 1	<del>Cancelled Meeting</del> Regular Meeting, in lieu of Field Trip
<del>Date TBD</del>	<del>Commission Field Trip — Location and Date TBD in the prior month</del>
October 6 Date TBD	<del>Regular Meeting</del> Field Trip, in lieu of Regular Meeting, Location and Date TBD
November 3	Regular Meeting in the prior month
December 1	Cancelled Meeting

**RECOMMENDED ACTION:**

Approve the 2022 Parks Commission meeting and field trip schedule.

  
Tom Starnes