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MANTECA RECREATION AND PARKS COMMISSION MEETINGS AND RULES OF ORDER

1. Meetings

- A. Regular Meetings. The Commission shall hold its regular meetings at 7:00 o'clock P.M. on the first Thursday of each month in the City Council Chambers, 1001 West Center Street, Manteca, California, provided, however, whenever the Commission, at a regular meeting, sets a different time and place for its meeting, such meeting shall constitute a regular meeting for all purposes.
- B. Special Meetings. Special meetings may be called at any time by the Chairman of the Commission, or by a majority of the members of the Commission, by serving notice 24 hours in advance of the time, place, and purpose of the meeting upon each member of the Commission.
- C. Adjourned Meeting. Any regular or special meeting may be adjourned to a time and place specified in the order of adjournment.

2. Chairman

- A. Election. The Chairman of the Commission shall be elected by the members thereof by a majority vote of all the members.
- B. Term. The term of office of the Chairman shall be one year and until the election of his or her successor.
- C. Duties. The Chairman shall be the presiding officer of the Commission. He/She shall preserve strict order and decorum at all meetings of the Commission, state questions coming before the Commission, announce the Commission's decision on all subjects, and decide all questions of order, subject, however, to an appeal to the Commission as a whole, in which event a majority vote shall govern and conclusively determine such questions of order. He/She shall vote on all

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questions and on roll call his/her name shall be called last. He/She shall sign all documents approved by the Commission.

3. Chairman Pro Tempore

A. Term and Duties. There shall be a Chairman pro tempore, whose term of office shall coincide with that of the Chairman, and who shall, in the absence of the Chairman, perform all of the functions and duties of the Chairman.

B. Election. The Chairman pro tempore of the Commission shall be elected by the members thereof by a majority vote of all the members.

4. Secretary.

The Parks and Recreation Director shall have the duties of Secretary to the Commission. He/She shall be responsible for the keeping of the official transcript of the Commission.

5. Call to Order.

The Chairman shall take the chair at the time and place appointed for the meeting, and shall call the Commission to order. In the absence of the Chairman and Chairman pro tempore, the Director of Parks and Recreation shall call the Commission to order, where upon a temporary Chairman shall be appointed from the members present. Upon the arrival of the Chairman or the Chairman pro tempore, the temporary Chairman shall relinquish the chair at the conclusion of the business then before the Commission.

6. Roll Call

Before proceeding with the business of the Commission, the Secretary shall call the roll of the members, and the names of those present shall be entered in the minutes.

7. Quorum

A majority of the Commission constitutes a quorum for the transaction of

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business. Less than a quorum may adjourn.

A member absent for three consecutive Regular Meetings of the Commission shall concede his office as a Commissioner, unless absence is due to illness.

8. Minutes.

A. Preparation. The minutes of the Commission shall be kept by the Secretary and shall be neatly typewritten in a book kept for that purpose with a record of each particular type of business transacted set up in paragraphs with proper subheadings, provided, however, that the Secretary shall be required to make a record only of such business as was actually acted upon by the Commission, and shall not be required to record any remarks of members or any other person except at the special request of a member, and provided, further that a record shall be made of the names and addresses of persons addressing the Commission, the title of such matter to which the remarks related, and whether they spoke in support of or in opposition to the matter.

B. Distribution. As soon as possible, after each meeting, the Secretary shall cause a copy of the minutes to be forwarded to each member.

C. Reading. Unless the reading of the minutes of the meetings is requested by a member, such minutes may be approved without reading as each member has previously been furnished a copy thereof.

9. General Order and Conduct of Business.

A. Agenda. All reports, communications, and other documents or matters to be submitted to the Commission at their regular meeting shall be delivered to the Secretary not later than two days prior to the regular scheduled meeting. The Secretary shall prepare an Agenda of all such matters according to the Order of Business and shall furnish each member of the Commission and their staff with a copy of the same prior to the Commission meeting.

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B. Order of Business.

- (1) Roll Call
- (2) Minutes
- (3) Correspondence
- (4) Visitors
- (5) Chairman and Commissioners
- (6) Superintendent Reports
- (7) Director Reports
- (8) Other Business
- (9) Adjournment

10. Rules of Debate

- A. Chairman May Debate and Vote. The Chairman may move, second, and debate from the chair, subject only to the limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a member by reason of his acting as Chairman.
- B. Getting the Floor; Improper References. Every member desiring to speak shall address the chair and, upon recognition by the Chairman, shall confine himself to the question under debate, avoiding all personalities and indecorous language.
- C. Interruptions. A member once recognized shall not be interrupted when speaking unless it shall be to call him to order or as otherwise specifically provided. If a member, while speaking, shall be called to order, he shall cease speaking until the question of order has been determined and, if in order, he shall be permitted to proceed.

11. Rules of Order.

- A. Robert's Rules. Except as otherwise specifically provided in this resolution, Robert's Rules of Order as last revised shall guide the proceedings of the

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Commission in the conduct of meetings thereof.

12. Voting.

A vote by Roll Call shall not be required unless a Commissioner specifically requests a Roll Call after a motion is made and before the Chairman calls for the vote. Unless a member of the Commission audibly states he is not voting, his silence shall be, and shall be recorded as, an affirmative vote. An audible abstention shall be recorded as an abstaining vote.

13. Addressing the Commission.

- A. General. Any person desiring to address the Commission shall first secure the permission of the Chairman and upon permission, give his name and address in an audible tone of voice prior to his testimony.
- B. Time. Each person addressing the Commission shall limit his time as may be directed by the Chairman.
- C. Spokesman for Groups. Whenever any group of persons wishes to address the Commission on the same subject matter, it shall be proper for the Chairman to request that a spokesman be chosen by the group to address the Commission and in the event additional matters are to be presented by other persons in the group, to limit the number of persons so addressing the Commission so as to avoid unnecessary repetitions.
- D. Discussions. No person, other than a member and the person addressing the Commission, shall be permitted to enter into any discussion with the person addressing the Commission without the permission of the Chairman.

14. Decorum.

- A. By Members. When the Commission is in meeting, the members shall preserve order and decorum and no member shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Commission nor disturb any

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member while speaking or refuse to obey the orders of the Commission or the Chairman, except as provided in this resolution.

- B. By Other Persons. Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous while addressing the Commission shall be forthwith, by the Chairman, barred from further audience at such meeting, unless permission to continue shall be granted by majority vote of the Commission.

15. Commission Directives.

The Commission shall, from time to time, by directives issued by it, establish procedures for the processing of the business of the Commission within the guidelines established by the City Council of the City of Manteca.