

GREENFIELD PUBLIC RECREATION DISTRICT

BOARD OF TRUSTEES BYLAWS

SECTION 1. GENERAL APPLICATION. The Greenfield Public Recreation District is dedicated to improving the wellbeing of its constituents through the creation of affordable and accessible recreation opportunities. The Board further declares that its procedures, and the procedures of its standing committees, shall be governed by the California Open Meeting Law, also known as the Ralph M. Brown Act or Brown Act (California Government Code 54950, et seq.) as well as California Public Resource Code regulating Public Recreation Districts commencing with Section 5780, and the regulation hereinafter set forth together with such other administrative regulations as may from time to time be prescribed by the Board or the President acting on behalf of the Board. Should these regulations conflict with the requirements of the Brown Act, the provisions of the Brown Act shall supersede.

SECTION 2. SCOPE OF BYLAWS.

These bylaws shall be known as the District Bylaws and shall govern the Greenfield Public Recreation District, its Board of Trustees and all its affiliated and subordinate organizations and groups. The rules contained herein are guidelines only and shall govern the Board in all cases to which they are applicable which are not inconsistent with Federal, State, and local laws.

SECTION 3. POWERS OF DISTRICT.

Per PUBLIC RESOURCES CODE SECTION 5786-5786.31

- a) Organize, promote, conduct, and advertise programs of community recreation, including, but not limited to, parks and open space, parking, transportation, and other related services that improve the community's quality of life.
- b) Establish systems of recreation and recreation facilities, including, but not limited to, parks and open space.
- c) Acquire, construct, improve, maintain, and operate recreation facilities, including, but not limited to, parks and open space, both inside and beyond the district's boundaries.

SECTION 4. PURPOSE AND ORGANIZATION.

Organized in Monterey County on October 5, 1953, pursuant to Article 2 (commencing with section 5431), Chapter 3, Division 5, of the Public Resource Code and confirmed through a vote of the public residing within the district boundaries. The Powers were amended on February 23, 1960, when the trustees of the district passed a resolution expressing its desire that the district come under Chapter 4 of Division 5 of the Public Resource Code, and this was certified by the Secretary of State on February 26th, 1960. The Shift did not affect the appointed rather than elected status of the Board of Directors, but it did reduce the number of Trustees from seven (7) to (5)

SECTION 5. BOARD OF TRUSTEES.

The Greenfield Public Recreation District Board of Trustees shall consist of five members, each of whom shall be registered voters residing in the district. Members shall be appointed by the Board of Supervisors of Monterey County. The terms of office shall be four years unless otherwise prescribed by law.

- a). The Fair Political Practices Commission requires disclosure of gifts or monies received by public officials and employees and annual filing of **Statement of Economic Interest**. All appointed

Board Members must file their Statement of Economic Interest on an annual basis with the Board of Supervisors of Monterey County.

- b). Pursuant to State law, all Board Members are required to complete a course in **ethics** training approved by the Fair Political Practices Commission and Attorney General that meets the AB1234 criteria. This training is required every two (2) years. A copy of the Certificate of Completion must be provided to the Clerk of the Board of Supervisors.
- c). Oath Each Trustee shall accomplish a notarized “**Oath** or Affirmation of Allegiance and Affidavit of Citizenship”. One copy of the executed Oath will be forwarded to the Monterey County Clerk and one copy will be kept on file in the district office.
- d). Each Trustee shall complete the **Harassment Prevention Training** every two (2) years.

5784

- a). A legislative body known as the board of directors shall govern every district. The board of directors shall establish policies for the operation of the district. The board of directors shall provide for the faithful implementation of those policies which is the responsibility of the employees of the district.
- b). Exception as provided in this article, the board of directors consists of five members.
- c). 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 or the proposed district.
- d). Service on a municipal advisory council established pursuant to Section 31010 of the government code shall not be considered an incompatible office with service as an elected member of a board of directors.

(Repealed and added by State 2001, Ch 15, Sec. 4 Effective January 1, 2002).

5784.1 Notwithstanding any other provision of law, if on December 31, 2001, a member of the board of directors was elected or appointed as a voter of this state and is an owner of real property within the district, pursuant to the former Section 5783.3, that person may continue to serve on that board of directors for remainder of the term for which he or she was elected or appointed, and that person may be elected or appointed to that board of directors in the future after that term ends, provided that the person continues to be a voter of this state an owner of real property within the district.

(Amended by State. 2003, Ch. 863, Sec. 1. Effective January 1, 2004

5784.2

- a). Not with standing any other provision of law, a local agency formation commission, in approving either a consolidation of districts or the reorganization of two or more districts into a single recreation and park district, pursuant to subdivisions (k) and (n) of Section 56886 of the Government Code, may temporarily increase the number of directors to

serve on the board of directors of the consolidated or reorganized district to seven or nine, who shall be members of the board of directors of the districts to be consolidated or reorganized as of the effective date of the consolidation or reorganization.

- b). Upon the expiration of the terms of the members of the board of directors of the consolidated or reorganized district, whose terms first expire following the effective date of consolidation or reorganization, the total number of members on the board of directors shall be reduced until number equals five.
- c). In addition to the powers granted under Section 1780 of the Government Code, in the event of a vacancy on the board of directors of the consolidated or reorganized district at which time the total member of directors is greater than five, the board of directors may, by majority vote of the remaining members of the board, choose not to fill the vacancy. In that event, the total membership of the board of directors shall be reduced by one board member.
- d). For the purposes of this section, the following definition apply:
 - 1. "Consolidation" means consolidation as defined in Section 56030 of the Government Code.
 - 2). "District" or "special district" means district or special district as defined in Section 56036 of the Government Code.
 - 3). "Reorganization" means reorganization as defined in Section 56073 of the Government Code
(Added by State 2006, Ch 643, Sec. 30 Effective January 1, 2007)

5784.3

- a). The term of office of each member of a board of directors who has been elected or appointed to a fixed term is four (4) years. Directors shall take office at noon on the first Friday in December following their election or their appointment to a fixed term.
- b). Notwithstanding subdivision (a), in the case of a district formed on or after January 1, 2002, the directors shall serve the terms determined pursuant to Section 5783.11.
- c). Any vacancy in the office of a member appointed to a board of directors shall be filled pursuant to Section 1779 of the Government Code.
- d). Any vacancy in the office of a member elected to a board of directors shall be filled pursuant to Section 1780 of the Government Code.

SECTION 6. PRESIDENT OF THE BOARD.

As the January meeting every two years, the Board shall by majority vote, select from its members one to serve as a President of the Board for a period of two years. Any President of the Board selected under the provisions of this section shall continue to act as President of the Board until selection of the successor. The President of the Board of Trustees shall serve as chairperson at all Board meetings.

The President shall have the same rights as other members of the Board in voting, introducing motions, resolutions, and any discussions.

SECTION 7. COMMITTEES OF THE BOARD.

The board may establish committees from time to time. The composition of committees should be two (2) Board members. The Board may establish standing committees which have broad and continuing subject matter, such as an ad hoc committee which is formed for a specific purpose and a limited time.

Committees may be appointed by the following methods:

- Nominations from the floor (open nominations) with via voice election:
- Nominations by the President of the Board (with confirmation by voice vote):
- Appointment by the President of the board, and
- Appointment by adoption of a motion naming members of a committee.

SECTION 8. REGULAR MEETINGS.

Regular meetings of the Board shall be held on the 3rd Monday of each month at the Greenfield Lions Hall 618 Apple Avenue commencing at the hour of 6:30p.m. or as may be otherwise determined as part of the adoption of the annual calendar. If the location changes it will be posted on our website and at the Greenfield Oak Park at least 72 hours prior to the scheduled meeting. If such a meeting falls upon a legal holiday, the regular meeting shall be held on the proceeding or succeeding Monday that does not fall on holiday as set forth in annual calendar. If no matters have been filed, nor other matters remain from previous meetings, or there is otherwise no business to transact, the Board may cancel the regular meeting, directing the President to so notify the members of the Board. The Board will take winter recess during the month of December; however, a meeting may be scheduled should there be a need to transact District business.

SECTION 9. AGENDAS.

At least 72 hours before a regular meeting, an agenda shall be delivered to each Board member, via personal service or electronic mail, in addition to posting upon the front window of the Greenfield Civic Center or public entity, containing a brief description of each item of business to be transacted or discussed at the meeting. The agenda will include a period of time on the agenda to receive public comment on items within the jurisdiction of the Board. Each speaker shall be limited to three (3) minutes during the public comment portion of the agenda. The Board will not make a final determination on any issue raised during the public comment period that is not included on the agenda. The Board may refer the item to staff or schedule action for a future agenda.

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SECTION 10. ITEMS NOT ON THE POSTED AGENDA.

No action is to be taken on items not set forth on the posted agenda unless:

- By a majority vote, the Board determines that an emergency situation exists (emergency situation means work stoppage or other activity which severely impairs health, safety, or both, or a crippling disaster which severely impairs public health, safety, or both),

- By a determination of two-thirds of the, or if less than two-thirds of the Board are present, then by unanimous vote of the Board present, that the need to take action arose subsequent to the agenda being posted; or
- By the item being continued from a prior meeting held less than five days previously at which time the was posted.

SECTION 11. SPECIAL MEETINGS.

Special meetings may be ordered at any time by the President of the Board, or by a majority of the Board calling for such a meeting in writing/email or phone. Notice of a special meeting must be personally noticed to each Board member, or by mail and to each local newspaper of general circulation and any radio or television stations requesting notice in writing. Such notice must be received at least 2 hours prior to the special meeting at the Board's regular place of posting. The written noticed may be dispensed with as to any Board member who at or prior to the time the meeting convenes files with the President a notice. The notice may also be dispensed with as to any Board member who is actually present at the meeting at the time if convenes.

SECTION 12. EMERGENCY MEETINGS.

An emergency meeting may be held without compliance with the 24-hour notice or posting requirement. When an emergency situation exists, the President shall notify by phone at least one hour prior to such meeting any media which has requested notice of special meetings. Any action taken at the meeting shall be posted for a minimum of ten (10) days in a public place as soon after the meeting as possible.

SECTION 13. LOCATION OF MEETINGS.

Unless otherwise ordered by the Board, all meetings shall be held at Greenfield Lions Hall 618 Apple Avenue.

Section 14. QUORUM.

Three Board members shall constitute a quorum for the transaction of any business of the Board. Any resolution or minute order shall be adopted by the affirmative votes of at least three. Board members. In the absence of a quorum, the President may adjourn the meeting to a stated time and place in accordance with Section 54955 of the California Government Code.

Section 15. MEETING PROCEDURE.

All meetings of the Board shall be open to the public. At the opening of each meeting, the Board shall take their seats for roll call. If a board member appears after any public testimony or presentation has been given during a public hearing, such Board member shall abstain from voting unless the matter is continued to another meeting. If the public hearing is continued, the Board members may participate after reviewing all material of the proceedings missed.

Unless otherwise ordered by the President of the Board, the business shall be taken up for consideration and disposition in the following order.

- Roll Call
- Agenda Review/ Approval of Minutes
- Public Comment
- Consent Calendar
- Public Recreation District Business
- Closed Session, as applicable
- Reconvene to Open Session

- Report on meetings, Correspondence and Board comments
- Future Agenda Items
- Adjournment

SECTION. 16. SUSPENSION OF REGULAR ORDER OF BUSINESS.

The regular order of business may be suspended at the direction of the President of the Board unless a majority of the Board is opposed thereto.

SECTION 17. HEARINGS.

- By reference to the Agenda, the President of the Board announces the proposal to be heard or considered.
- A report will be presented to the board by an applicant, a member of the board, staff, or District secretary as applicable.
- The President of the Board will summarize any additional messages or communications regarding the proposal.
- The President of the Board inquires if the Board has any questions.
- The President of the Board asks if there are any proponents in the audience who wish to be heard.
- Following the proponent’s remarks, the President of the Board asks for opponents to be heard.
- The President of the Board may permit a brief period for rebuttal from proponents following all opponents being heard.
- After the public has been heard, the President of the Board may contain a motion to close the public hearing.
- Following the successful passage of the motion to close the public hearing, the discussion would be limited to the Board level and culminates in an action to approve or deny the proposal by resolution adopted by a vote of the Board.

SECTION 18. VOTING.

Except upon demand of a Board member, roll need not be called upon voting on a motion, order, or resolution. All members shall vote audibly either “Yes” or “No” as the case may be.

SECTION 19. BOARD MEMBERS VACANCY/REMOVAL.

If a Board member is ill or absent from three (3) consecutive regular meetings, or from three (3) of five (5) consecutive meetings of the Board, without first having notified or obtained permission in advance for such absence or absences from the Board’s President, the Board may, by resolution, declare that a vacancy of the board exists. Where the office of a Board member becomes vacant during his or her term the Board will adopt a resolution calling for the posting of a Notice of Vacancy, which shall be posted for at least fifteen (15) days prior to any appointment of a new member. The vacancy shall be filled for the unexpired term portion by appointment by the Board Supervision of Monterey County.

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SECTION 20. CONFLICT OF INTEREST, CONTRACTS, AND INCOMPATIBLE OFFICE.

State laws are in place which attempt to eliminate any action by a Board Member or the Greenfield Public Recreation District that may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest. The general rule is that an official may not:

- a) Participate in the making of a governmental decision if it is reasonably for escapable that the decision will have a material financial effect on the official or a member of his or her immediate family or on an economic interest of the office, and the effect is distinguishable from the effect on the public generally.

- b) In addition, California Government Code Section 1090 prohibits the Board of Trustees from contracting with any business in which another Board member has a financial interest.
- c) The basic rule regarding incompatible offices is public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent actions, to the detriment of the other public interest, their discharge by one person is incompatible with that interest.
- d) The Greenfield Public Recreation District shall adopt a Conflict-of-Interest Code pursuant to the Political Reform Act of 1974 (Government Code Section 81000, et, seq).

SECTION 21. RECORDS OF PROCEEDINGS.

All proceedings of every meeting of the Board shall be reported in writing and shall be permanently maintained. Minutes of the Board meetings shall be presented to the Board at its next regular scheduled meeting and shall be approved by a majority of Board members present, but in no instance shall the affirmative vote be less than three. All orders of the Board regarding its final action upon any application or proposal resolutions in full, the President of the Board shall keep a Resolution File with all resolutions shall be entered in full.

SECTION 22. GENERAL PROVISIONS.

- **Execution of Contracts.** By a vote of three (3) Members, the Board except as otherwise provided in these Bylaws, may authorize any office or officers, agent, or agents, to enter any contract, to execute any contract, or execute any instrument in the name of and on behalf of the district.
- **Monetary expenditure.** A majority vote of the full Board shall be required to establish or terminate a District Bank account. The Board Authorizes the Secretary staff to authorize the expenditure of up to \$500.00 on a single purchase without Board approval.
- **Fiscal Year.** The fiscal year of the district shall commence on the first day of July each year and end on the last day of June of each year.
- **Audits.** The affairs and financial condition of the district shall be audited annually by a Certified Public Accountant selected by the Board, and a written report of such audit and the appropriate financial statements shall be submitted to the Board. Additional audits may be authorized as my=ay be considered necessary or desirable by the Board.
- **Review of Bylaws.** The bylaws of the Board should be reviewed every two (2) years and revised as necessary. These Bylaws may be amended at any noticed regular or special meetings of the Board by a majority of three (3) Board members.
- **Adoption of Bylaws.** The adoption of bylaws shall be by a majority of three (3) Board members at any properly noticed meeting of the Board.

SECTION 23. ADOPTION BYLAWS.

The signatures herein Certify these bylaws, dated _____ 2025, have been approved by the Greenfield Public Recreation District Board of Trustees and are deemed both fair and necessary for maintenance and proper order in conducting Greenfield Public Recreation District.

David Kong

Beatriz Diaz

Raul Rodriguez

Clara Valdivia

Jim Thorp