

CITY OF POWAY  
PARKS AND RECREATION ADVISORY COMMITTEE

**Section I**                    **DEFINITION**

The Parks and Recreation Advisory Committee is established to serve on an “as-needed” basis for the purpose of assisting with special projects that do not require regular meetings.

**Section II**                    **PURPOSE**

The purpose of the Parks and Recreation Advisory Committee shall be to act in an advisory capacity to staff working on park, recreation, and community service projects by participating in meetings, supporting research and analysis efforts, and providing input and recommendations at the direction of the Poway City Council.

**Section III**                    **DUTIES**

The Parks and Recreation Advisory Committee shall assist staff with specific projects and tasks as determined and directed by the Poway City Council. Examples of potential committee assignments may include:

1. Help identify and recommend new programming ideas and opportunities to meet the needs of the community.
2. Review and recommend the best use of joint City/School District facilities.
3. Consider and recommend modifications or development of recreation areas, facilities, programs, and services.
4. Assist with periodic inventories of dedicated parkland and open space to ensure best practices related to adequate recreational acreage and equitable facilities and amenities.
5. Help examine and develop recommendations for service delivery models to reflect City and industry standards.

**Section IV**                    **MEMBERSHIP**

The Parks and Recreation Advisory Committee shall consist of five (5) members appointed by the Mayor with concurrence of the City Council. Each Councilmember shall offer to the City Council a nomination for appointment to the Committee.

1. Committee members shall be residents of the City of Poway.
2. Committee members shall each serve a two-year term. Existing Councilmembers shall submit nominations for membership to the Mayor for confirmation at a regular City Council meeting.
3. Article XX, Section 3 of the Constitution of the State of California requires that prior to taking office each member of the Committee must be administered an Oath of Office. After appointments are made, the City Clerk of the City of Poway will administer the oath.
4. The City Manager, or such City employee designated by the City Manager, shall be an ex-officio member of the Committee.

**Section V**                    **TERMINATION OF MEMBERSHIP**

Any member of the Committee may be removed at any time and without cause by a majority vote of the City Council.

**Section VI**                    **MEETINGS OF MEMBERS**

Committee meetings may be called and facilitated by staff as needed throughout the duration of a specific task or project. Committee meetings require a majority of the members in attendance (quorum).

**Section VII**                    **CONDUCT**

1. Conflict of Interest  
Upon becoming a Committee member, and annually thereafter, each Committee member shall file a Statement of Economic Interest (FPPC Form 700) with the City Clerk of the City of Poway in accordance with California Government Code and the City's Conflict of Interest Code. Additionally, Committee members are required to refrain from participation in matters where they have a potential conflict of interest. The Political Reform Act controls financial conflicts of interest of public officials and advisory boards.
2. Ethics Training  
Committee members are required to obtain ethics training as outlined in California Assembly Bill 1234, Government Code Section 53234, et seq.
3. City's Code of Ethics  
The City's Code of Ethics shall be upheld by all Committee members.
4. Sexual Harassment Prevention Training and Education  
Committee members are required to obtain sexual harassment prevention training and education as outlined in California Assembly Bill 1661, Government Code Section 53237, et seq.
5. Additional Requirements  
Committee members may be required to obtain additional training as assigned by the City or required by State Government Code.

**Section VIII**                    **COMPENSATION**

Members of the Parks and Recreation Advisory Committee shall serve without compensation.

**Section IX**                    **AMENDMENT OF CHARTER**

This charter may be reviewed and amended at any time. Amendments shall become effective upon approval by the City Council.

**Section X**                    **BROWN ACT COMPLIANCE**

All meetings of City committees and groups are to be open and public, and all persons are to be permitted to attend any meeting. Committee members shall comply with the Ralph M. Brown Act (California Government Code section 54950 *et seq.*). Specifically, the Committee shall comply with the following:

A written agenda must be prepared for each regular or special meeting of every legislative body. The agenda must contain a brief general description of each item of business to be transacted or discussed at the meeting and must specify the time and location of the meeting. No action shall be taken on any item not appearing on the posted agenda. (Sections 54954.2 and 54956)

The agenda must be posted at least 72 hours before a regular meeting and 24 hours before a special meeting, in a location that is freely accessible to members of the public and on the City's website. (Sections 54954.2 and 54956)