

**SAN ANSELMO
DOG PARK STEERING COMMITTEE
OPERATIONAL GUIDELINES**

Approved by the Parks and Recreation Commission on November 17, 2009

Approved by the San Anselmo Town Council On December 8, 2010

ARTICLE I: NAME

- A. The name of this group shall be the San Anselmo Dog Park Steering Committee (hereinafter referred to as "Committee").

ARTICLE II: HISTORY

- A. The Town of San Anselmo manages seven parks, six of which are used in various degrees by dogs and their owners. In 2003, the Town Council approved an update to the Town's park rules and regulations. This update included specific language regarding dog use at three of the parks; Creek, Memorial and Robson-Harrington. In April of 2009, the Red Hill Dog Park was opened. Rules and regulations for the Red Hill Dog Park were approved by the Town Council in March of 2009.

ARTICLE III: PURPOSE

- A. The purpose of the Committee is to provide ongoing input to the Town of San Anselmo regarding the ongoing operation of the Red Hill Dog Park, and to serve in an advisory capacity to the Town regarding dog use issues at other Town parks.

ARTICLE IV: CHARGE

- A. The Commission's main objectives are to:
 - 1. Be the principal advisor to the Parks & Recreation Commission and the Town Council in all matters pertaining to the ongoing operations of the Red Hill Dog Park.
 - 2. To serve in an advisory capacity to the Town regarding dog use issues at other Town parks.
 - 3. Appoint Maintenance, Improvement, and Fund Raising standing sub-committees and other sub-committees as necessary to provide preliminary review and comment of recommendations prior to being presented to full Committee.
 - 4. Review and recommend policies governing of the Red Hill Dog Park for review by the Parks & Recreation Commission, and approval by the Town Council.
 - 5. Conduct public meetings and make recommendations to the Community Services Director and/or the Parks & Recreation Commission regarding the Red Hill Dog Park.
 - 6. Perform such duties as may be assigned by the Parks & Recreation Commission when requested.

ARTICLE V: MEMBERSHIPS

- A. The Committee shall consist of seven (7) community representatives. Members shall meet the following criteria and must meet the qualifications:
- Have an interest in and commitment to the importance and value of the Red Hill Dog Park and other authorized dog play areas in San Anselmo.
- Applicants must meet all of the following qualifications:
- Applicants should have the ability to take an active role in Committee on meetings and projects.
 - A majority of this committee must be residents of the Town of San Anselmo
- B. The Committee will serve in an advisory capacity to the Parks & Recreation Commission.
- C. Persons meeting the qualifications and interest in serving on the Committee shall complete the appropriate application form. An application-filing period will be announced publicly in order to solicit applications when vacancies exist on the Committee.
- D. All seven (7) seats shall be appointed by the Parks & Recreation Commission or its designee.
- E. Members will serve a two-year term on the Committee. Upon establishment of this Committee, three (3) seats will serve for one with the remaining four (4) seats serving the full two-year term. Incumbents wishing to reapply will be re-interviewed by the Parks & Recreation Commission and re-appointed by the Commission or its designee. Terms will commence on a date to be determined.
- F. Members wishing to resign from the Committee must provide a written resignation addressed to the Town Clerk. Once the Town Clerk receives the resignation, the Town Clerk then follows the application process for filling the vacancy.

ARTICLE VI: COMMITTEE ORGANIZATION

- A. Meetings will be held once a quarter on the <<standing date TBD>>. Additional meetings may be scheduled as deemed necessary by the Chair of the Committee or by Department staff.
- B. Quorum: A majority of voting members in good standing shall constitute a quorum for the purpose of action on any issue or agenda item.
- C. Members shall notify the Chair or staff in the event of an anticipated absence from a regularly scheduled meeting. Each member of the Committee who has knowledge of the fact that they will not be able to attend a regularly scheduled meeting of the Committee will notify the Recording Secretary at the earliest possible opportunity and, in any event, prior to 5 p.m. on the date of the meeting. The Recording Secretary shall notify the Chair and other members of the Committee in the event that the projected absence will result in a lack of quorum. Three absences in any twelve-

month period shall constitute a review of the committee member's continued appointment by the Parks & Recreation Commission. If the Parks & Recreation Commission recommends the resignation of a committee member due to absence, the resigned position will be announced publicly and filled under the appointment process. Former members may re-apply. The committee will maintain attendance records.

- D. Adjournment: No new matter will be commenced after 10 p.m. and meetings will be adjourned by 11 p.m. unless the Committee votes to extend the meetings for 30-minute increments. A motion for adjournment shall always be in order and upon a second shall be voted upon without debate.

- E. Meetings shall follow the Brown Act Laws for Open Public Meetings, Government Code Section 54950.5, and public input during a public forum shall be established and supported. Standard rules of parliamentary procedure will govern meetings.
 - 1. Agendas: A written agenda shall be developed by the Chair and the staff, and shall be delivered to all Committee members at least 72 hours in advance of the Committee meeting.
 - 2. Minutes: Written summary minutes shall be recorded by the Committee Secretary, typed and issued to all Committee members for their approval.
 - 3. Written Correspondence/Verbal Communication: All written official correspondence and verbal communication on behalf of the Committee or any Committee member that is directed to any outside agency, organization or person shall have the consent of the Committee.
 - 4. Rules of Order: Robert's Rules of Order will apply in all instances, which are not otherwise provided for in these rules.

F. Officers:

The Committee shall elect a Chair, a Vice Chair, and a Secretary from among its members following the annual appointment. Term of office is one year. Elections also shall be held to fill vacancies in these positions as they occur, or as soon thereafter as practical.

- a. Chair: Shall preside at all meetings of the Committee; decide on all points of order; appoint sub-committee membership; follow up on work of sub-committees; represent Committee to Parks & Recreation Commission; call special meetings; coordinate agenda preparation with staff; encourage active participation of members.
- b. Vice-Chair: Shall preside at all meetings in the absence of the Chair.
- c. Should the Chairperson and Vice Chairperson be absent or unable to act, the members present shall select a Chair Pro-tem and have an order so stating entered into the record.
- d. The Secretary: shall be responsible for recording, typing and distributing minutes from all Committee meetings.

G. Staff:

Staff shall provide organizational support to the committee in the form of maintaining files of Committee activities, and shall act as liaison to the Parks & Recreation Commission.

ARTICLE VII: POWERS OF COMMITTEE:

- A. Committee members may recommend and the Committee establishes sub-committees as deemed necessary. Appointment of sub-committee members will be made by the Chair. Sub-committees will be appointed either for single task force assignments or as an ongoing standing sub-committee. Sub-committees are for the sole purpose of researching, reviewing, or providing overall policy direction dog park-related items prior to being presented to the full Committee.
- B. Committee will submit recommendations to the Parks & Recreation Commission in writing, as approved by a majority of the Committee.
- C. Committee shall establish annual goals and action plan consistent with Town Council policies and direction. .

ARTICLE VIII: AMENDMENTS

- A. Any proposed amendment to these guidelines must be approved by a majority vote of the Committee, and ratified by the Parks & Recreation Commission.