



## CITY OF SACRAMENTO PARKS AND RECREATION COMMISSION COMMITTEE STRUCTURE & FUNCTIONS

At the June 1, 2006 Parks and Recreation Commission (PRC) meeting, the Commissioners asked staff to report back with additional information from the City Attorney's Office regarding committee agenda items, communications between meetings, and non-Commission members on standing committees. The following information is the City Attorney's Office submittal which will be presented and discussed further at the July 6, 2006 PRC meeting:

1. May the Parks and Recreation Commission (PRC) enact a rule of procedure that provides that no meeting of PRC standing committees, whether requested by City staff or individual PRC members, shall be scheduled unless first approved by the PRC Chairperson?

Yes.

2. May the PRC enact a rule of procedure that vests in the PRC Chairperson the authority to determine the items that shall be placed on the agendas of the PRC standing committees?

Yes.

3. May two members of a three-member PRC standing committee discuss specific projects that may ultimately come before the PRC without complying with the notice, agenda, and public participation requirements of the Brown Act?

**Not if the discussion involves any matter that is within the subject matter jurisdiction of the three-member PRC standing committee.**

4. May an individual member of the PRC contact all of the other members of the PRC prior to a PRC meeting regarding an item that does not appear on the agenda of the PRC, e.g., a special event?

**This could potentially result in a violation of the Brown Act, depending on substance of what is communicated; however, individual members are allowed on their own initiative make a brief announcement or make a brief report on their own activities during a meeting of the PRC, so it may be possible for an individual member of the PRC to make the full PRC aware of a special event during a PRC meeting, but again, whether this is appropriate depends on large part on the substance of the communication.**

5. May a member of the public who is not an appointed member of the PRC be a member of a PRC standing committee?

Yes.

6. May members of the PRC ask questions or make statements while attending a meeting of a standing committee of the PRC as observers?

**Yes, but only if there is less than quorum of the entire PRC present at the meeting of the standing committee.**

7. Is it sufficient to include an item on the PRC agenda entitled "Committee Reports" if the PRC would like to have the PRC standing committees report back to the PRC on their activities?

Yes.