

PARKS & RECREATION COMMISSION  
TOWN OF SAN ANSELMO  
GUIDELINES FOR COMMUNITY SERVICE

The following guidelines are intended to assist applicants in determining their ability to serve, and to assist appointed members in serving well.

1. The Parks & Recreation Commission's main function is to serve in an advisory capacity to the Town Council and the Parks and Recreation Director on all matters pertaining to the planning of recreation activities, the development of Town parks and management of the public lands.

The Commission assists all town organizations and agencies that have as their goal the provision of activities or service for the leisure time interest of all youths and adults.

The Commission meets on call of the Chairperson. Additional work outside of the regular meetings consists of paper work sent by staff that relates to Commission business, special meetings with other organizations, and on site visits to park sites when the occasion warrants.

2. While residence or place of business in the Town normally is desirable, the Council may when it deems the public interest to be served, appoint a person not so situated. Similarly, the Council may continue in office a person who moves his residence or business to a nearby community.

3. A member is expected to attend all meetings, unless prevented from doing so by substantial reason. A member shall notify responsible staff at least 24 hours before meeting time, if a meeting is going to be missed. Automatic removal will occur if more than 3 consecutive regular meetings are missed, or more than 4 regular meetings in 6 months, without prior notice of substantial reason.

4. A member is expected to study documents provided in advance and to make field inspections as necessary.

5. A member should have, or acquire soon after being seated, a layman's understanding of relevant law, as well as of the physical characteristics and cultural aspects of the community.

6. A member should have a layman's understanding of laws and rules governing conduct of meetings, including Roberts Rules of Order, Brown Act prohibitions on secret meetings, and conflict of interest laws and local code.

7. A member should avoid drawing or stating final conclusions or decisions until completion of public hearing, if any, and of deliberation by the body as a whole.

8. Decision making is a collective process by the body as a whole, in legally constituted session only. Staff serving the body is engaged to serve the community as a whole, under the general direction of the Council. Thus, information requests to staff should be limited, and should be made by the entire body in regular session only.

9. A member may not solicit employment or professional assignment relating directly or indirectly to an item that has appeared or is scheduled to appear on the agenda of the Commission.

10. If a member is approached to take employment or professional assignment relating to an item that ultimately may come before the body, one of two options may be taken:

a. The engagement may be refused, provided the member makes a public declaration at the next meeting that an offer has been made and refused and that the member thus is in a position to judge the item with objectivity.

b. The engagement may be accepted, provided the member abstains from discussion and voting on the item. Frequent abstention would be an indication that the employment or profession of the member is not compatible with his/her community service.