

PROSAC 101

Parks, Recreation, and Open Space Advisory Committee Meeting

Tuesday, August 6, 2019 at 6:30 pm

Agenda

What is PROSAC?

PROSAC By-Laws

PROSAC Member Goals
(discussion only)

San Francisco City Charter - Section 16.107

Park, Recreation and Open Space Fund

PARK, RECREATION AND OPEN SPACE FUND

- ▶ **Establishment of Fund.** There is hereby established the Park, Recreation and Open Space Fund ("Fund") to be administered by the Recreation and Park Department ("Department") as directed by the Recreation and Park Commission ("Commission").
 - ▶ Monies in the Fund shall be expended or used solely by the Department, subject to the budgetary and fiscal provisions of the Charter, to provide park and recreational services and facilities.
 - ▶ The Department embraces socio-economic and geographic equity as a guiding principle and commits to expending the funds across its open space and recreational programs to provide park and recreational access to all of San Francisco's diverse neighborhoods and communities.

Key Areas of the Parks, Recreation and Open Space Fund

- ▶ Annual Set-aside
 - ▶ Baseline maintenance effort
 - ▶ Revenue Bond Authority
 - ▶ Revenue Bond Authority
 - ▶ Fund Expenditures on Commission Property
 - ▶ Use and Allocation of the Fund
- ▶ Planning and Reporting Measures
 - ▶ Metrics
 - ▶ Strategic Plan
 - ▶ Capital Expenditure Plan
 - ▶ Operational Plan
 - ▶ **Parks Recreation and Open Space Advisory Committee**
 - ▶ Equity Fund
 - ▶ Environmental and Design Guidelines
 - ▶ Capital Projects

What is PROSAC?

- ▶ The Park, Recreation, and Open Space Advisory Committee was established by the San Francisco Park Code Charter in Article 13 section 16.107. The enumeration of the committee by the charter thus makes the PROSAC committee a policy body.
- ▶ However, because PROSAC reports to the Recreation and Park Commission, policy recommendations by the committee are not legally binding.
- ▶ Therefore, the role of PROSAC and its members is to act as an advisory committee to the Recreation and Park Commission and Recreation and Park Department. In order to comply with the Sunshine Ordinance and City Charter, the members of PROSAC must fulfill the duties listed in the Charter.

What is an advisory committee?

- ▶ A collection of individuals who bring unique knowledge and skills which augment the knowledge and skills of the formal Recreation and Park Commission in order to more effectively guide the Recreation and Park Department.
- ▶ The advisory committee does not have formal authority to govern the organization, that is, the advisory committee cannot issue directives which must be followed.
- ▶ Rather, the advisory committee serves to make recommendations and/or provide key information and materials to the Commission.
- ▶ The advisory committee plays an important public relations role as well as providing program staff with a fresh perspective on programmatic issues.



PROSAC By-Laws

<https://sfrecpark.org/about/community-meetings/prosac/>

PROSAC By-Laws

Article 1. Name and Membership

Section 1. Membership. In accordance with the provisions of the San Francisco Park Code Section 13.01, there is hereby established a Park, Recreation and Open Space Advisory Committee (Committee) comprised of twenty-three members.



Section 2. Terms. If no appointment is made after the completion of a first, second, or third time, that member shall continue as a voting member until such time as that person is re-appointed or replaced.

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Article 1. Name and Membership

- ▶ Section 3. Attendance. Members must notify the Chair of the Committee in advance of a scheduled meeting if they are unable to attend. The Chair shall determine if an absence is excusable for reasons such as illness, emergency, or scheduled business or personal travel.
 - ▶ If a member is absent more than three (3) scheduled meetings in a twelve (12) month period, the Chair of the Committee shall notify the appointing authority.
- ▶ Section 4. Vacancies. When a vacancy or failure to appoint or reappoint occurs for any reason, the Chairperson of the Committee shall notify the appropriate appointing authority.

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Article 2. Duties



Section 1. Strategic, Operational and Capital Plans. The Committee shall submit written comments to the Department and the Commission on its proposed Strategic, Capital and Operational Plans, and all updates to such plans. The Committee shall submit comments on each such plan and update within 30 days after the plan is delivered to the Committee.



Section 2. Joint hearings. The Committee shall assist the Department in conducting at least two public hearings on evenings or on weekends to permit the public to comment on the Department's full budget and programming allocations prior to adoption by the Commission.



Section 3. Members as liaisons. Members of the Committee appointed from supervisorial districts shall serve as liaisons between the Commission and the residents, neighborhood groups and organizations dedicated to park and recreational issues in their districts. Members may also serve as liaisons to the public at large and to citywide organizations that are concerned with park and recreational issues, and may assist the Department to arrange meetings with neighborhood groups, citywide organizations and the public at large to discuss such issues.

PROSAC By-Laws

Article 2. Duties

Section 4. Quarterly Report

The Chairperson shall take the Committees quarterly report to the Commission on all significant park and recreational issues that have come to the attention of the Committee or its members.

Section 5. Meeting Requirements

The Committee shall hold meetings at least once a month and shall adopt its own rules of procedure.

Section 6. Additional Duties

In addition to the duties described in Charter Section 16.107 and set forth below, the Committee shall have such duties as maybe fixed by the Commission or the Board of Supervisors.

PROSAC By-Laws

Article 3. Officers

- ▶ Section 1. Chairperson. The committee shall elect from its membership a chairperson who shall preside at all meetings. The chairperson shall decide all questions of order subject to appeal to the Committee. The Chair or the Chair's designee shall represent the committee before the Recreation and Park Commission. The Chairperson shall possess a working knowledge of Robert's Rules of Order. The term of the chairperson shall be for one year. The chairperson shall, upon consultation with the vice chairperson and subcommittee chairs, set the agenda for future meetings. The Chairperson shall schedule special meetings as necessary.
- ▶ Section 2. Vice-Chairperson. The Committee shall elect from its membership Vice-Chairpersons (Vice-Chair #1 and Vice-Chair #2). Vice-Chair #1 shall assume the duties of the Chairperson: (1) in the absence of the Chairperson at a meeting, (2) upon the Chairperson's resignation, or (3) upon the Chairperson's removal from office until a successor is elected. Vice-Chair #2 shall support the Chairperson on an as needed basis. The term of the Vice-Chairpersons shall be for one year.
- ▶ Section 3. Vacancies of elected committee officers. When the office of Chairperson or Vice-Chairperson becomes vacant because the person is unable to complete his or her term of office, the committee shall elect a successor as provided herein and as soon as practicable for the remainder of the term.

PROSAC By-Laws

Article 4. Meetings



Section 1. Regular meetings Time and Date. The Committee shall hold its regular meeting commencing at 6:30 p.m. on the first Tuesday of every month.



Section 2. Regular meeting place. The regular meetings shall take place at City Hall , 1 Carlton B. Goodlett Place, Room 034, San Francisco, California.



Section 3. Agenda. At least seven days before each regular meeting the Secretary shall send a copy of the agenda of the meeting to each Committee member and members of the public who has requested in writing to receive the agendas of Committee meetings. Committee members shall also receive the printed materials referenced in the agenda, and these materials shall be available for public review at the offices of the Committee.



Section 4. Minutes. The Secretary shall record the vote on all resolutions or motions in the minutes. A draft of the minutes shall be available for inspection and copying no later than ten working days after each meeting. The officially adopted minutes shall be available for inspection and copying no later than five working days after the meeting at which the minutes are adopted.

PROSAC By-Laws

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Section 5. Voting and Advisory Opinions. All members of the committee voting on an agenda item, whether in the majority or the minority, shall have 7 calendar days to revise and extend their remarks in the form of an advisory opinion to be made part of the record for the meeting. The purpose of this section is to facilitate understanding among the public, the Recreation and Park Commission, the Board of Supervisors, and the Mayor as to the reasoning relating to the particular outcome of an agenda item.



PROSAC By-Laws

Article 5.

Parliamentary Procedure

- ▶ Section 1. Parliamentary Authority. Robert's Rules of Order and these by-laws shall govern all meetings of the Committee.
- ▶ Section 2. Rules of Debate. When a member desires to address the Committee, the member shall seek recognition by addressing the Chair and, when recognized, shall proceed to speak, confining comments to the question before the Committee. No discussion shall take place until a resolution or the agenda item has been introduced.

PROSAC By-Laws

Article 6. Adoption and Amendment

- ▶ Section 1. Adoption of Rules of Procedure. The adoption of these by-laws shall be made by motion and shall require an affirmative vote of the majority of the entire Committee. When adopted, these by-laws shall remain in effect unless suspended, modified or amended as provided herein.
- ▶ Section 2. Suspension of the Rules of Procedure. Any Rule of Order may be suspended, except when such rule is a restatement of a provision of the charter, city and county ordinance or resolution of the Board of Supervisors, or other provisions of law. No rule of order shall be suspended unless there is an affirmative vote of the majority of the members of the Committee present. And provided that such suspension is entered upon the minutes of the Committee. A motion to suspend the rules is debatable.
- ▶ Section 3. Amendments to By-Laws. An amendment and/or modification to these by-laws may after 72 hours notice of a regular or special meeting, be adopted by the affirmative vote of a majority of the entire Committee.

PROSAC By-Laws

Article 7. Notice of these Rules and Procedures

- ▶ These Rules of Procedure shall be made available to the public upon request. In addition, these Rules of Procedure shall be posted on the Recreation and Parks website at www.parks.sfgov.org("Park, Recreation and Open Space Advisory Committee").

PROSAC Member Goals

Discussion Only

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the left and right sides of the frame, leaving a large white central area. The shapes are layered, creating a sense of depth and movement.

Thank you!