

## Opal Cliffs Recreation District

### Bylaws

#### I. Name and Location

The name of the association is the Opal Cliffs Recreation District (hereinafter, "District"), a California Special District. The principal location and office of the District shall be in the County of Santa Cruz, State of California. The principal email contact is: craigspringbett@gmail.com.

#### II. District Overview

Formed in 1949, the District serves the community of Opal Cliffs. Facilities include a parklet and beach access point that leads to Privates Beach off Opal Cliffs Drive.

#### III. Purpose

The purpose of the District is to govern the access, use, maintenance, repair and continuing viability of public recreation assets within the community of Opal Cliffs.

#### IV. Scope

##### *Section 1. Authority*

The District is authorized in the Recreation and Park District Law (Public Resources Code sections 5780-57917). The District map provide any combination of recreation, park, and open-space services. The District is independent of city and county government and is governed by a 5-person elected Board of Directors. Recreation and Park District formation, boundary changes, and dissolution is subject to Local Agency Formation Commission (LAFCO) regulation under the Local Government Reorganization Act of 2000 (Government Code sections 56000-57550).

The District shall operate in compliance with California Government Code sections 54950, et seq the Ralph M. Brown Act; and section 87300, et seq regarding conflicts of interest.

##### *Section 2. Assets*

The District shall govern the use of all assets held by the District for the benefit of the community. These assets will be listed on a District Roster of Property maintained by the Board of Directors. These assets include, but are not limited to, those itemized in Exhibit A.

##### *Section 3. Addition of Assets*

From time to time the District may gain assets as is necessary and proper to improve the quality of life for community members, The District will document the addition of new assets by delineating the asset by nomenclature, market value and date of acquisition on the District Roster of Property.

## V. Board of Directors

### *Section 1. Directors*

The Board of Directors shall consist of five (5) members (hereinafter "Directors") who shall serve staggered terms of four consecutive years and thereafter stand for re-election. No person shall be a candidate for or be appointment to the Board of Directors unless he or she is a voter of the District. The Directors shall serve in dual roles. Each Director shall serve both the overall mission of the District as well as assume a specific management position. These positions are: Chair, Secretary, Finance Director, and Maintenance Director.

### *Section 2. Directors' Duties*

The Directors shall carry out the mission of the District. Their roles within the context of the District's mission are.

#### A. Chair

The Chair shall:

1. Notify directors, staff, and employees of the time and place of each meeting;
2. Prepare the meeting agenda and post as public notification of the meeting at least 72 hours before the meeting begins;
3. Call meetings to order on time or as soon thereafter as a quorum is present;
4. Maintain an accurate roll call;
5. Announce in proper order the business of the meeting;
6. Maintain compliance with District bylaws;
7. Conduct meetings according to Rosenberg's Rules of Order
8. Have minutes presented, corrected if necessary, and approved;
9. Moderate discussion of all motion during the meeting, keeping directors informed on the progress;
10. Restate all motions clearly and ask for clarification from the maker of the motion if needed;
11. Present acts, orders, and proceedings for the organization or have them presented;
12. Sign all communications addressed to the organization;
13. Act as the representative of the organization to outside persons and other organizations;
14. Work with Santa Cruz County Parks staff to support District meetings & duties

#### B. Secretary

The Secretary shall:

1. Record the proceedings of each meeting;
2. Maintain an accurate roll call;
3. Have on hand the organization's Bylaws and rules of order;
4. In the written minutes, give the District name, the kind of meeting, time and place, disposition of previous minutes, business transacted, exact working of every motion, name of mover and seconder, results of the vote, and the time of adjournment;

5. File all papers and documents related to the business of the organization.

#### C. Finance Director

The Finance Director shall:

1. Oversee development of the annual budget;
2. Validate all vouchers presented for payment;
3. Disburse money on a request cosigned by the Chair or other designated officer;
4. File receipts for and keep accurate records of all financial transactions;
5. Maintain petty cash account;
6. Oversee management of financial affairs

#### D. Maintenance Director

The Maintenance Director shall:

1. Review the condition of facilities and propose actions to maintain facilities in good repair;
2. Review the condition of grounds and landscaping; and propose actions to maintain the grounds and landscaping in good repair;
3. Approve maintenance expenditures and activities as directed by the board when such expenditures and activities are conditioned upon board oversight.
4. Provide specific communication with Santa Cruz County Parks Department related to maintenance.

### *Section 3. Code of Conduct*

The Directors shall comply with all applicable laws of the United States, State of California, and County of Santa Cruz relating to District Governance. The Directors shall comply with all provisions of California law regarding conflict of interest, including but not limited to, Government Code, section 87302 et seq.

The Directors may adopt and modify a Code of Conduct for all Directors, employees, and volunteers by a majority vote. In the absence of a Code of Conduct, Directors and employees shall maintain conduct standards in all dealings with each other and with volunteers that reflect the community values of mutual respect, integrity and common courtesy, Directors and employees shall exhibit the highest standards of integrity in all dealings with each other and with the public at large.

### *Section 4. Finances*

The Board shall maintain an accounting and reporting system for all income and expenditures in accordance with Generally Accepted Accounting Principles. This system shall provide for an audit of District finances by a qualified, independent agency at intervals consistent with all statutory provisions as well normal and customary practices.

VI. Meetings of the Board of Directors

*Section 1. Regular Meetings*

All business shall be conducted at regular public meetings. The Board shall schedule at least 4 meetings per year with a time and place designated by the Board Chair. District meetings shall be conducted in accordance with Rosenberg's Rules of Order (as revised 2011).

*Section 2. Special Meetings and Emergency Meetings*

Special meetings of the Board may be promptly called by the Chair or their designee at any reasonable time and place, subject to the notice requirements of twenty-four (24) hours. Emergency meetings may be called by any Director under exigent conditions that justify such a meeting with twenty-four (24) hours' notice.

*Section 3. Notice of Meetings*

Public notice of all meetings of the Board of Directors shall be provided no less than three days prior to all meetings. The meeting agendas shall be electronically sent to all Directors, posted online and at the Privates Beach entrance. The agenda shall specify the place, day, hour of the meeting and business to be discussed.

*Section 4. Quorum*

A quorum shall consist of three (3) Directors for regular and special meetings. If a quorum is not present within fifteen minutes of the scheduled meeting time for any regular or special meeting, then such meeting shall be adjourned for lack of a quorum. A notice indicating such an adjournment shall accompany the agenda for the next District meeting.

*Section 5. Method of Voting*

Each Director shall be entitled to one (1) vote. Except as specifically noted in these Bylaws, any action by the Board which must have the approval of the Directors before being undertaken, shall require the vote or written assent of a majority of the Directors in attendance at a meeting where a quorum has been established.

*Section 6. Public Access to Meetings*

Except as specifically provided under provisions of the Brown Act, the public shall have access to all Board meetings. This access shall be encouraged by conspicuous notice to the community of the occurrence of each Board meeting whether regularly schedule or special.

VII. Amendment of Bylaws

These Bylaws may be amended only by the affirmative vote or written consent of directors representing a majority of the total voting power of the Board.

Exhibit A  
District Roster of Property

<b>Name</b>	<b>Description</b>	<b>APN</b>	<b>Address</b>	<b>City, State, Zip</b>
Privates Beach access	Parklet and beach access point	03315112	off Opal Cliffs Dr.	Santa Cruz, CA 95062