

# APPROVED

JAN 21 2021

## BOARD OF RECREATION AND PARK COMMISSIONERS

**BOARD REPORT**

NO. 21-002

DATE January 21, 2021

C.D. Various

### BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF REVISED BYLAWS OF THE DEPARTMENT OF RECREATION  
AND PARKS GOLF ADVISORY COMMITTEE

AP Diaz	_____	* M. Rudnick	<u>MR</u>
H. Fujita	_____	C. Santo Domingo	_____
V. Israel	_____	N. Williams	_____

*M. Shue*  
General Manager

Approved   X                        Disapproved \_\_\_\_\_                      Withdrawn \_\_\_\_\_

### RECOMMENDATIONS

Approve the proposed revised Bylaws (Bylaws) of the Department of Recreation and Parks (RAP) Golf Advisory Committee (GAC), as set forth in Attachment A of this Report, effective July 1, 2021.

### SUMMARY

In June 1996, the Board of Recreation and Park Commissioners (Board) created the "Recreation and Park Golf Advisory Committee" to advise RAP's General Manager and the Board "regarding all matters concerning the operation and maintenance of the City golf facilities." As part of the Report that created the Golf Advisory Committee ("GAC"), the Board approved a set of Bylaws submitted by staff. These Bylaws may be amended by a majority vote of GAC and are subject to the final approval of both RAP's General Manager and the Board.

GAC currently consists of eighteen members. Fifteen members represent the individual men's and women's golf clubs from each of the City's golf facilities. The remaining members represent the Municipal Golf Association, the Women's Public Links Golf Association, and the Southern California Golf Association.

At the recommendation of Global Golf Advisors in their 2016 Golf Strategic Plan, GAC appointed a Task Force at the beginning of 2020 to undertake a thorough review of its bylaws with an eye toward issuing possible recommendations about updating its structure, composition, and operating procedures. In October 2020, GAC approved the proposed revised set of Bylaws, which included both administrative as well as substantive changes, that would better reflect the demographics and diversity of the City golf community as it has evolved since 1996.

## BOARD REPORT

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The changes in the proposed revised set of Bylaws fall into two basic categories: 1) Administrative changes to reflect changes in the structure of golf within RAP, and 2) substantive changes to reflect modifications in the composition of the GAC and the selection process for that new composition.

### **Administrative Changes**

1. **Meetings:** Two of the six annual meetings will be mandated to be held in various regions of the City in the interest of increasing community engagement.
2. **Term Limits:** The language of the original 1996 document was written in a way making it possible to circumvent the clear intent of the original draft to maintain a term limits protocol balancing the need of institutional memory with the need of a constant infusion of new perspectives. The GAC wanted to more accurately reflect this balance and the need of new perspectives by adding language imposing term limits which apply to the person as opposed to the seat.
3. **Nomenclature:** When GAC was created in 1996, RAP's golf program was not a unitary division unto itself, but rather a subset of the geographical alignment organized into three regions (Griffith Metro, Valley, and Pacific) under the direction of three different Assistant General Managers. Golf was neither its own Division nor a Special Fund. Thus, much of the nomenclature employed in the 1996 set of Bylaws spoke in terms of "General Manager" as opposed to "Golf Manager." Other than the few times in which reference to the General Manager remains relevant (e.g., general duties of Committee and Annual Report), "Golf Manager" replaces "General Manager" in the proposed new Bylaws in thirty-three (33) places.
4. **Operating Procedures:** These were deleted since they are not a necessary part of the Bylaws, and will be updated periodically.

### **Substantive Changes**

These changes fall in two broad but related categories: composition of membership and selection of membership.

1. **Composition:** GAC's overarching goal in altering its compositional scheme was to make it more reflective of the City golf community in terms of a more diverse set of stakeholders, while retaining representation from each of RAP's golf facilities. This necessitated a reduction in one of the stakeholder classes – the "recognized" golf clubs – to make room for additional constituencies such as junior golfers, reservation card holders, golf professionals, underrepresented communities, women-specific golf organizations, national/regional golf organizations, and a couple of purely "at-large" members to account for any constituency or stakeholder group left out of the mix in the opinion of RAP.

## BOARD REPORT

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The proposed Bylaws reduce the “club” component to nine (9) members, selecting one (1) from each of RAP’s eight (8) physically separate golf complexes and one (1) at-large member selected by RAP, two (2) purely at-large members from each of the two regional/national organizations long proactive in RAP’s golf program (Southern California Golf Association and Southern California PGA Section), and five (5) seats selected loosely from “junior golf, women’s golf, teaching professionals, and underrepresented communities” for a total of 18 maximum seats.

2. Selection: The selection process is significantly different from the process in the original 1996 Bylaws. That process required all of the represented constituencies to nominate someone for service. The proposed Bylaws maintain a part of that stakeholder discretion while balancing it against a greatly expanded RAP discretion, with “stakeholders” controlling roughly half the nominees for service and RAP directly appointing the other half per a set of goals described therein.

### FISCAL IMPACT

Approval of the proposed Bylaws will have no fiscal impact to the RAP’s General Fund.

### STRATEGIC PLAN INITIATIVES AND GOALS

Approval of this Board Report advances RAP’s Strategic Plan by supporting:

**Goal No. 4:** Actively Engage Communities

**Outcome No. 1:** The interest and needs of the City’s diverse population better inform park decision making

**Result:** By revising the Bylaws, GAC membership will become more reflective of the diverse golfers’ needs and better serve the City’s golfing public.

This Report was prepared by Rick Reinschmidt, Acting Golf Manager.

### LIST OF ATTACHMENTS/EXHIBITS

- 1) Attachment A: Proposed Golf Advisory Committee Bylaws

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ATTACHMENT A

CITY OF LOS ANGELES  
 DEPARTMENT OF RECREATION AND PARKS & PARK  
 GOLF DIVISION

GOLF ADVISORY COMMITTEE

# BYLAWS

October 1998  
 Revised May 2002  
 Revised November 2004  
 Revised July 2006  
 Revised March 2011

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————— GENERAL RULES FOR AN EFFECTIVE COMMITTEE CHAIR

————— GOLF ADVISORY COMMITTEE PUBLIC HEARING PROCESS

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## ARTICLE I-

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## ADVISORY COMMITTEE'S OPERATING PROCEDURES

### 1. General Guidelines:

Regular Committee meetings are held at least six times each year. Special meetings may be called by the Chairperson when needed for the transaction of business.

#### A. Agendas:

All Advisory Committee meetings are open to the public. Written meeting agendas will be posted prior to the scheduled meeting time. The Secretary will prepare and post all meeting agendas for the Advisory Committee. At regular meetings, items not specifically listed on the agenda may be discussed as "open discussion" items.

#### B. Minutes:

A written record of the minutes of all regular meetings will be prepared by the Committee Secretary. The minutes are approved by the Committee at their next regular meeting. The minutes are the official record of the Committee's proceedings. Copies of the approved Committee minutes shall be sent to the General Manager and the Board of Recreation and Park Commissioners.

The minutes must contain:

1. the names of the Committee Members and staff present,
2. the names of the guests in attendance,
3. the time the meeting convenes and adjourns,
4. a description of the items discussed as written on the agenda, and
5. all motions made and votes taken.

### 2. Golf Advisory Committee Members and Sub-Committees

The Committee may make revisions to its By-Laws at any time as long as they are consistent with City Ordinances and approval is granted by the General Manager and the Board of Recreation and Park Commissioners approves. ~~The Committee shall have such responsibilities and duties as described in the Golf Committee By-Laws.~~

### 3. Meetings and How to Control Them

Business may only take place at a special or regular meeting if a quorum of the Committee is present (i.e. ten or more members must be present).

#### A. Voting:

Members of the Committee who are representatives from the 15 recognized clubs are not required to vote as their club may suggest or insist. Each Committee Member is free to vote his/her conscience. Members will be presented with information regarding the Golf Course Operations and in most cases possess much more information than the public or their club members. It is the responsibility of each club representative to report back to their clubs and inform and educate them on golf course issues.

#### B. Role of the Committee Chair

The Chairperson is the key to the proper functioning of the Committee. The Chair has the important responsibilities of ensuring that the meetings operate efficiently and of maintaining the unity of the Committee. Consequently, the election of the Committee Chair should be viewed as an important Committee task. The Committee Chair and Vice-Chair are elected for a one-year term by the Committee at its first regular meeting of new appointees.

#### C. General Rules for an Effective Committee Chair

1. The Chair must ensure that the meetings are run according to Robert's Rules of Order for parliamentary procedure and that they move along without delay. The Chair must ensure

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that the meetings are fair and open enough to allow individuals to speak without being restricted or cut off in an arbitrary way.

2. The Chair should see that the Committee considers the major issues and does not become sidetracked by insignificant concerns.

3. The Chair should attempt to educate the public as to the process and policies of the City.

4. The Chair should attempt to bridge the differences that may exist among the opinions of the Committee in order to reach a consensus.

5. The Chair should be the last member to give his/her opinion after all others have spoken.

6. The Chair should be capable of representing the Committee effectively to other groups and the public.

It is also important that the Vice Chair be an effective leader since he/she will run meetings in the Chair's absence.

#### 4. Public Hearings; Procedures:

All Committee meetings are open to the public and a public hearing may be held at any Committee meeting.

If a Committee Member misses all or part of a public hearing, the Member should abstain from voting on the matter unless he/she has become familiar with all of the evidence and information presented at the meeting.

Public Hearings are conducted as follows:

A. The Chair states the reason and topic to be discussed at the meeting.

B. The Department representative gives an oral report explaining the facts and issues and staff's recommendations. Written staff reports may be provided at the meeting. Department staff, concessionaires or special interest persons may be asked to present information on a particular matter.

C. The Committee Chair acknowledges receipt of correspondence about the issue being reviewed.

D. The public hearing is opened, the issues are presented to the Committee, and discussed.

E. Members of the public are heard. All interested speakers are given an opportunity to speak once before speakers are heard a second time. The Committee may set a time limit for speakers, usually two minutes.

F. Committee Members and the public are given the opportunity to rebut earlier comments.

G. The public hearing is closed.

#### Suggestions for speakers:

##### A. Names and Addresses

All speakers will be expected to state their names and addresses for the record and for purposes of notification of any future meetings. If a number of speakers are present, each speaker will be asked to fill out a sign-in sheet.

##### B. Questions

Questions for the Committee or City staff should be directed through the Chair rather than directly at the person.

##### C. Brief Presentations

As much as possible, speakers should express their comments concisely and briefly.

~~Speakers should try not to repeat earlier statements. Groups are encouraged to designate one or two spokespersons for the group.~~

~~D. Relevancy~~

~~Remarks should be directed to the merits of the issue at hand and not to the character of the issues or any other speakers.~~

ARTICLE I

Definitions

Section 1

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There is ~~created~~**formed** a committee to be known and designated as the Los Angeles Recreation and Parks, ~~Golf Advisory Committee. Golf Advisory Committee, the central organizing principle of which is to create a body representative of the diversity of the community that patronizes the Department of Recreation and Park's golf facilities for the purpose of building a strong partnership between the Department and the Los Angeles golf community.~~

Section 2

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As used in these Bylaws, unless a different meaning clearly appears from the context:

- A. ~~"Committee"~~ shall mean the Los Angeles Recreation and Parks Golf Advisory Committee.
- B. ~~"Committee Member"~~ shall mean a member of the Los Angeles Recreation and Parks Golf Advisory Committee.
- ~~C. "Member" shall mean a member of the Los Angeles Recreation and Parks Golf Advisory Committee.~~
- D. ~~"Regular meeting" shall mean the scheduled advisory committee~~ **meetings held at least six times throughout the year.**
- ~~E. "Commission" shall mean the City of Los Angeles Board of Recreation and Parks Commissioners.~~
- F. ~~"Department" shall mean the City of Los Angeles, Department of Recreation and Parks.~~
- G. ~~"General Manager" shall mean the General Manager of the City of Los Angeles, Department of Recreation and Parks.~~
- H. ~~"Golf Manager" shall mean the Manager of the Golf Division of the City of Los Angeles, Department of Recreation and Parks.~~
- I. ~~"Member" shall mean a member of the Los Angeles Recreation and Parks Golf Advisory Committee.~~
- J. ~~"Regular meeting" shall mean the scheduled advisory committee~~ **meetings held at least six times throughout the year.**
- K. ~~"SCGA" shall mean Southern California Golf Association.~~
- L. ~~"SCPGA" shall mean the Southern California PGA Section.~~
- ~~M. "Commission" shall mean the City of Los Angeles Board of Recreation and Parks Commissioners.~~
- N. ~~"Staff" shall mean employees of the City of Los Angeles Department of Recreation and Parks.~~
- O. ~~"MGA" shall mean the Los Angeles Municipal Golf Association.~~
- P. ~~"WPLGASC" shall mean Women's Public Links Golf Association of Southern California.~~
- Q. ~~"SCGA" shall mean Southern California Golf Association.~~
- R. ~~"LAJCC" shall mean Los Angeles Junior Chamber of Commerce.~~

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Section 3

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The fiscal year shall coincide with the City's fiscal year of July 1 to June 30.

## ARTICLE II

### Members

#### Section 1

The Los Angeles Recreation and Parks Park Golf Advisory Committee shall consist of one representative and two alternates, (one to be designated as primary alternate and another to be designated as secondary alternate), from each of the Municipal Golf Association clubs at the following facilities: have at most eighteen (18) members, eight (8) nominated for appointment by the "recognized" golf clubs at the Department's eight (8) separate "regulation" length golf facilities (Harbor, Penmar, Rancho, Encino/Balboa, Woodley Lakes, Hansen Dam, Wilson-Harding, and Roosevelt), one (1) selected by the Golf Manager from the "recognized" club community per nominations submitted by that community for the purposes of ensuring gender and demographic equity, two (2) nominated for appointment by the Southern California Golf Association (SCGA) and Southern California PGA Section (SCPGA), five (5) selected by the Golf Manager from non-governmental organizations to represent certain stakeholder/constituency groups active in the Department's golf program, and two (2) selected by the Golf Manager in an "at-large" capacity.

~~Sepulveda Golf Complex (Encino/Balboa)~~

~~— Men's, Women's, and Senior's Golf Clubs~~

~~Woodley Lakes Golf Course~~

~~— Men's and Women's Golf Clubs~~

~~Hansen Dam Golf Course~~

~~— Men's, Women's, and Senior's Golf Clubs~~

~~Griffith Park (Wilson/Harding)~~

~~— Griffith Club, Women's, and Senior's Golf Clubs~~

~~Roosevelt Golf Course~~

~~— Roosevelt Golf Club~~

~~Rancho Park Golf Course~~

~~— Men's, Women's, and Senior's Golf Clubs~~

~~Penmar Golf Course~~

~~— Men's and Women's Golf Clubs~~

~~Harbor Park Golf Course~~

~~— Men's and Women's Golf Clubs~~

~~These representatives and alternates shall either be elected by the members of their MGA clubs, or~~

~~appointed by the clubs' respective boards. In the absence of their appointed representative, primary~~

~~alternates shall possess all the privileges and responsibilities accorded by these bylaws; in the absence~~

~~of both the appointed "representative" and the "primary alternate," secondary alternates shall have the~~

~~privileges and responsibilities.~~

~~The remaining members of the Advisory Committee~~

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All nominations and appointments shall be made to create to the greatest extent achievable a body that represents the diversity of the community that patronizes the city's golf courses as well as the population of the city itself.

## Section 2

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The nine (9) members drawn from the Department's "recognized" golf clubs shall be appointed as follows:

- The Municipal Golf Association (MGA) shall appoint one member as a Member "recognized" golf clubs at-Large; the Women's Public Links Golf Association of each of the "regulation" facilities (Harbor, Penmar, Rancho, Encino/Balboa, Woodley Lakes, Hansen Dam, Wilson-Harding, and Roosevelt), shall select one from their ranks to serve as that facility's Member, and they shall select one to serve as the facility's alternate member.
  - Two months before the beginning of a new fiscal year the GAC shall notify each Facility Member and the President or presiding officer of all clubs that a Member must be selected for the coming year. Each Facility shall meet at its discretion and select one Member. The decision of the Clubs shall be communicated to the Golf Manager and GAC Chair at least one month prior to the beginning of the GAC Fiscal Year. If the Clubs are unable to decide on a Member, they shall forward a slate of candidates to the GAC, which shall recommend one of them to the Golf Manager as that facility's Member for the subject term.
- The Member and Alternate Member from each facility shall be from different clubs where there are multiple clubs and from a different gender where feasible.
- Alternate Members have the privileges of membership ONLY in the absence of a Member at any meeting or formal function of the Committee.
- No person may serve simultaneously as a Member and an Alternate Member.
- The Golf Manager shall select one additional Member from the ranks of the "recognized" golf club community to serve in an at-large capacity; the person shall be selected from a list of nominees submitted by the "recognized" golf club community for the purpose of ensuring gender and demographic equity.

The Southern California (WPLGASC), Golf Association and Southern California Golf Association (SCGA), and Los Angeles Junior Chamber of Commerce (LAJCC) shall appoint one member each as Members at-Large. Each of these four PGA Section shall each nominate one (1) person for appointment to the Committee.

The Golf Manager shall select five (5) persons from non-governmental organizations shall appoint one alternate, who in the absence of their appointed representative shall possess all the privileges and responsibilities accorded by these bylaws, active in the Department's golf program to include but not be limited to the following generic constituencies/stakeholders:

- Junior golf
- Women's golf
- Teaching professionals
- Underrepresented communities

The Golf Manager shall select two (2) persons to serve at-large.

## Section 3

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~~Section 2~~ The Members of the Advisory Committee who represent ~~recognized clubs must~~ Facilities shall be members in good standing of ~~the club they represent a club at the Facility that selected them for service~~ and ~~must~~ shall remain a member in good standing during the entire term of their appointment.

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**Section 4**

~~Section 3~~ Active employees of the City of Los Angeles Department of Recreation and Parks, as well as principals, and employees of the Department's golf concessionaires ~~are~~ shall not be eligible for membership on the Golf Advisory Committee ~~as representatives of the recognized clubs, or the four at-large associations, outlined in Article II, Section 1.~~

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## ARTICLE III

### Term of Office

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#### Section 1 — ~~Members~~

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~~Members'~~ term of office shall be for one year and no Member shall serve more than ~~eight~~<sup>six (6)</sup> consecutive terms representing the ~~club by which Facility or Organization~~ he or she ~~was appointed~~<sup>has been appointed to serve</sup>. ~~Term limits are applied to the persons, not to the seats held; persons may represent different facilities and/or different constituencies during their term of service but will in no case serve longer in a cumulative capacity than the limit designated herein. A member may be eligible for membership after having been a resigned or termed-out member for three (3) years.~~

#### Section 2 —

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Serving any portion of an unexpired term shall not be counted as service of one term. ~~Members~~ not eligible for re-election may continue to serve ~~for three (3) additional regular or special meetings~~ until their successors are appointed and meet all ~~of~~ the qualifications outlined in ~~Article~~<sup>ARTICLE</sup> II "Members" of these ~~Bylaws~~<sup>BYLAWS</sup>.

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#### Section 3 —

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The terms of office for Members of the Advisory Committee shall terminate with the commencement of the first scheduled meeting of the fiscal year.

#### Section 4 —

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The Members of the Advisory Committee shall receive no compensation for the performance of their duties, except as provided by the City.

#### Section 5 —

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Appointments to fill vacancies on the Advisory Committee shall be handled in the same manner as original appointments. ~~When a vacancy occurs during a term, the appointment to fill such vacancy shall be for the unexpired portion of the term.~~

#### Section 6 —

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Members of the Advisory Committee may be removed by the ~~General~~<sup>Golf</sup> Manager ~~but such removal shall only proceed upon a showing of~~ cause. For the purposes of this section, "cause" is expressly limited to ~~repeated unexcused absences from regular Committee meetings~~, incompetence, malfeasance, misfeasance, and conviction of a crime involving moral turpitude. ~~The Golf Manager shall notify the GAC before removing the member and the GAC shall have the option to dispute the removal with the Board.~~

#### Section 7 — ~~Attendance Policy:~~

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Members of the Advisory Committee may be removed by a majority vote of all members of the GAC for excessive excused absences or unexcused absences from GAC meetings. It is the responsibility of members of the Advisory Committee to know the dates of all regular meetings of the Committee. If a Member knows that he or she will be unable to attend a regularly scheduled meeting, it is his or her responsibility to so notify the Committee Secretary Chair or Golf Manager before the meeting. If this process is followed, the absence ~~will~~shall be recorded as an excused absence. Two successive excused absences, or two unexcused absences in a fiscal year, ~~will be reported to~~shall result in the General Manager. The decision regarding member being considered for removal of Committee Members due to poor attendance will rest with~~from~~ the General Manager-GAC. A removed Committee Member may appeal his or her removal to the Board of Recreation and Parks Commissioners.

~~The Committee Chairperson shall take roll call for attendance purposes at the beginning of each meeting. The Committee Secretary should keep attendance records.~~

~~The Committee's Annual Report to the General Manager should list the attendance record of all Members.~~

**ARTICLE IV**  
**Selection of Officers**

**Section 1**

The Committee shall have at least ~~two~~three officers (Committee Chair, Vice Chair, and Secretary), and such other officers deemed necessary. ~~The duties will be expressly limited to preside over the regular meetings of the Committee.~~

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**Section 2**

All officers shall be elected by the Members for a term of one year and no officer shall serve more than two consecutive terms.

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**Section 3**

The officers shall be elected at the Committee's Annual Meeting, which shall be the first meeting after the beginning of the fiscal year.

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**Section 4**

The officers of the Committee shall perform such duties as are customarily assigned to such officers.

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**Section 5**

The GeneralGolf Manager shall provide staff to represent the Department at the Committee meetings.

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~~The Committee Chairperson shall take roll call for attendance purposes at the beginning of each meeting. The Committee Secretary should keep attendance records.~~

~~The Committee's Annual Report to the General Manager should list the attendance record of all Members.~~

**ARTICLE V**  
**Duties**

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**Section 1**

The general duties of the ~~Los Angeles Recreation and Parks Golf Advisory~~ Committee shall be:

- A. To advise the ~~GeneralGolf~~ Manager and the Board of Recreation and Parks Commissioners regarding all matters concerning the operation and maintenance of the City golf facilities.
- B. To study and familiarize itself with modern practices employed in the construction, use, maintenance, and management of the golfing facilities so that Committee Members ~~will be~~ able to report information accurately to members of golf clubs, the general golfing public, the ~~GeneralGolf~~ Manager, and the Board of Recreation and Parks Commissioners.
- C. To advise the ~~GeneralGolf~~ Manager and the Board of Recreation and Parks Commissioners concerning the institutionalization of the leadership of the individual golf clubs, especially as it relates to term limits and the election of officers.

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**Section 2**

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The specific duties of the ~~Los Angeles Recreation and Parks Golf Advisory~~ Committee shall be:

- A. To advise the ~~GeneralGolf~~ Manager regarding the adoption of specific Rules and Regulations pertaining to the use of City golf facilities.
- B. To review and propose changes in the golf rates and fees.
- C. To recommend to the ~~GeneralGolf~~ Manager physical changes or improvements to municipal golf courses that would be beneficial to the golfing public.
- D. To provide advice and recommendations to the ~~GeneralGolf~~ Manager regarding the adoption and implementation of golf surcharge fund projects and schedules.
- E. To provide advice and recommendations to the ~~GeneralGolf~~ Manager regarding the duties and obligations of golf facility concessionaires and lessees.
- F. To act in an advisory capacity to the ~~GeneralGolf~~ Manager pertaining to policies and procedures affecting golfers, marshals, and public relations.
- G. To advise the ~~GeneralGolf~~ Manager regarding capital improvements generally, ~~including site specific Municipal Recreation Program (MRP) expenditures and in-house golf course improvements, but creation of the Committee shall not cause the termination of the extant Regional Golf MRP Oversight Committees.~~
- H. To perform such other studies and duties requested by the ~~GeneralGolf~~ Manager relating to the operation of a municipal golf system.
- I. To act as a positive representative of the Los Angeles Recreation and Parks Golf Advisory Committee to the golfing public.
  - To work with the Golf Manager to establish and periodically update a set of publicly available Golf Advisory Committee Operating Procedures.

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The Committee may, ~~on occasion,~~ submit reports to the Board of Recreation and Parks Commissioners (separately from General Manager Board ~~reports~~Reports) to solicit possible Board action, but the

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Committee shall in all instances be required to proceed in accordance with the following strict procedures:

- A. Full copies of such reports shall be delivered to the General Manager no later than the same date that such reports are delivered to the Secretary of the Board of Recreation and Parks Commissioners.
- B. The Board Secretary shall not place the Committee ~~report~~Report on the Board agenda until the General Manager has had a full and fair opportunity to submit an accompanying report.
- C. For purposes of this section "full and fair" shall be defined as the reasonable time necessary to respond to the issues raised in the Committee report.
- D. ~~Any dispute arising from differing interpretations of a "reasonable amount of time" shall be resolved by the Board in a separate action. The only subject of which shall be the sufficiency of the time allotted for the General Manager to respond to the separate Committee report to the Board. This separate action may not focus upon the merits of the Committee Board report, except to the extent that a summary of the merits is necessary for the Board to make an informed judgment as to the "reasonable amount of time" necessary to enable the General Manger a "full and fair" opportunity to respond to the Committee report to the Board.~~

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**Section 4**

Nothing in this Article shall be deemed to invest the Committee with any supervisory powers over the actions and duties of City employees, any Lessee of the City, or contractor engaged in providing services on City golf courses.

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~~Section 5 All monies created by, donated to, or assigned to the Committee for its operation shall be banked and accounted for in a Los Angeles City Recreation and Parks MRP account. The Department shall provide financial accounting records and reports. Expenditures will be made through appropriate Department staff.~~

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**ARTICLE VI**  
MeetingsMEETINGS

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**Section 1** ~~Unless~~

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~~Except for the minimum of two meetings that must be held in various regions of the city or~~ otherwise agreed upon in advance by the Committee, regular Golf Advisory Committee meetings ~~will~~shall be held at:

~~Department of Recreation and Parks Golf Division  
3900 West Chevy Chase Drive, Los Angeles, 90039~~

~~The Committee is encouraged~~shall be required to holdconduct a minimum of two of its regular meetings ~~during any one year~~ in the various regions of the ~~City throughout the year.~~city. The Committee shall be required to meet at least six times during any one year.

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**Section 2**

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All meetings of the Committee, and/or its ~~Sub-Committees~~Subcommittees, shall be open to the public. Whenever possible, meetings shall be held at a City owned facility. All regular meeting agendas and subcommittee meeting agendas shall be posted one week prior to the convening of any meeting. ~~Meeting agendas shall be posted in conformance with the Ralph M. Brown Act.~~

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~~Meeting agendas will be posted at these public facilities:  
Sepulveda Golf Complex (Encino & Balboa Golf Courses)  
Hansen Dam Golf Course  
Harbor Park Golf Course  
Griffith Park Golf (Harding & Wilson Golf Courses)  
Penmar Golf Course  
Rancho Park Golf Course  
Roosevelt Golf Course  
Woodley Lakes Golf Course~~

**Section 3**

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A majority of all Members shall constitute a quorum for the transaction of business at any regular meeting. A motion shall carry upon the affirmative vote of the majority of the Members present at any regular meeting.

**Section 4**

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A quorum being present, the order of business at all regular meetings of the Committee shall be conducted as stated by the written agenda.

**Section 5**

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Minutes of each meeting shall be kept on file with the ~~General~~Golf Manager and ~~copies of~~made available through the ~~minutes shall be sent promptly to the Board of Recreation and Parks Commissioners.~~Department.

**Section 6**

The Committee may promulgate such Rules and Regulations for its conduct as it deems necessary with ~~General~~the Golf Manager's approval.

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**Section 7**

The Committee Chair shall take roll call for attendance purposes at the beginning of each meeting. The Committee Secretary should keep attendance records. The Committee's Annual Report to the Golf Manager should list the attendance record of all Members.

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**Section 8**

Meetings shall be conducted in accordance with Robert's Rules of Order.

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~~Section 7~~ **Section 9**

The Annual Meeting shall be the first meeting after the beginning of the fiscal year. The ~~General~~Golf Manager ~~will~~shall review the ~~minutes~~Minutes of this meeting and shall confirm the appointments and reappointments ~~in a written response read at the second meeting of the fiscal year and transmitted to the Board of Recreation and Parks Commissioners.~~

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**Section 10**

~~Section 8~~ A Special Meeting may be called by the presiding officer of the Committee or by a majority of the Committee Members. Special Meetings shall be managed by the same rules as Regular Meetings.

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~~Section 9~~ **11**

All meetings of the Los Angeles Recreation and Parks Golf Advisory Committee shall comply with the requirements of the Ralph M. Brown Act.

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## **ARTICLE VII**

### Sub-Committees

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### Subcommittees

#### Section 1

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The Committee ~~will~~shall appoint, by majority vote, the following three Standing ~~Sub-Committees~~Subcommittees at the Committee's Annual Meeting:

A. \_\_\_\_\_

▪ Fees and Charges

B. \_\_\_\_\_

▪ Policies and Procedures

C. \_\_\_\_\_

▪ Capital Improvements

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#### Section 2

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The Standing ~~Sub-Committee will~~Subcommittees shall consist of ~~six~~no less than five members each and no members ~~will~~shall serve on more than ~~one~~two Standing ~~Sub-Committee~~Subcommittees.

#### Section 3

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The Standing ~~Sub-Committees will~~Subcommittees shall each elect a Chairperson for the one-year duration of the Standing ~~Sub-Committee~~Subcommittee.

#### Section 4

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The Committee may create Special ~~Sub-Committees and~~Subcommittees or Ad Hoc ~~Sub-Committees~~Subcommittees as needed. Such Special and Ad Hoc ~~Sub-Committees~~Subcommittees must contain at least three members.

#### Section 5

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All Standing and Special ~~Sub-Committee~~Subcommittee meetings ~~will~~shall be open to the public.

**Section 6**

A majority of all Subcommittee members shall constitute a quorum.

**Section 7**

Per Robert’s Rules of Order a report of a Subcommittee issued by vote of a Subcommittee when a quorum is present constitutes a motion at any regular or special meeting of a GAC meeting at which it is presented; a communication from a Subcommittee issued without the quorum necessary to issue valid motions is not.

**ARTICLE VIII**

**Report to City**

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**Section 1**

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The Committee shall present an annual written report of its activities for the past year to the GeneralGolf Manager. The Annual Report may include new recommendations and shall include the following:

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- The names of the Committee Members
- Its objectives and functions
- A reference to all reports and recommendations presented to the GeneralGolf Manager and the Board of Recreation and Park Commissioners
- The number of meetings held
- Attendance records of all Members
- The number of public hearings conducted  
Annual Financial Statement
- A list of City personnel who regularly ~~attend~~attended the Committee meetings
- A recommendation as to whether the Committee should be continued in its current form or be modified.

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**Section 2**

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The GeneralGolf Manager shall forward the Annual Report to the General Manager, who shall forward it to the Board of Recreation and Park Commissioners ~~and maintain a copy.~~ Such reports shall be open to public inspection and made available through the Commission office.

## ARTICLE IX

### Amendment of By-Laws

#### Amendments to BYLAWS

##### Section 1

The Committee may make revisions to its By-Laws at any time as long as they are consistent with City Ordinances and approval is granted by both the Golf Manager and the Board of Recreation and Park Commissioners. The Committee shall have such responsibilities and duties as described in the Golf Committee By-Laws.

##### Section 2

These Bylaws may be amended at any regular meeting of the Committee by majority vote of the Members present, provided ~~that~~ notice of such amendments shall have been given at the previous meeting.

##### Section 2-3

The Bylaws and any future amendments shall be subject to the final approval of both the ~~General~~Golf Manager and the Board of Recreation and Park Commissioners.

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