

APPROVED

June 16 2022

BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

NO. 22-164

DATE June 16, 2022

C.D.

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF REVISED BYLAWS FOR THE GREEK THEATRE ADVISORY COMMITTEE

AP Diaz APD * M. Rudnick
H. Fujita
J. Kim C. Santo Domingo
N. Williams

M. Slue
General Manager

Approved X Disapproved Withdrawn

RECOMMENDATIONS

Approve & adopt the new bylaws for the Greek Theatre Advisory Committee herein included as Attachment 1.

SUMMARY

In 1976, the Board of Recreation and Parks Commissioners (Board) approved Report No. 41(c)-76 establishing the Greek Theatre Advisory Committee (GTAC) to be composed of concerned citizens interested in the growth and development of the venue. The purpose of GTAC is to make recommendations regarding Theatre programming, expenditure of funds, and work with the City's contract operator in establishing community involvement and cultural development.

Because members of GTAC are provided with certain benefits, including access to concerts, hospitality, and free parking, the Board requested a Policy Statement be written that outlines the function and responsibilities of the committee. This statement proposed in 1983 and revised in 1993 has been the governing document of GTAC ever since. The proposed Bylaws include changes to committee structure, definition and selection of officers, and member benefits.

Structure

- 1. Composition: in the 1993 bylaws, GTAC was to be comprised of nine (9) regular members and one (1) special advisor. Now, the committee shall consist of eleven (11) members reflecting the diversity of the City of Los Angeles and consist of local residents or other community stakeholders who have experience in music, entertainment, or theatre operations.

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2. *Meetings*: the number of meetings in a 12-month period was not clearly defined in the 1993 bylaws, except for them occurring once per month. The GTAC will formally operate during the concert season (March through November of each calendar year) with additional "special meetings" being called throughout the year as needed.

Officers

1. *Officers Enumerated*: No clear definition was outlined in the original statement as to how officers were elected or their roles. The new bylaws define these as including the following: President, Vice President, and Secretary, serving one (1) year terms, beginning January 1st. If a member ceases to be an officer, the committee shall elect another member to serve out the rest of that officer's term. Duties defined:
 - a. The **president** shall preside at all committee meetings, set forth agendas for future meetings, and deliver periodic updates concerning the committee and its work.
 - b. The **vice president** shall preside in the absence of the president.
 - c. The **secretary** shall keep an accurate record of all meetings, including: the start and end times of meetings, attendance, actions taken by the committee (including, if appropriate, roll call votes) as well as a concise record of the committee's deliberation and actions and ensure that such records are available to the public. The secretary shall chair meetings in the absence of the president and vice-president.

Benefits

1. *Access to Theatre Programming*: The 1993 bylaws made it seem as members had unrestricted access to any event happening at the Greek Theatre. These bylaws make no guarantees for committee members to access any and all events, including private, special public or non-profit fundraising events, or sold out concerts. When granted access, their benefits would only include the following:
 - a. A Standing room only pass (i.e. wall pass) per committee member. This pass is nontransferable.
 - b. VIP parking privileges for one (1) vehicle.

FISCAL IMPACT

The approval of the new GTAC Bylaws has no fiscal impact on RAP's General Fund.

This Report was prepared by Nathan Tellers, Administrative Clerk, Greek Theatre.

LIST OF ATTACHMENTS

- 1) Greek Theatre Advisory Committee Draft Bylaws as of April 26, 2022 – V.4

Greek Theatre Advisory Committee (GTAC)

Draft Bylaws

4/26/2022

These draft bylaws are informed by the following documents:

- *Report of General Manager, Department of Recreation and Parks, "Greek Theatre Advisory Committee" – 1/22/76*
- *Excerpt of Minutes – Board of Recreation and Park Commissioners, "Greek Theatre Advisory Committee" – 1/29/16 pp.6*
- *Report of General Manager, Department of Recreation and Parks "Greek Theatre Advisory Committee – Establishment of Policy Statement" – 3/31/83*
- *Policy Statement, Department of Recreation and Parks, "Greek Theatre Advisory Committee" – 12/93*

As well as the current practices of the Greek Theatre Advisory Committee.

Article I – Name

The name of this committee shall be the “Greek Theatre Advisory Committee.” It may hereinafter be referred to as GTAC, and is a Brown Act Body.

Article II – Purpose

Section 1. *Mission Statement:* GTAC serves to make recommendations to the Department of Recreation and Parks (“the Department”) and its Venue Management Company (“Operator”) regarding venue management, traffic control, noise issues and areas of interests for residents, visitors and patrons. GTAC will also collaborate with the Department and the Operator to support community involvement, cultural development and special events.

Section 2. *GTAC focus:* Specific areas of focus to the committee shall include, but are not limited to:

- a. Venue Management: recommendations relative to parking, concessions, transportation, traffic control and maintenance.

- b. Capital Improvements: recommendations as to capital improvements to enhance the theatre and surrounding areas.

Article III – Committee Structure

Section 1. *Composition:* The committee shall consist of eleven (11) members reflecting the diversity of the City of Los Angeles and consist of local residents or other community stakeholders who have experience in music, entertainment or theatre operations.

Section 2. *Appointment:* Members of the committee shall be appointed by the General Manager, subject to the approval of the Board of Recreation and Park Commissioners (Board). The General Manager shall make his or her appointments based on recommendations by the Department, Mayor, or any Council District.

Section 3. *Application Process:* The Department shall establish a standard and well-publicized process for interested citizens to apply for consideration for appointment to the committee.

Section 4: *Quorum:*

- a. Six (6)-committee members shall constitute a quorum.
- b. In the event that there are vacant seats on the committee, the requirement for a quorum shall be adjusted to be one (1) member more than half the total number of currently-filled seats, but in no circumstance shall a quorum be less than four (4) members.

Section 5. *Terms:*

- a. Committee members shall serve terms of three (3) years.
- b. Terms shall begin on January 1st of the calendar year.
- c. Appointments shall be staggered in three (3) stages, with 3 or 4 terms expiring every calendar year.
- d. Members who serve complete terms, or more than one half of a term to which another person was originally appointed, must wait at least one year before being reappointed to the committee. This rule shall apply to all currently situated members and to any new members appointed in the future.

Section 6. *Meetings:*

There shall be a minimum of one regular meeting per month during the concert season (March through November of each calendar year). Special meetings may be called throughout the year as needed.

Location: Meetings shall be held at the Greek Theatre and hosted by the Venue Management Operator.

Meetings shall be open to the public. Representatives from the Department and the Venue Management Team shall be afforded the opportunity to participate. Other representatives from LAPD, Council District 4, the Neighborhood Prosecutor or other civic stakeholders may attend.

Section 7. *Vacancies:*

a. All vacancies shall be filled in the same manner as prescribed in Article III § 2. Committee members appointed to vacant seats shall serve out the remainder of the original member's term.

Section 8. *Absences and Removal:*

- a. Committee members are expected to be present at every committee meeting.
- b. "Being present" is defined as attending at least half of any given meeting, according to the time as kept by the secretary. Attendance at a portion of but less than one half of any given meeting shall be considered an excused absence.
- c. If a committee member notifies the president and secretary of an anticipated absence in advance of a given meeting, it shall be recorded as an excused absence.
- d. If a committee member fails to notify the chair and secretary of the committee in advance of an expected absence (or late arrival), it shall be recorded as an unexcused absence.

- e. Three (3) excused or two (2) unexcused absences within a twelve month period shall constitute excessive absences, which is grounds for removal of a member by majority vote of either the committee or the Board.
- f. Absences shall be recorded by the committee chair, who shall notify Department staff and, in the case of excessive absences, request that staff bring the attendance of the member in question to the attention of the Board.
- g. As an advisory body to the Board, members of the committee understand that they serve the Board at will and may be removed, at any time, by a two-thirds vote of the Board.

Article IV –Officers

Section 1. *Officers Enumerated:* The officers of the committee shall include: President, Vice President, and Secretary.

Section 2. *Terms of Officers:* Officers shall serve one (1) year terms, beginning January 1st. If a member ceases to be an officer, the committee shall elect another member to serve out the rest of that officer's term.

Section 3. *Election of Officers:* The committee shall adopt rules for the election of officers. In the absence of such rules, election shall occur in the manner prescribed by the committee's Parliamentary Authority, as defined in Article IX, Section 1.

Section 4. *Officer Duties:*

- a. The president shall preside at all committee meetings, set forth agendas for future meetings, and deliver periodic updates concerning the committee and its work.
- b. The vice president shall preside in the absence of the president.

c. The secretary shall keep an accurate record of all meetings, including: the start and end times of meetings, attendance, actions taken by the committee (including, if appropriate, roll call votes) as well as a concise record of the committee's deliberation and actions and ensure that such records are available to the public. The secretary shall chair meetings in the absence of the president and vice-president.

Article V – Official Actions

Section 1: *Decisions of the Committee:* Decisions of the committee may be reached by consensus, meaning unanimity amongst the voting committee members. In the event consensus is not reached (or upon the request of any present committee member) decisions shall be made by a roll call, which shall be recorded by the secretary. Approval of a decision shall require a simple majority vote of the members who are present.

Article VI –Subcommittees

Section 1. *Subcommittee Creation:* Subject to such terms and conditions as they seem appropriate, the committee may create or authorize ad hoc subcommittees to perform specific services or to study or investigate issues of concern and report back to GTAC their finding and recommendations, if any.

Section 2. *Subcommittee Structure:* All subcommittees shall be led by a chairperson, who shall be designated by the committee. No subcommittee shall consist of more than one-half-plus-one members of the current quorum of the committee.

Section 3. *Subcommittee Appointment:* Subcommittee members may be appointed by consensus or by committee vote in accordance with the committee's Parliamentary Authority, as defined in Article IX, Section 1.

Article VII – Compliance

Section 1. *Regulations Regarding Deliberative Bodies:* The committee shall operate in accordance with all applicable laws, rules, and regulations, including, but not limited to, the Ralph M. Brown Act.

Section 2. *Training:* All committee members shall take ethics and personnel conduct trainings as required by law and as directed by Department staff. Any members missing required training(s) will be ineligible to participate in committee meetings and shall be counted as absent (unexcused) until such time as all trainings are completed.

Article VIII – Access and Oversight

Section 1. *Access to Theatre Programming:* To facilitate ongoing engagement and oversight, all committee members shall be entitled to the following for public concerts and events open to the public, subject to availability:

a.) A Standing room only pass (i.e. wall pass) per committee member. This pass is nontransferable.

b.) VIP parking privileges for one (1) vehicle.

Section 2. *Restrictions on Private/Special Events:* Committee members are not guaranteed access for private rental events, special public, non-profit fundraising events and/or sold-out concerts.

Article IX – Parliamentary Authority and Amendment of Bylaws

Section 1. *Rules of Order:* All meetings of the committee and subcommittees shall be conducted in accordance with these Bylaws, any approved Standing Rules, and Parliamentary Authority. “Parliamentary Authority” shall mean Robert’s Rules of Order, newly revised.

Section 2. *Standing Rules:* The committee shall make other rules for the conduct of its meetings and official actions as are necessary and appropriate.

Section 3. These bylaws may be adopted and/or amended by a majority vote of the members of the committee, excluding vacancies. No amendment shall take effect until it has also been approved by the Board.