



REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



Policy 1.1

Advisory Commissions / Committees

I. POLICY

Board Policy (A-21) regarding the establishment, appointments to, governance, and periodic review and dissolution of the Board of Supervisors' and Board of Directors' various advisory boards, commissions, and committees (advisory groups) is summarized and contained in a resolution entitled "Adopting Uniform Rules and Procedures for Advisory Committees, Boards and Commissions of the County of Riverside".

The Clerk of the Board shall prepare and maintain information clearly and concisely, summarizing the purpose, scope, history, and sunset dates of the Board's various advisory groups. The Clerk of the Board shall also maintain and update a master list of all appointees to each advisory group, including the history of each appointment and the expiration dates of their terms.

Each advisory group serves as an advisory body to one Board - either the Board of Supervisors or the Board of Directors, depending on their roles. The District Advisory Commission (DAC) shall serve as an advisory body to the District Board of Directors in matters relating to district systems and park areas. The Historical Commission shall serve as an advisory body to the Board of Supervisors in matters relating to historical preservation. The Off-Highway Vehicle Recreation Commission shall serve as an advisory body to the Board of Directors and the Board of Supervisors in matters relating to off-road recreational activity. The Fish and Game Commission consists of members of the DAC and provides recommendations to the Board of Supervisors related to the Fish and Game Code, and the Trails Committee shall serve as an advisory body to the DAC in matters relating to County Trails.

District Advisory Commission (DAC) (9/13/05 M.O. 13.2)

Riverside County Historical Commission (9/13/05 M.O. 3.62)

Riverside County Fish and Game Commission

Riverside County Off-Highway Vehicle Recreation Commission (02/15/11 M.O.13.3 and M.O. 13.1)

Riverside County Trails Committee (6/2/09 M.O. 3.60)



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II. PURPOSE

- A. District Advisory Commission (DAC) - To advise and make recommendations to the Board of Directors concerning planning, acquisition, development, and use of parks and open-space for a comprehensive system of parks and open space for the County of Riverside.
- B. Historical Commission - To advise the Board of Supervisors in historic matters of the County of Riverside; to discover and identify persons, events, and places of historical importance within Riverside County; to make recommendations relating to the preservation of historic sites and structures; to make recommendations pertaining to County historic parks, sites, and museums and to encourage their development; and to cooperate with and obtain assistance from related agencies.
- C. Off-Highway Vehicle Recreation (OHVR) Commission - To advise and make recommendations to the Board of Directors and Board of Supervisors concerning the planning, acquisition, development and use of OHVR parks within the District and Riverside County.
- D. Fish and Game Commission - To advise and make recommendations to the Board of Supervisors of the most economical and efficient method for the expenditure of fish and game propagation funds and any matter related thereto in accordance with Fish and Game Code § 13100-13104.
- E. Trails Committee - To advise and make recommendations to the DAC concerning the acquisition, maintenance, and promotion of equestrian, biking, and hiking recreational trails in Riverside County.

III. PROCEDURE

These rules and procedures shall apply to and control all advisory committees, boards, and commissions (advisory groups), except as otherwise provided by or pursuant to the



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law, ordinance, or resolution under which the advisory group is established.

Advisory groups generally shall have no executive, administrative, or operational functions. Advisory groups shall not be empowered, nor assume by their appointment to be empowered, with authority on behalf of the County or District to decide matters of County or District policy; oversee or enter into any contract; procure materials or services; recruit, hire, direct, manage, review or terminate staff, or involve themselves in any other way in personnel matters; seek, inquire about, or negotiate regarding the purchase, sale or lease of property; nor to speak on behalf of the County or District. The scope of each advisory group's interest and activity shall be limited to that specified in the law, ordinance or resolution establishing or providing for the advisory group. If not so specified, the scope shall be as indicated by the title of the advisory group and directive from the Board of Supervisors or Board of Directors.

- A. District Advisory Commission (DAC) – The DAC shall consist of 11 members, who shall be residents of Riverside County. The Board of Directors shall appoint two members to represent each of the five supervisorial districts, except the Fourth District, who shall appoint a third member to represent the Colorado River Valley portion of the County to include the area surrounding the City of Blythe. Terms shall be for not less than two years and not more than four years. Terms shall expire on an alternating basis, and may be renewed for successive terms. Meetings of the DAC shall occur on a bi-monthly basis and shall alternate locations with the primary meeting place at District Headquarters. The DAC will be bound and governed by the provisions of the Ralph M. Brown Act, and all other applicable resolutions, laws, ordinances, rules, County and District policies. All new members will receive an orientation before their first official meeting, which will be conducted by the Secretary to the Commission (General Manager or designee).
- B. Historical Commission (HC) -The HC shall consist of 11 members, who shall be residents of Riverside County. The Board of Supervisors shall appoint two



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members to represent each of the five supervisorial districts, the eleventh member shall be an at large member appointed by the Board of Supervisors. Terms shall be for not less than two years and not more than four years. Terms shall expire on an alternating basis, and may be renewed for successive terms. Meetings of the HC shall occur on a bi-monthly basis and shall alternate locations with the primary meeting place at District Headquarters. The HC will be bound and governed by the provisions of the Ralph M. Brown Act, and all other applicable resolutions, laws, ordinances, rules, County and District policies. All new members will receive an orientation before their first official meeting, which will be conducted by the Secretary to the Commission (General Manager or designee).

- C. Off-Highway Vehicle Recreation (OHVR) Commission - The OHVR shall consist of five (5) members, each of whom shall be appointed and serve at the pleasure of the Board of Directors and Board of Supervisors. All appointees shall reside in Riverside County. Terms shall be for not less than two years and not more than four years. Terms shall expire on an alternating basis, and may be renewed for successive terms. Meetings of the OHVR shall occur no less than four (4) times per year and shall alternate locations with the primary meeting place at the District Headquarters. The OHVR will be bound and governed by the provisions of the Ralph M. Brown Act, and all other applicable resolutions, laws, ordinances, rules, County and District policies.
- D. Fish and Game Commission (FGC) - The FGC shall consist of 11 members, who shall be residents of Riverside County. The Board of Supervisors shall appoint two members to represent each of the five supervisorial districts, except the Fourth District, who shall appoint a third member to represent the Colorado River Valley portion of the County to include the area surrounding the City of Blythe. Terms shall be for not less than two years and not more than four years. Terms shall expire on an alternating basis, and may be renewed for successive terms. Meetings of the FGC shall occur on a bi-monthly basis and shall alternate locations with the primary meeting place at District Headquarters. The FGC will



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be bound and governed by the provisions of the Ralph M. Brown Act, and all other applicable resolutions, laws, ordinances, rules, County and District policies.

- E. Trails Committee - The Committee shall consist of 11 members, who shall be residents of Riverside County. The Board of Directors shall appoint two members to represent each of the five supervisorial districts, the eleventh member shall be an at large members appointed by the Board of Directors. Terms shall be for not less than two years and not more than four years. Terms shall expire on an alternating basis, and may be renewed for successive terms. Meetings of the Committee shall occur on a bi-monthly basis and shall alternate locations with the primary meeting place at the District headquarters. The Committee will be bound and governed by the provisions of the Ralph M. Brown Act, and all other applicable resolutions, laws, ordinances, rules, County and District Policies. All new members will receive an orientation before their first official meeting, which will be conducted by the Secretary to the Committee (General Manager or designee).

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