

## MEMBER RESPONSIBILITIES OF THE PARK ADVISORY COMMITTEE

The role of the East Bay Regional Park District Park Advisory Committee is to provide community perspectives and advice to staff and the Board on the issues, projects and policies of the Park District.

### **As a Member of the PAC, your responsibilities are to:**

**1. Attend all regular meetings.** Members of the Park Advisory Committee represent the Ward or appointing authority they have been nominated by and community at large. To more effectively fulfill the role of the PAC as a whole, its members should reflect a diverse representation of ideas, backgrounds and expertise across all discussions. As such, the primary obligation of PAC members is to attend all regular meetings throughout the year.

**2. Prepare for and participate in meeting discussions.** Review the packet before each meeting and come prepared to discuss relevant topics. If you have any clarifying questions, please contact PAC support staff as early as possible before the meeting. Members are encouraged to speak to their experiences and understanding of the priorities of their community in all Committee discussions.

**3. Maintain an open mind and think at the regional level.** During PAC meetings, listen carefully to fellow members' opinions and consider the broader regional implications of decision points. Be open to altering your perspective based on information presented in the discussion, by staff, or through regional insights shared by fellow PAC members. Ask questions to staff and fellow PAC members to gain deeper understanding and clarity, particularly with regard to how decisions may impact different areas within the region.

**4. Inform staff if you are unable to attend a meeting.** If a PAC member cannot attend a meeting due to an emergency or unforeseen circumstances, please contact staff at least 72 hours prior to provide notice of your absence. Three consecutive unexcused absences may result in removal from the PAC. Pursuant to the Brown Act, as amended by AB 2449 (2022), a member is expected to attend all meetings in person, but may participate remotely twice per year, under limited circumstances, categorized as "Just Cause" or "Emergency". In order to be able to participate remotely, a member must notify staff at the earliest opportunity and explain the reasons for not attending in person, whereby staff will advise whether the circumstances constitute a "Just Cause" or "Emergency" for remote attendance.<sup>1</sup>

**5. Attend community meetings and site visits in support of Park District projects and programs.** In order to be well-informed, representative voices for the community, PAC members are encouraged to attend community events, meetings and site visits to learn more about the community's priorities and the work of the Park District. PAC members should also aim to develop professional

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<sup>1</sup> There are four "Just Cause" reasons for remote attendance, including: (1) Childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires the member to participate remotely; or (2) Contagious illness that prevents a member from attending in person; or (3) Need related to a physical or mental disability (as defined by law) and that is not otherwise accommodated by the agency; or (4) Travel while on official business of the legislative body or another state or local agency. Members may also attend remotely due to "Emergency", defined as: a physical or family medical emergency that prevents a member from attending in person.

relationships with local government entities, NGOs and private sector collaborators in support of future partnership opportunities.

**6. Attend at least one Board meeting or Board Committee meeting** a year if possible. Board meetings and Board Committee meetings are usually held during daytime hours. Members can refer to [www.ebparks.org/calendar/public-meetings](http://www.ebparks.org/calendar/public-meetings) for a schedule of meetings.

**7. Communicate with your nominating authority.** Regularly communicating with your nominating authority will allow you to establish priorities for the Ward or nominating authority and gather additional information on the goals and objectives of the community.

**8. Regularly visit parks and trails to maintain an understanding of needs and priorities.** Being an active user of the parks, trails and programs the Park District offers will give you an insight into what the public experiences when they visit. Taking the opportunity to connect with visitors in person as they traverse the parks will encourage the public to express their ideas and priorities for the Park District in an informal, open manner. This type of information is extremely valuable when considering new park projects, and ongoing planning efforts for the Park District at large.

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