

**Santa Monica Aquatics Advisory Committee (SMAAC)
Operational Guidelines**

I. Name of Committee

The name of this committee will be the Santa Monica Aquatics Advisory Committee (SMAAC).

II. Mission Statement and Responsibilities

A) Mission Statement

The mission of the Santa Monica Aquatics Advisory Committee (SMAAC or committee) is purely advisory aimed at assisting the Santa Monica Recreation and Parks Commission (RPC) to give a voice to Santa Monica aquatic user groups and promote cooperation among the aquatic user groups.

B) Responsibilities

The committee will serve as the advisory body to the RPC regarding use guidelines for aquatics facilities, needs assessments related to current and future aquatics facilities, and other related topics as may be requested by the RPC or deemed appropriate by members of the committee. While the ultimate responsibility for recreation policy is vested in the City Council with the advice of the RPC, the committee will serve as the advisory body to the RPC regarding aquatics facilities, programming, and activities.

III. Committee Membership

A) Voting Members

The committee will consist of eleven voting members that will be selected as provided in the chart below and confirmed by RPC. The voting members will represent the various groups and Santa Monica schools that have a strong interest in the City aquatic facilities, representatives of City programs that use City swimming pools, and an RPC liaison. None of the committee members will hold any paid office or employment in City government. The voting membership of the committee will consist of the following eleven voting members:

Member	Number	Appointment/Selection Process
Santa Monica-based non-profit permittee	6*	President of their organizations Board
Santa Monica College	1	Department Chair/Athletic Director
Santa Monica Malibu Unified School District	1	Superintendent
Representative from the Sharks Swim Team	1	Selected Pursuant to Section III.B of these Operational Guidelines
Representative from lap swim/drop-in clientele (“Lap/Recreational Swim”)	1	Selected Pursuant to Section III.B of these Operational Guidelines
Representative from swim lesson/specialty class participants (“Swim Lessons”)	1	Selected Pursuant to Section III.B of these Operational Guidelines

*SM based non-profit permittee may change annually based on resident participation and ability to maintain non-profit status.

Voting committee members will serve a term of up to three years and/or serve until their successors are appointed and qualified. A voting committee member who resigns will continue to serve until a replacement is confirmed by the RPC. Voting members are encouraged to attend all scheduled meetings and notify the staff liaison if they or their designated alternate will be unable to do so.

A voting member is deemed to have resigned if they miss two consecutive regular meetings during a 12-month period that are unexcused. It is the responsibility of all voting member organizations to find a replacement to fill a committee seat and such replacements will be confirmed by the RPC.

Any member with an attendance record of less than two-thirds of all meetings on a 12-month rolling basis will be contacted by the chairperson to determine their status and desire to continue as a member.

B) Selection of Voting Members. The following three sections may select a voting member for their respective section: (1) the Sharks Swim Team; (2) Swim Lessons; and (3) Lap/Recreational Swim. By December 1st of each year, City staff will notify qualifying section members of the upcoming vacancies for each of these sections and will seek nominations. Specifically, City staff will send a written notice via e-mail communication to all parents of participants that have been active participants for at least one full season during the preceding twelve months. City staff will provide qualifying section members a brief summary of the committee, including the committee's purpose, and will request nominations for representatives in their respective section.

Individuals can nominate themselves or no more than one person. Each nominee must agree to attend a minimum of two-thirds of all meetings in 12 months and serve a minimum of a 1-year term. City staff will notify any nominee not self-nominated to verify their willingness to participate. Any nominee that is a member of more than one group identified in the chart above or that does not intend to be an active participant of the respective section while serving on the committee will not qualify. The City will accept a minimum of one nominee per section and up to 10 nominees, determined on a first come, first served basis. If only one nomination is received for a section, voting will not take place and that individual will automatically be selected for the respective section. Prior to the committee January meeting, City staff will send a ballot listing of all eligible nominees to all section members eligible to vote via e-mail communication. Ballots must be returned to City staff prior to the committee January meeting via mail, e-mail, or in person as specified by City staff. Members eligible to vote will, by majority vote, elect a section representative to fill the vacancy for each respective section. Results of the election will be announced at the January meeting.

Nominations must include a brief biography of the person as it relates to Santa Monica aquatics and their respective section as well as contact information for the person. Additionally, each

nominee must identify their past and current involvement in the City of Santa Monica Aquatics programming and any relationships/involvement in aquatics programming not provided by the City of Santa Monica.

If no nominations are received for a section, the Aquatics Program Manager, or their designee, will recruit and select qualifying section members to serve on the committee by lottery and will contact the selected member to determine if they are interested in serving on the committee. If the selected section member is not interested, the City will continue the lottery selection process until the City finds a section member that is interested in serving on the committee.

The Santa Monica-based non-profit permittees will be permit groups who qualified the previous billing cycle for the Santa Monica-based non-profit rate. This requires a minimum of 50% participation in the program be Santa Monica residents and have current non-profit status. The permittee will be emailed notifying them of their eligibility to serve on the committee and ask if they would like to participate. They will then need to provide the name and contact information for their representative along with a brief bio of the representative, specifically referencing their relationship to aquatics in Santa Monica. Each representative must agree to attend a minimum of two-thirds of all meetings in 12 months and serve a minimum of a 1-year term.

SMMUSD Representative – Assigned by the Superintendent. Currently assigned to Brian Part.

SMC Representative – Assigned by college administration. Currently assigned to Reggie Ellis.

RPC Liaison – Nominated by and appointed by RPC. Current Liaison is Commissioner Arati Desai Wagabaza.

B) Non-Voting Members

The committee's nonvoting membership will consist of Community Recreation Division, Community Services Department staff and the RPC liaison to the committee or his/her alternate. Changes to this makeup can be made by a majority vote of the committee's members.

C) Changes to Membership

The committee may submit recommendations to the RPC to change the makeup of the committee by a majority vote of the membership of the committee.

Aquatic permit groups will be reviewed annually to ensure the criteria of being a Santa Monica-based non-profit organization with a minimum of 50% of their participants being Santa Monica residents.

IV. Committee Officers

A) Positions

There will be a chairperson and a vice chairperson who will be chosen from the voting members of the committee.

B) Election of Chairperson and Vice Chairperson

Nominations for the positions of chairperson and vice chairperson will be made by the voting members during the January meeting. Nominees receiving the highest number of votes of the total number of the committee's voting members present will be elected. Those nominated need not be present but must notify the staff liaison of their willingness to serve. Chair and vice chairperson will be elected or reelected in January, or as soon as practicable thereafter, by majority vote of the committee's voting members.

C) Terms of office

The chairperson and vice chairperson will serve a term of one year and begin their term with the next meeting following the January meeting and end at the following January or until a successor has been elected. The chairperson and vice chairperson may be re-elected for up to three consecutive years.

D) Chairperson

The chairperson will preside at all committee meetings and assist in the preparation of the agendas and committee official correspondence. The chairperson may participate in debate and move and second matters before the committee, subject only to such limitations of debate as are imposed by these guidelines. The chairperson will preserve order at all meetings of the committee. The chairperson will state each question coming before the committee, announce a decision of the committee on all subjects, and decide all questions of order. The chairperson will sign all documents necessitating a signature unless the chairperson is unavailable, in which case, the vice chairperson will sign documents.

E) Vice Chairperson

The principal responsibility of the vice-chairperson is to conduct the meetings of the committee in the absence of the chairperson and take responsibility for any projects delegated to him or her by the chairperson or the majority of the voting members. The vice chairperson will succeed to the office of chairperson in the event that the office becomes vacant prior to the expiration of the term. In addition, the vice chairperson will perform other duties as may be requested by the chairperson. In the absence of both the chairperson and vice-chairperson, a presiding officer will be selected by the voting members present.

F) Committee Secretarial Duties

The duties of a secretary will be completed by a staff assistant from the Community and Cultural Services (CCS) Department as directed by the staff liaison. The staff assistant will keep minutes of all regular and special meetings. The staff assistant will forward copies of minutes to all committee members along with the agenda for the next meeting.

The staff assistant will also keep attendance records for the staff liaison to notify the chairperson and subject member in writing whenever there is a member subject to termination under the provisions of Article V, Section B, of these guidelines for unexcused absences. In addition, the staff assistant will handle the committee's calendar and perform other clerical duties as may be requested by the staff liaison.

G) Ad Hoc Committees

Ad hoc committees are temporary advisory committees that may be created as needs arise to address a single particular time-limited project in advance of committee action. The chairperson may appoint an ad hoc committee to meet, discuss, research and prepare recommendations to the committee on various subjects, goals and issues related to aquatics. Ad hoc committees will consist of no more than four voting members of the committee. Ad hoc committees will be dissolved by the chairperson when the ad hoc committee is no longer necessary.

V. Committee Members Terms of Office

A) Term of Service

Voting committee members will serve a term of up to three years and/or serve until their successors are appointed and qualified. A voting committee member who resigns will continue to serve until a replacement is confirmed by the RPC. Voting members are encouraged to attend all scheduled meetings and notify the staff liaison if they or their designated alternate will be unable to do so.

B) Unexcused Absences

The failure of a committee member to notify the staff liaison of his/her absence from a scheduled meeting will be deemed an "unexcused absence." Each committee member's absence will be recorded in the committee's meeting minutes. A voting member is deemed to have resigned if he or she misses two consecutive regular meetings during a 12-month period that are unexcused. It is the responsibility of all voting member organizations to find a replacement to fill a committee seat and such replacements will be confirmed by the RPC.

Any member with an attendance record of less than two-thirds of all meetings on a 12-month rolling basis will be contacted by the chairperson to determine their status and desire to continue as a member.

C) Resignation

A committee member may resign from the committee at any time by notifying the chairperson in writing of his/her intention, and the position will be deemed vacant. Any resignation will take effect at the date of receipt of the written notice or at any later time specified in the written notice. Any resignation will be announced to the committee by the chairperson at the next scheduled meeting.

D) Recommendation to Remove a Committee Member

A committee member may be removed for any of the following reasons:

- (1) The member is unable to carry out his/her duties and responsibilities to the committee due to time limitations, illness, and/or other personal obligations.
- (2) A change in the status that qualified the member to hold his/her seat will result in automatic removal.
- (3) A committee member may be removed from the committee for good cause, including but not limited to disruptive conduct; interfering with committee business; and violations of these guidelines.
- (4) A recommendation by the committee to remove the identified committee member requires a two-thirds majority vote of the attending voting committee members and any recommendation to remove a committee member must be brought to the RPC for a decision.

VI. Meetings

A) Brown Act Compliance

All meetings of the committee will be open to the public and comply with the requirements of California Government Code §§ 54950-54963 (the Ralph M. Brown Act). Ad hoc committees are not subject to the Brown Act.

B) Regular Meetings

Regular meetings of the committee will be held on a quarterly basis on the third Tuesday of every third month at 6:30 pm in January, April, July and October at the Santa Monica Swim Center. The voting members of the committee may vote to cancel any scheduled meeting. Notice of regular meetings will be posted in accordance with Government Code § 54954.2.

C) Special Meetings

The staff liaison, in consultation with the chairperson, may call special meetings of the committee. Special meetings may also be called by a majority vote of the voting committee members. The notice of the special meeting will specify time and place of the special meeting and the business transacted. The call and notice for the special meeting will be posted in accordance to Government Code § 54956.

D) Agendas

The chairperson, in partnership with the staff liaison, will set the agenda for all committee meetings. Any committee member may request an item be placed on the agenda for the next committee meeting by written notice to the chairperson no less than two weeks before a scheduled meeting date. At the option of the chairperson and staff liaison, a consent agenda may be established of known, non-controversial issues such as approval of prior committee minutes or similar matters. The consent agenda will be approved or rejected by a voice vote called by the chairperson. Any voting member may ask for one or more items to be removed from the consent agenda. Any items removed from the consent agenda will thereafter be considered by the committee in its normal course of business.

E) Quorum

At least 50% of all voting members will constitute a quorum. The committee may take no official action with the quorum previously established shrinks to less than 50 percent of voting committee members. In that instance, the committee meeting may continue but only for informational purposes. For purposes of determining the existence of a quorum, any vacant position of a voting member will not be counted to determine whether a quorum exists.

F) Voting

Unless stated otherwise in these guidelines, a simple majority of the quorum will prevail on matters brought before the committee that require the vote of the voting committee members. Following deliberations by committee members regarding a motion, every voting committee member is entitled to a vote unless disqualified by reason of a conflict of interest. Roll call votes are recommended as the preferred method of voting. A member of the committee who abstains from voting consents to the decision made by the voting committee members. Whenever members of the committee state that they are abstaining or not voting, or if they remain silent when their name is called, their vote will be recorded as an abstention.

The vote of a committee member may be changed only if he or she makes a timely request to do so immediately following the announcement of the vote by the chairperson and prior to the time that the next item in the order of business is taken up.

G) Public Comment

There are two ways a member of the public may address the committee.

- (1) Fill out a speaker card, which is available at the committee meeting, and hand it to the chairperson prior to the item being brought up for discussion. If an individual would like to speak on a general item not on the agenda but related to the work of the committee, this may be done during the general public comment period after filling out a speaker's card. Speakers will be given three minutes of speaking time on an agenda item.

The chairperson may limit or extend public input on any item based on the number of people requesting to speak and the business of the committee. The chairperson determines the order in which speakers will be permitted to speak. Members of the public should direct any questions to the chairperson rather than to any particular member of the committee, guest, or other participant. At the discretion of the committee chairperson or upon a vote of the committee, any person who is disruptive may be removed from the meeting room.

H) Rules of Order

Meetings of the committee will be governed by Roberts Rules of Order when not superseded by these guidelines.

I) Standards of Behavior

Members of the committee and members of the public will abide by the following standards to promote civility at all meetings:

- (1) treat everyone courteously;
- (2) listen to others respectfully;
- (3) exercise self-control;
- (4) give open minded consideration to all viewpoints;
- (5) focus on the issues and avoid personalizing debate; and
- (6) embrace respectful disagreement and dissent as democratic rights, inherent components of an inclusive public process and tools for forging sounds recommendations.

VII. Adoption and Amendments

A) Adoption

These guidelines will become effective upon being adopted by the RPC.

B) Amendments

These Operational Guidelines may be amended or repealed at any time. The committee membership must be notified of any proposed amendments at a meeting or by written notice. The membership present at the subsequent meeting will be responsible for reviewing the proposed amendments and making a recommendation to the RPC regarding the adoption of proposed amendments.

VIII. Compliance with Laws

These guidelines will govern the conduct of committee meetings, in accordance with and in addition to the Santa Monica Charter and any other governing provisions of State or local law. Should questions arise as to conflict between these Rules and the Charter or governing State or local law, the provisions of the Charter and other governing law will prevail.

Chairperson, Recreation & Parks Commission

Date: _____

Director, Community & Cultural Services

Date: _____