



Tahoe Paradise Park and Recreation District Bylaws

Updated: April 22, 2025

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DEFINITIONS

For the purpose of these Bylaws, the following terms shall have the meanings indicated:

1. "Board" or "Board of Directors" means the governing body of the Tahoe Paradise Park and Recreation District.
2. "Brown Act" means the Ralph M. Brown Act, California Government Code Sections 54950 et seq.
3. "Chair" means the presiding officer of the Board of Directors.
4. "Director" means an elected or appointed member of the Board of Directors.
5. "District" means the Tahoe Paradise Park and Recreation District.
6. "FPPC" means the Fair Political Practices Commission of the State of California.
7. "Secretary" means the Secretary of the Board of Directors.
8. "Treasurer" means the Treasurer of the Board of Directors.

ARTICLE 1: OFFICES

1.1 Principal Office

The principal office for the transaction of business of the Tahoe Paradise Park and Recreation District (the "District") is hereby fixed and located at 1011 East San Bernardino Avenue, South Lake Tahoe, California 96150 at the District Clubhouse or within the District. The Board of Directors (the "Board") is hereby granted full power and authority to change said principal office from one location to another within said District. Any such change shall be noted in the Bylaws by the Secretary, who may update this section administratively to reflect the new location without requiring a vote to amend the bylaws themselves.

ARTICLE 2: MEETINGS

2.1 Place and Time of Meetings

Regular meetings of the Board shall be held on the fourth Tuesday of each calendar month at 5 p.m. at the Tahoe Paradise Park and Recreation District Clubhouse or at an alternative venue within the District boundaries. Any alternative venue must be ADA-accessible, open to the public, and capable of accommodating the anticipated attendance. In the event the regularly scheduled meeting should fall on a legal holiday, the meeting shall be held on the next succeeding Thursday or as rescheduled by the Board of Directors. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

2.2 Special Meetings

Special meetings of the Board, for any purpose or purposes whatsoever, may be called at any time by the Chair, or by the Vice Chair, or by any three members of the Board. Notice of such special meetings shall be given in accordance with the Ralph M. Brown Act. The notice shall specify the time, place, and purpose of the meeting.

2.3 Public Meetings

All meetings, whether regular or special or emergency, shall be open and public, and noticed thereof shall be given to the Board and to the public in accordance with the provisions of the Ralph M. Brown Act, Government Code Sections 54950 et seq.

2.4 Public Notification

Public notification of all meetings shall be made in accordance with the Ralph M. Brown Act. Agendas shall be posted at least 72 hours before a regular meeting and at least 24 hours before a special meeting in a location freely accessible to the public. For emergency meetings, the District shall provide at least one-hour notice to media outlets that have requested notification. Agendas shall be physically posted at the District Clubhouse and, if the District maintains a website, on the District website. The agenda shall specify the time and location of the meeting and contain a brief description of each item of business to be transacted or discussed at the meeting.

2.5 Form of Action

The Board shall act only by ordinance, policy, resolution, or motion.

2.6 Quorum

Three (3) Board members shall constitute a quorum for the transaction of business, as this represents a majority of the five-member Board. No ordinance, policy, resolution or motion shall be passed or become effective without the affirmative vote of at least a majority of the members of the Board present.

2.7 Public Comment

Time shall be set aside at each meeting for public comment on any matter within the jurisdiction of the District that is not on the agenda. The Board shall provide the public with an opportunity to address the Board on any item on the agenda either before or during the Board's consideration of that item. The presiding officer may limit the time allowed for public comment consistent with state law, but may not prevent the public from commenting on any agenda item. Any regulations limiting time for public comment shall provide at least twice the allotted time to a speaker using a translator.

2.8 Proceedings

The Board shall establish rules for its proceedings. If a conflict exists between these Bylaws and state laws, the state laws shall prevail.

2.8 Remote Participation and Teleconferencing

The Board may use teleconferencing or remote participation options in accordance with the Ralph M. Brown Act. When using teleconferencing under traditional Brown Act provisions (Government Code Section 54953(b)), all teleconference locations must be identified on the agenda, accessible to the public, and a quorum of the Board must participate from locations within District boundaries. When using alternative teleconferencing methods authorized by state law (such as AB 2449 or successor legislation), the Board shall ensure that at least a quorum of members participate in person from a singular physical location clearly identified on the agenda, with the meeting location open to the public. Members participating remotely must do so in accordance with applicable legal requirements, including disclosure of individuals present at their remote location and participation through both audio and visual technology. Rules and procedures for remote participation shall be consistent with the Brown Act as it may be amended from time to time.

ARTICLE 3: DISTRICT POWERS

3.1 Powers

Subject to the limitations of laws governing resort improvement districts, all District Powers shall be exercised by or under the authority of, and the business and affairs of the District shall be controlled by the Board of Directors. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Directors shall have the following powers, to wit:

- (a) Select and remove all officers, agents and employees of the District, prescribe such powers and duties for them as may not be inconsistent with law, or the Bylaws and fix their compensation.
- (b) Conduct, manage and control the affairs and business for the District and to make such rules and regulations not inconsistent with California State Law.
- (c) Change the monthly meeting place and/or time, the principal office for the transaction of the business of the District from one location to another within the same District, as provided in Article 1, Section 1 hereof.
- (d) Represent the inhabitants of the District on District problems as may arise, with various regulatory county agencies and bodies of departments.
- (e) Provide public recreation by means of parks, including but not limited to aquatic recreation, playgrounds, picnic areas and recreation buildings.
- (f) Perform work to maintain grounds and buildings.
- (g) Service and maintain park streets, roads, lighting, landscape and trails.
- (h) Construct and improve property of the Park for the recreational use of the public.
- (i) Hold, use, enjoy, lease or dispose of any of the Park property.
- (j) Sue and be sued in all actions and proceedings in all courts and tribunals of competent jurisdiction.
- (k) The District shall have the powers given in the Recreation and Park District Law, Division 5, Chapter 4 of the Public Resources Code (Sections 5780-5791.7), to conduct all of the proceedings provided by said law for financing, constructing, extending, improving, repairing, maintaining, operating and regulating any of the public improvements and to exercise any of the other powers in said law provided in relation to the District.
- (l) Adopt regulations binding upon all persons to govern the use of its facilities and property, including regulations imposing reasonable charges and rules for the use thereof.
- (m) Enter into contracts for any and all purposes necessary and convenient for the full exercise of its powers.
- (n) Perform any and all acts necessary to carry out fully the provisions of the powers hereinabove set forth, and those set forth in the Government Code, as amended from time to time.
- (o) The Board Chair, or their designee, shall act as a contact between the Board of Directors and all governmental regulatory bodies.
- (p) Perform any and all other acts necessary to fulfill the District's mission and purpose.

ARTICLE 4: DIRECTORS

4.1 Number of Directors

The authorized number of Directors of the District shall be five (5) until changed by election. All five (5) Directors shall be elected at-large.

4.2 Election and Term of Office

Directors shall be elected for four (4) year terms on the first Tuesday after the first Monday in November in odd numbered years. Terms shall be staggered such that two (2) or three (3) Directors shall be elected in a single election, and the remaining Directors elected two (2) years later, in accordance with the applicable provisions of the Government Code and Elections Code. All members of the Board of Directors shall be registered voters in the District. In the event of a tie vote, the outcome shall be determined in accordance with Elections Code Section 15651, which provides for determination by lot.

4.3 Seating of Directors

All elected Directors shall take office at noon on the first Friday in January, following the election. Before any public officer such as a member of the Board of Directors enters on the duties of his or her office, he or she shall take and subscribe to the oath of office specified above. Individuals who are authorized to give the oath of office to newly elected Board members are the District Secretary, Board Chair, Vice Chair or a County Elections official or their designee.

4.4 Terms of Directors

The term of office of each Director shall be four (4) years.

4.5 Vacancies

All vacancies on the Board shall be filled by appointment by the remaining Directors in accordance with Government Code Sections 1780 and 61204. The terms for appointees shall be the remaining term of the officer who vacated the seat, until and up to the next election of the Board of Directors.

4.6 Compensation of Directors

District Board members shall receive no compensation or stipend for their service to the Board. However, Board members may be reimbursed for actual and necessary expenses incurred in the performance of official duties, provided such expenses are approved by the Board in advance when possible. The District shall adopt a reimbursement policy that complies with Government Code Section 53232.2 and shall make such policy available to the public.

ARTICLE 5: OFFICERS

5.1 Officers

The Officers of the District Board shall be Chair, Vice Chair, Secretary and Treasurer. A Director shall not be a Park Manager to avoid conflicts of interest and ensure proper separation of governance and operations. A Secretary may also be the Treasurer.

5.2 Compensation of Staff and Contractors

The Board may at any time appoint or employ, fix the compensation of, and prescribe the authorities and duties of employees, attorneys, engineers, or other contractors necessary for the business of the District. This section refers to paid staff and contractors and does not apply to Directors who shall receive no compensation as specified in Section 4.6.

5.3 Board Organization

The Board shall reorganize at the regular meeting of the Board in January.

5.4 Chair of the Board

The Chair of the Board shall, if present, preside at all meetings of the Board of Directors and exercise and perform such other powers and duties as may from time to time be assigned to her/him by the Board of Directors or presented by the Bylaws.

5.5 Vice Chair

In the absence of or disability of the chair, the Vice Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of and be subject to all of the restrictions upon the Chair.

5.6 Secretary

The secretary shall keep or cause to be kept at the principal office, or such other place as the Board of Directors may order, a book or folder of minutes of all meetings of Directors with the time and place of holding, whether regular or special, and if special, who authorized the notice thereof given and the names of those present at the Directors' meetings. The secretary shall keep or cause to be kept at the principal office a register showing the names and addresses of the directors of the service district. The secretary shall give or cause to be given, notice of all meetings of the Board of Directors required by the Bylaws or the laws of the State of California.

5.7 Treasurer

The Treasurer shall keep and maintain, or cause to be kept and maintained, all financial records of the District, including accounts of its assets, liabilities, receipts, reimbursements, gains, losses, capital, surplus, and shares. The Treasurer shall be responsible for preparing or reviewing financial reports and budgets, ensuring compliance with financial policies, coordinating with auditors as needed, and providing regular financial updates to the Board.

ARTICLE 6: MISCELLANEOUS

6.1 Depository of District Money

The Board shall designate a bank or banks for the depository of the District's money.

6.2 Inspection of District Records

The books of account and minutes of proceedings of the Board of Directors shall be open to inspection upon the written demand of any person residing within the Tahoe Paradise Resort Improvement District, subject to such reasonable rules as may be adopted from time to time.

6.3 Records

All District records shall be retained, in original form, by the Board Secretary for a period of at least four (4) years. Tape recordings of meetings are not considered District records for purposes of this section. Tape recordings are utilized to assist in the development of formal Board minutes and may be destroyed 6 months after those minutes have been prepared and approved.

6.4 Checks, Drafts, Electronic Payments, and Claims Processing

6.4.1 Payment Authorization

All checks, drafts, electronic payments, and other orders for payment of money issued in the name of or payable to the District shall require the following approvals:

- a) Initial Review: The Treasurer shall review all payment requests (vendor statements, invoices, and reimbursement requests) and may authorize payments in accordance with the approved budget.
- b) Dual Authorization: All payments shall require two authorized signatures or electronic approvals. Authorized signatories shall be designated by Board resolution annually.
- c) Board Approval: All payments shall be presented to the Board for review and approval at the next regular Board meeting. The Board acknowledges that some payments may be processed before Board approval to meet vendor deadlines. In cases where the Board does not approve a payment that has already been made, the Treasurer shall work with the vendor for refund or payment correction as directed by Board action.

6.4.2 Claims Processing Procedure

The District shall maintain a detailed claims processing procedure that addresses:

- a) Receipt and processing of vendor statements and reimbursement requests
- b) Preparation and approval of claim forms

- c) Documentation requirements for all payments
- d) Electronic payment procedures and controls
- e) Record keeping and file naming conventions
- f) Reporting to the El Dorado County Auditor/Controller

6.4.3 Payment Thresholds

- a) Payments up to \$2,500: May be processed by the Treasurer with subsequent Board approval
- b) Payments between \$2,501 and \$5,000: Require pre-approval by the Board Chair or Vice Chair, plus the Treasurer, with subsequent Board approval
- c) Payments over \$5,000: Require prior Board approval unless:
 - i. The payment is explicitly included in the approved annual budget, or
 - ii. The payment is required to address an emergency, in which case the Treasurer shall notify the Board Chair immediately and report to the full Board at the next meeting

6.4.4 Documentation

Complete documentation of all payments, including invoices, receipts, and claim forms, shall be maintained as part of the District's financial records and be available for audit and public inspection in accordance with applicable laws and regulations.

6.5 Contracts

The Board of Directors, except as otherwise provided in the Bylaws, may authorize any officer or officers, or agent or agents, to enter into any instrument in the name of and on behalf of the District. Authority may be general or confined to specific instances and unless so authorized by the Board of Directors, no Board Member, agent or employee shall have any power or authority to bind the District by any contact or engagement or to pledge its credit or to render it liable for any purpose or to any amount. In the absence of such grant of authority, and only in an emergency, the Chair of the Board shall have the authority to bind the District.

All contracts for the construction of any unit of work shall comply with applicable public contracting laws and regulations, including the California Uniform Public Construction Cost Accounting Act (CUPCCAA) if the District has adopted these provisions. The following thresholds shall apply:

- a) Projects valued at \$60,000 or less may be performed by negotiated contract or purchase order;
- b) Projects valued between \$60,001 and \$200,000 may be let to contract by informal bidding procedures; and

c) Projects valued over \$200,000 shall be let to contract by formal bidding procedures.

These thresholds shall be automatically updated to match current CUPCCAA limits if and when they are adjusted by the California Uniform Construction Cost Accounting Commission.

For non-construction goods and services, the District shall adopt a procurement policy establishing appropriate competitive bidding thresholds.

6.6 Inspection of Bylaws

The District shall keep in its principal office for the inspection of business, the original or a copy of the Bylaws as amended or otherwise altered to date, certified by the Secretary, which shall be open to inspection by the residents of the District at all reasonable times. Upon request, the District shall provide copies at cost.

6.7 Public Session

All legislative sessions of the Board shall be conducted in accordance with the Ralph M. Brown Act (Government Code section 54950, et seq.) Public sessions shall be conducted in accordance with Rosenberg's Rules of Order, subject only to these Bylaws and applicable statutes.

6.8 Recall of Directors

Every incumbent of the office of Director, whether elected by popular vote for a full term or appointed, may be recalled by the voters in accordance with the recall provisions of the Elections Code of the State of California.

6.9 Seal

The District may adopt a seal and alter it at pleasure.

6.10 Contract Bids

All contracts for the construction of any unit of work, except as otherwise statutorily provided, shall be based on the California Uniform Public Construction Cost Accounting Commission.

6.11 Liability for Acts of Employees

No director, agent or employee shall be liable for any act of omission of any agent or employee appointed or employed by him/her unless he/she had actual notice that the person appointed or employed was inefficient or incompetent to perform the service for which he/she was appointed or employed or retains the inefficient or incompetent person after notice of the inefficiency or incompetency.

6.12 Budget Session

The regular meeting scheduled for June is hereby designed to be the budget session of the District. At said meeting, the Board of Directors shall determine what the budget shall be for

the next fiscal year, and before June 30, submit said budget figures to the auditor of the County of El Dorado, State of California, for processing.

6.13 Committees

Committees shall be established and abolished as either "Standing Committees" or "Ad Hoc Committees" as needed.

Standing Committees have continuing subject matter jurisdiction or a meeting schedule fixed by formal action of the Board. These committees meet and function in accordance with the provisions of the Ralph M. Brown Act commencing with Section 54950 et seq. California Government Code, as amended. Standing Committees must include two Directors appointed by the Board, one of whom shall chair the committee. The same two Directors may not serve on all standing committees during the same term. Committee assignments will be for a term of one year commencing with the Board reorganization in January. All standing committee meetings shall be publicly noticed in the same manner as regular Board meetings.

Ad Hoc Committees are temporary, advisory committees composed solely of less than a quorum of the Board, have a specific purpose and limited duration, are not subject to the Brown Act, and are dissolved once their specific task is completed. The Board Chair shall appoint Directors to serve on Ad Hoc Committees.

It is the Committee Chair's responsibility to appoint or remove committee members and to notify the Board Chair of committee meetings and membership.

All committee recommendations are advisory in nature and require ratification by a vote of the full Board to take effect.

6.14 Conflict of Interest, Ethics and Brown Act requirements

All Board Directors of the Tahoe Paradise Resort Improvement District are required to attend Conflict of Interest, Ethics and Brown Act training, as required by law. It is the duty of the Board members to disclose any actual or possible conflict of interest to the Board before they consider the proposed transaction or arrangement. Directors shall file Form 700 (Statement of Economic Interests) in accordance with Fair Political Practices Commission (FPPC) regulations upon assuming office, annually, and upon leaving office.

When a Director has a financial interest in a decision as defined by the Political Reform Act, that Director shall:

- (a) Publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in sufficient detail to be understood by the public;
- (b) Recuse themselves from discussing and voting on the matter; and
- (c) Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter is placed on the agenda reserved for uncontested matters (consent calendar).

The District shall maintain a Conflict of Interest Code that complies with the Political Reform Act and is approved by the appropriate code reviewing body.

6.15 Code of Conduct and Standards of Behavior

6.15.1 Respectful Conduct

Board members shall at all times treat fellow Board members, District staff, and members of the public with respect, courtesy, and professionalism. The Board is committed to maintaining an environment free from intimidation, bullying, harassment, and personal attacks.

6.15.2 Prohibited Behaviors

The following behaviors shall not be tolerated:

- a) Intimidating or bullying behavior toward other Board members, staff, or the public
- b) Making derogatory or disparaging remarks about other Board members, staff, or the public, whether during meetings or in communications outside of meetings
- c) Threats or implied threats of any kind
- d) Use of abusive, profane, or discriminatory language
- e) Any conduct unbecoming of a public official or that brings discredit upon the District
- f) Intentionally disrupting meetings or District operations
- g) Speaking on behalf of the Board or District without authorization

6.15.3 Communications

Board members shall maintain respectful communication in all forms, including:

- a) Verbal communications during meetings or other District business
- b) Written communications, including emails, letters, and text messages
- c) Social media posts or comments related to District business
- d) Communications with the press or other media outlets

6.15.4 Resolution of Conflicts

When conflicts arise between Board members:

- a) Board members are encouraged to address concerns directly with each other when possible
- b) The Board Chair may facilitate informal conflict resolution when appropriate
- c) A special meeting may be called to address serious or persistent issues

d) External mediation may be utilized when necessary

6.15.5 Enforcement

Violations of this Code of Conduct may result in:

- a) Verbal warning by the Board Chair
- b) Public censure by formal Board action
- c) Removal from committee assignments
- d) In cases of serious or repeated violations, the Board may vote to request the Director's resignation or take other actions allowed by law

6.15.6 Public Conduct at Meetings

Members of the public attending Board meetings shall be subject to similar standards of respectful behavior. The Board Chair may:

- a) Issue warnings to disruptive individuals
- b) Call a recess to restore order
- c) Request the removal of repeatedly disruptive individuals from the meeting in accordance with the Ralph M. Brown Act
- d) In extreme cases, clear the meeting room as permitted by Government Code Section 54957.9

ARTICLE 7: AMENDMENTS

7.1 Amendments

These Bylaws may be altered, amended, repealed, in whole or in part, and new Bylaws may be adopted by the Board of Directors from time to time as said Board shall deem necessary. Any changes must be proposed in writing at least one regular meeting before adoption may be completed. Changes must be approved by at least a majority vote in accordance with sections 6122 and 61225 of the Government Code.

7.2 Supersession

These Bylaws supersede and replace all previous Bylaws as passed and amended by any previous action of the Board.

ARTICLE 8: ELECTIONS

8.1 Election Code Provisions Applicable

The provisions of the Election Code relating to the qualification of electors, the manner of voting, the duly elected officers, the canvassing of returns, and all other particulars in respect

to the management of general elections so far as they may be applicable shall govern all district elections.

8.2 Nomination of Directors

Nominations for the office of director shall be made with the El Dorado County Elections Department as per the Uniform District Election Law (UDEL).

8.3 Notice of Election

Notice of each District election shall be published by the El Dorado County Elections Department once a week for two (2) successive weeks prior to the election, as set forth in the section 6066 of the Government Code of the State of California.

8.4 Cancellation of Election

If on a specific day as determined by the County Election Registrar, and in accordance to Election Code 10515, one person only has been nominated for each of the positions of director to be filled at that election or if no person has been so nominated for any one or more of said officers, and any petition signed by five percent (5%) of the registered voters requesting that the election be held has not been presented to the Board, the election shall not be held. In such case, the publication heretofore provided for shall instead of calling an election, state that no election is to be held and that the Board of Supervisors shall, in accordance with Elections Code Section 23520, appoint those nominated for the position of director, or if no person has been nominated for said position, the Board of Supervisors will appoint any qualified person or persons.

CERTIFICATION AND ADOPTION

These Bylaws were duly adopted by the Board of Directors of the Tahoe Paradise Park and Recreation District at a regular meeting held on April 22, 2025, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

CERTIFICATION

I, _____, Secretary of the Tahoe Paradise Park and Recreation District, hereby certify that the foregoing Bylaws, consisting of 14 pages, including this page, constitute the Bylaws of the Tahoe Paradise Park and Recreation District as duly adopted by the Board of Directors on the date set forth above.

, Secretary

Tahoe Paradise Park and Recreation District

Date: _____

ATTEST:

Zane Graham, Sr., Chair

Tahoe Paradise Park and Recreation District

Date: _____