



Spokane Park Board Bylaws Committee Meeting Minutes

April 27, 2016

City Council Briefing Center Conference Room
808 W. Spokane Falls Blvd, Spokane, Washington

Committee Members:

X Kelley, Ross - Chair
Traver, Susan
Selinger, Sam Dr.
Sumner, Nick

Minutes

1. Discussion Items:

A. Proposed Changes/Additions – *Ross Kelley* presented a document which included proposed changes to the Bylaws of the Park Board. The proposed changes and direction of the committee are as follows:

1) Section 9. Order of Business. – Delete #9. Foundation Report

Committee members unanimously agreed.

2) Section 13. Duties of the President. – Change wording in #8 to read: To assign members of the Park Board to standing and existing ad hoc committees before March 15 of each year with the advice and consent of the Park Board. The President shall name one member of each committee as the Chair of that committee. These new Chair assignments will begin at the April committee meetings. Ad hoc committees of the Park Board will be appointed, as needed, by the President with the advice and consent of the Park Board.

Committee members unanimously agreed.

3) Section 13 Duties of the President. – Add to #12. To send a letter of support or nonsupport to the Mayor for all Park Board members seeking reappointment.

Committee members unanimously agreed.

4) Section 16. Committees. – Change the section title to: Standing Committees.

Committee members unanimously agreed.

5) Section 16. Committees. – Change wording in #2 to read: Unless otherwise ordered by the Park Board all standing committees shall consist of a minimum of three (3) Park Board

members, except the Urban Forestry Tree Committee which shall consist of two (2) Park Board members and three (3) citizens pursuant to SMC ().

Committee members unanimously agreed.

6) Section 17. Duties of Committees – Change wording in #1 to read: Committees are advisory to the Park Board and shall serve the Park Board acting as factfinders to provide information and made recommendation to the Park Board. Recommendations to the Park Board will be submitted by a majority of committee members present at the committee meeting. Votes or other actions taken by committees shall not be deemed as official actions of the Park Board but rather as recommendations to the Park Board. Only members appointed to a committee or an alternate substituting for a committee member may vote at any committee meeting.

Committee members unanimously agreed.

7) Section 17. Duties of Committees. – Add #7. All Committee Chairs can make, second and vote on motions brought before the committee and shall have the same rights and privileges as all other Committee members.

Committee members unanimously agreed.

8) Section 17. Duties of Committees. – Add #8. All monthly Committee meetings will take place before the corresponding monthly meeting of the full Park Board.

Committee members unanimously agreed.

9) Section 27. Adoption. - Change section number to Section 22.

Committee members unanimously agreed.

10) Change all references to the board to read as: Park Board

Committee members unanimously agreed.

11) Consistently use the term: Park Board President

Committee members unanimously agreed.

12) Consistently use the term: Committee Chair(s)

Committee members unanimously agreed.

13) Consistently use the term: Parks and Recreation Division

Committee members unanimously agreed.

B. Additional edits were suggested by *Leroy Eadie* and included:

1) Section 6. Scheduling Business. – Delete last sentence in #1: Each Park Board member shall be given notice of tentative business to be conducted at the regular monthly meeting, the Friday prior to the date of said meeting.

Committee members unanimously agreed.

2) Section 8. Minutes. – Mr. Eadie informed the committee the Park Board minutes are not currently signed by the Secretary. It was agreed the final version of the Park Board minutes will be signed by Secretary. The reference to “the office of the Park Board” noted in #1 should be omitted since there is no office of the Park Board. The committee agreed for staff to confer with Legal as to whether the Park Board minutes are required to be filed with the City Clerk’s Office.

Committee members unanimously agreed.

3) A suggested was made by *Susan Traver* in reference to Section 9 - #3 that the Park Board President will request for “Approval of Agenda.” This suggested did not require change in the Bylaws wording.

Committee members unanimously agreed.

C. Mr. Kelley announced the Bylaws Committee recommendations will be presented as a first reading at the May 12 Park Board regular meeting and will be an action item at the June Park Board regular meeting.

2. Adjournment: The meeting was adjourned at 10:01 a.m.

BYLAWS OF THE PARK BOARD
of the
City of Spokane Washington

Reference: City Charter Article V, Section 44 Park Board Organization- "The Park Board shall have the power to make Bylaws and Rules for the conduct of business."

We, the members of the Park Board of the City of Spokane, State of Washington, do hereby publish and declare the following Bylaws of the Board:

Section 1. Definitions.

1. The City of Spokane Park Board: "shall consist of ten electors of the City of Spokane, who shall be appointed by the City Council, and one member of the City Council to be designated by the Council." (Spokane City Charter §42)
2. Park Board Member: A person who has been nominated by the Mayor and appointed by the City Council.
3. Financial Report: An annual report of all receipts and expenditures, and of all other business transacted by the Park Board. This report shall be furnished to the City Council. (Spokane City Charter §45)

Section 2. Regular Meetings.

1. The regular meetings of the Park Board shall be held at 1:30 p.m., on the second Thursday of each month in the City Council Chambers in City Hall and shall be conducted generally following Robert's Rules of Order.
2. Except for executive sessions, all Park Board meetings are open to the public. The Board or President may cancel or reschedule meetings. If a regular meeting is to be canceled or rescheduled notice, shall be given pursuant to the Open Public Meetings Act (RCW Ch. 42.30).

3. The public may address the Park Board during scheduled meetings. The President may prescribe, on a case-by-case basis, procedures for public testimony as necessary to maintain order.

Section 3. Special Meeting.

1. Special meetings may be called, canceled, or rescheduled by the President whenever he/she deems the same expedient and/or shall be called whenever three Park Board members shall request the same in writing. Any measure adopted by six affirmative votes at a special meeting shall have the same effect as if adopted at a regular meeting. Special meetings are open to the public.
2. The date, hour and place of the special meetings shall be set by the President; notice of special meetings shall be given consistent with the Open Public Meetings Act (RCW Ch. 42.30).

Section 4. Annual Meetings.

1. The annual meeting shall be held at the regular February meeting of the Park Board each year. Parks and Recreation Division staff shall present a Financial Report at the Annual Meeting.

Section 5. Quorum and Voting of Park Board.

1. Six members shall constitute a quorum for conducting business for the Park Board. In case there is no quorum present on a day set for a regular, continued, or special meeting, the Park Board members present may adjourn until a quorum is obtained or may adjourn said meeting specifying the time and place to which the meeting matter was continued. Six affirmative votes shall be necessary to adopt any measure in a regular, continued or special meeting.

2. Voting shall be by voice unless a show of hands is called for by the President or Board Member. Minutes shall record the number of yeas and nays and the names of any members abstaining. Any member may ask that his or her vote be recorded by name. Any member recusing from a vote shall place the reason for the recusal on the record.

CONDUCT OF BUSINESS

Section 6. Scheduling Business.

1. Business to be transacted at any regular or special meeting shall be scheduled by the Secretary or designee subjected to order of the President. The Secretary or designee shall prepare, transmit to Park Board members, release to news media, and give official notice of business to be considered in the normal administration of business at the Park Board meetings, provided the consideration of all or any one item of business shall be subjected to cancellation or rescheduling to another meeting of the Park Board by order of the President or by the Park Board. The agenda of a regular or special meeting may contain business not on the advance notice, consistent with the Open Public Meetings Act (RCW Ch. 42.30).

Section 7. Chairing Meetings.

1. Meetings shall be called to order by the President, or in his/her absence, by the Vice President, or in the anticipated absence of both, the President or the Park Board shall designate a member of the Park Board to preside. In the event a person to preside has not been named, the Secretary shall call the meeting to

order and the Park Board members present may, by general consent, select a President pro-term. Meetings may be adjourned by majority vote of the Park Board members present or by order of the President if there are no objections from Board members.

Section 8. Minutes.

1. The Secretary or designee shall prepare official minutes of the meetings containing the actions of the Park Board as a substantive account of proceedings. A record of the Park Board members present and absent shall be entered in the minutes of the meeting. Minutes shall be signed by the Secretary and placed on public record. Minutes may be approved by the Park Board without reading at Park Board meetings unless such reading is requested by a member of the Park Board. Correction of typographical errors in signed minutes may be made by the Secretary. Correction of substantive records in signed minutes may be made by majority vote of the Park Board.
2. All regular meetings and special meetings of the Park Board may be recorded, provided such shall not be deemed the official minutes and the absence of such recording due to mechanical failure or other cause shall not invalidate the actions taken at such meetings. Remarks and other volunteer statements from the public, present but not recognized by the Chair and which may have been recorded, will not be considered as part of the transcript. Any interested party may listen to a recording or read written minutes on file pursuant to the Washington State Public Records Act (RCW Ch. 42.56). Recordings will not normally be transcribed except by order of the Park Board or the Director of Parks and Recreation.

Section 9. Order of Business.

1. At a regular meeting, the order of business shall be as follows unless otherwise ordered by the President or as amended by the majority vote of the Park Board:

AGENDA

1. Roll Call
2. Minutes of the Previous Park Board Meeting
3. Additions or Deletions to the Agenda
4. Monthly Highlights: President
5. Special Guests
6. Claims
7. Financial Report & Budget Update
8. Special Discussion/Action Items
9. Committee Reports – Action Items
 - Golf Committee
 - Land Committee
 - Recreation Committee
 - Riverfront Park Committee
 - Finance Committee
 - Urban Forestry Tree Committee
 - Bylaws Committee
10. Reports

Park Board President

Liaison Reports

Director's Report

11. Correspondence

12. Public Comments

13. Adjournment

Next Committee meeting dates

Next Park Board meeting dates

Section 10. Executive Sessions.

1. Executive sessions may be held as allowed by the Open Public Meetings Act (RCW Ch. 42.30). No action or minutes shall be taken in executive sessions.

OFFICERS AND COMMITTEES

Section 11. Officers.

1. At its regular February meeting of each year, the Park Board shall elect a President and Vice President from its members, but in case of failure to elect at the time specified, the election shall take place at a subsequent regular meeting without delay, and the President and Vice President shall continue to serve until replaced by election of the Board. The Secretary of the Park Board shall be the Director of Parks and Recreation unless another person is elected by the Park Board.

2. The President and Vice President shall hold their respective offices until the first regular meeting in February of the next year after election, and/or until their successors are elected.
3. The President, Vice President, and Secretary shall perform the duties prescribed by law, these rules, and such other duties as the Park Board may prescribe.
4. In the event of the vacancy in the office of Secretary, the Park Board shall elect an interim Secretary.

Section 12. Nominations.

1. At the regular meeting in January, the President shall appoint the ad hoc committee of four (4) other Park Board members to serve as the Nomination Committee to recommend nominees for the office of Park Board President, Vice President, and Secretary. In making such nominations, the Committee shall take into consideration, among other matters, the length of service on the Park Board of the member being considered for election to an office. No voting member of the Park Board shall serve more than two consecutive terms in any office of the Park Board unless said member receives the unanimous consent of the entire membership of the Park Board.

Section 13. Duties of the President.

The duties and powers of the President shall be as follows:

1. To perform duties prescribed by law and all duties properly mandated by such office, and such other duties as the Park Board may prescribe.

2. To preside over the meetings of the Park Board.
3. To call special meetings and to order executive sessions of the Park Board within the limits of state law.
4. To set the agenda and change the order of business.
5. To set the place, date and time of special meetings, pursuant to the Open Public Meeting Act (RCW Ch. 42.30).
6. To vote on any matter that may come before the Park Board for consideration.
7. To prepare and sign all official recommendations or documents duly adopted by the Park Board.
8. To assign members of the Park Board to standing and existing ad hoc committees before March 15 of each year with the advice and consent of the Park Board. The President shall name one member of each committee as the Chair of that committee. These new Chair assignments will begin at the April committee meetings. Ad hoc committees of the Park Board will be appointed, as needed, by the President with the advice and consent of the Park Board.
9. To rule on procedure where no direct rule had been adopted by the Park Board. In so doing, the President shall be guided by Robert's Rules of Order.
10. To notify the Mayor in writing of any vacancy or pending vacancy on the Park Board.
11. To assign members of the Park Board to an ad hoc Park Board Interview Committee which shall recommend to the Mayor two (2) Park Board candidates per vacancy for City Council appointment.

12. To have the same rights and privileges as all other Park Board members. To send a letter of support or nonsupport to the Mayor for all Park Board members seeking reappointment.

Section 14. Duties of the Vice President.

The duties and powers of the Vice President shall be as follows:

1. The Vice President shall act in the absence of the President at any meeting, and when the President is unavailable, all duties of the office of President or as a member or any committee of which the President may be a member, shall temporarily fall upon the Vice President.

Section 15. Duties of the Secretary.

The duties of the Secretary shall be as follows:

1. The Secretary shall perform the duties required by law and all duties properly mandated by such office.
2. The Secretary shall attend meetings of the Park Board and meetings of its committee where requested.
3. The Secretary shall keep a true and accurate record in substance of the proceedings of the Park Board, and shall have charge and custody of all the Park Board books, documents, records, minutes and papers which properly belong in the Secretary's office.
4. The Secretary shall handle correspondence of the Park Board, including responses to inquiries and provide correspondence copies to all Park Board members.
5. The Secretary shall prepare agendas and schedule business on regular Park Board meetings, with the approval of the Park Board President, and transmit a tentative notice of business to Park Board members in advance

of the meeting, and provide legal notice of public hearings as required by law.

6. The Secretary may delegate these duties as appropriate and necessary for their accomplishment.

Section 16. Standing Committees.

1. The standing committees of the Park Board shall be:
Finance
Land
Recreation
Golf
Riverfront Park
Urban Forestry Tree
Bylaws
2. Unless otherwise ordered by the Park Board all standing committees shall consist of a minimum of three (3) Park Board members, except the Urban Forestry Tree Committee which shall consist of two (2) Park Board members and three (3) citizens pursuant to Spokane Municipal Code (SMC 04.28.030).
3. The Board may re-classify, add to, or change the number of standing committees by adopting changes to the Park Board By-Laws.
4. The Board President may appoint ad hoc committees for specific purposes and length of time.
5. Committees shall be transmitted a notice of tentative business 48 hours prior to the time of said Committee meeting.

Section 17. Duties of Committees.

1. Committees are advisory to the Park Board and shall serve the Park Board acting as factfinders to provide information and make recommendation to the Park Board. Recommendations to the Park Board will be submitted by a majority of committee members present at the committee meeting. Votes or other actions taken by committees shall not be deemed as official actions of the Park Board but rather as recommendations to the Park Board. Only members appointed to a committee or an alternate substituting for a committee member may vote at any committee meeting.
2. Committees shall have the authority to task the Director of Parks and Recreation to provide information upon a majority vote of committee members present.
3. The Chair of each committee shall consult with the Director of Parks and Recreation to establish the agenda of the meetings.
4. In the event the Committee Chair is not present at a meeting, the committee, by consensus, shall select a Chair pro tern.
5. Committee Chairs may allow public participation in matters coming before the committee as time permits.
6. Committee Chairs, or their designees, shall present committee information, recommendations, and minutes to the full Park Board at the regular monthly Park Board meeting.
7. All Committee Chairs can make, second and vote on motions brought before the committee and shall have the same rights and privileges as all other Committee members.
8. All monthly Committee meetings will take place before the corresponding

monthly meeting of the full Park Board.

Section 18. Administration.

1. The administration of the Spokane Parks and Recreation Division is the responsibility of the Director of Parks and Recreation.
2. The Director of Parks and Recreation will assign lead staff to support each committee.

Section 19. Functions of the Director of Parks and Recreation.

1. The Director of Parks and Recreation, or his designee, is the chief executive officer of the Park Board. The director is also an employee under the direct supervision of the Mayor.
2. The Director of Parks and Recreation is responsible for carrying out all policies or rules and regulations established by the Park Board.
3. All individuals employed in the Parks and Recreation Division report directly to, and are responsible to, the Director of Parks and Recreation.
4. The Director of Parks and Recreation shall make such rules, develop an administrative organization, and give such instructions to Parks and Recreation Division employees as may be necessary to make policies of the Park Board effective. The Director of Parks and Recreation may delegate authority for actions to subordinates.
5. The Director of Parks and Recreation shall be present at all meetings of the Park Board, except when matters pertaining to the Director's employment are being considered or when requested by the Park Board President not to be present.
6. The Director of Parks and Recreation shall be responsible for preparing and submitting to the Park Board a budget for the ensuing fiscal year, for Park Board approval. The Director shall develop the Parks and Recreation Division budget working with the Park Board Finance Committee.
7. The Director of Parks and Recreation shall be responsible for preparing and submitting to the Park Board a monthly and an annual report on the

operation of the Park and Recreation Division and additional information as requested by the President or by consensus of the Park Board.

8. The Director of Parks and Recreation shall keep a continuous inventory of all property, furniture, material, and supplies of the Park and Recreation Division.
9. The Director of Parks and Recreation shall draw all requisitions against the budget of the City Parks and Recreation Division, handle funds of the Park Board, and shall keep proper record of expenditures and funds available.
10. As the Park Board's professional advisor, the Director of Parks and Recreation is expected to keep abreast of technical advances, Park and Recreation techniques, to participate in professional Parks and Recreation organizations and to attend conventions and meetings of said organizations as approved by the Park Board.
11. The Director shall provide a Parks and Recreation Division orientation for new Park Board members, and new members shall read and sign the Duties and Responsibilities form, attached to these Bylaws.

Section 20. Employment of Park Director.

1. Employment of the Park Director shall be in accordance with City Charter Article IV Administration of City Affairs, §24, ¶ 1.

Section 21. Adoption and Amendment of Rules, Bylaws and Policies

1. Proposed new Rules, Bylaws and Policies and proposed changes in existing Rules, Bylaws and Policies will be presented in writing for

reading and discussion. Unless it is deemed by the Park Board that immediate action would be in the best interest of the Park Board, the final vote for adoption shall take place not earlier than the next succeeding regular or special Park Board meeting.

2. In the event that immediate action on a proposed Rule, By-law or policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the Park Board. No further action is required. All new Rules, Bylaws or amended Policies shall become effective upon adoption unless a specific effective date is provided in the motion for adoption.
3. Rules, Bylaws and Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the Park Board's Rules, Bylaws and Policy Manual.

Section 22. Adoption

The foregoing Bylaws are hereby declared adopted at the meeting of the Spokane Park Board held this _____ day of _____, _____ and all previous Rules, Bylaws and Policies are hereby declared void and repealed.

Spokane Park Board

By:

Park Board President

Park Board Date Approved: _____

Proposed Changes

BY-LAWS OF THE PARK BOARD

Section 9. Order of Business

Delete from AGENDA -- "9. Foundation Report"

Section 13. Duties of President

8. To assign members of the Park Board to standing committees before March 15 of each year and ad hoc committees of the Park Board with the advice and consent of the Board. The President shall name one member of each committee as the Chair of that committee. These new Chair assignments will begin with the April Committee meetings.

New Item:

12. To send a letter of support or nonsupport for all Park Board members seeking re-appointment.

Section 16. Standing Committees

2. Unless otherwise ordered by the Park Board all standing committees shall consist of a minimum of three (3) Park Board Members, except the Urban Forestry Tree Committee which shall consist of two (2) Park Board members and three (3) citizens appointed by the President and the Golf Committee which shall consist of a minimum of three (3) Park Board members and two (2) citizens, appointed by the President, who have shown exceptional interest in the sport of golf.

Section 17. Duties of Committees

1. Committees are advisory to the Park Board and shall serve the Park Board acting as fact-finders to provide information and make recommendations to the Park Board. Recommendations to the Park Board will be submitted by a majority of committee members present at the committee meeting. Votes or other actions taken by committees shall not be deemed as official actions of the Park Board but rather as recommendations to the Park Board. Only members appointed to a committee or an alternate substituting for a Committee member may vote at any Committee meeting.

New Items:

7. All Committee Chairs can make, second and vote on motions brought before the Committee and shall have the same rights and privileges as all other Committee members.

8. All monthly Committee meetings will take place before the corresponding monthly meeting of the full Park Board.

Section ~~27~~ 22 Adoption

Also there are several minor text changes consistently throughout —

Use “Park Board”

Use Park Board “President”

Use Committee “Chair(s)”

Use Parks and Recreation “Division”