



PARKS & EVENTS COMMISSION HYBRID MEETING

Tuesday, January 17, 2023, at 7:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

This meeting will be conducted in person and remotely using teleconferencing technology provided by Zoom.

Join by Telephone at 7:00 PM: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **881 7284 5152** and Password **06282022** if prompted.

Press *9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.

Press *6 to mute and unmute.

Join by Internet at 7:00 PM: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#).
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **881 7284 5152** ; Enter Password **06282022**
- 4) Please confirm that your audio works prior to participating.

COMMISSION MEMBERS

Paul Sweum, Chair

Heather Palmerini, Co-Chair

Commissioners: Emily Anderson, and Ryan Pryor

This meeting will be conducted in person and remotely using teleconferencing technology provided by Zoom.

CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

PUBLIC COMMENTS

MINUTES

1. [Approval of the minutes dated November 21, 2022](#)

REGULAR BUSINESS

2. Commissioner Search Update
3. [Park Updates:](#)
 1. Playgrounds
 2. Splash pad
4. [Commission and Committee Membership Handbook and Bylaws](#)
 1. Reintroduce handbook, Mission Statement, and sample by-laws
 2. Bylaws work session

FOR FUTURE DISCUSSION

5. Parks Capital Improvements Plan (CIP) budget

ADJOURNMENT

Parks & Events Commission Hybrid Meeting
January 17, 2023



PARKS & EVENTS COMMISSION REGULAR MEETING MINUTES NOVEMBER 21, 2022

This hybrid meeting was conducted in-person and remotely using teleconferencing technology provided by Zoom in accordance with Governor Inslee's Proclamation 20-28.

CALL TO ORDER & ROLL CALL

Commission Chair Sweum called the meeting to order 7:05 PM

Commission Members Present:

Commission Chair Paul Sweum, Co-Chair Heather Palmerini, and Commissioner Ryan Pryor were present.

Council Liaison, Ethan Benson, was also present.

City Staff Present:

Mike Chambless, Parks & Public Works Director

Nicole Wiebe, Events Coordinator

Joan Quade, Administrative Assistant

AGENDA APPROVAL

1. Approved as written

PUBLIC COMMENTS

There were no public comments.

MINUTES

1. October 17, 2022 – Approved as written

REGULAR BUSINESS

1. Next Regular meeting will be January 17, 2023. Commissioners Paul Sweum and Heather Palmerini were unanimously elected as Chair and Co-Chair, respectively, for 2023.
2. Updates and anticipated timelines were provided for Centennial's All-Inclusive playground and Riverview playground.
3. Update provided for the Community Center expansion. Public Works now has the lead on this project.
4. Update provided for holiday lights and events.

FOR FUTURE DISCUSSION

1. CIP Comprehensive Plan (budget dependent)
2. Commission and Committee Membership Handbook and Bylaws
 - a. Reintroduce handbook and sample by-laws
 - b. Bylaws work session
 - c. Finalize bylaws (if not done in February)

ADJOURNMENT

There being no further business to come before the Committee, Commission Chair Sweum adjourned the meeting at 7:36 pm.

*Minutes taken by Joan Quade, Administrative Assistant
Recorded meeting audio is available on the City website after the meeting.
Minutes approved at the ____, 2023 Parks & Events Commission Meeting*

DRAFT

Snoqualmie Falls

Splash Pad Design Proposal 12/15/2022

Presented by
John Larson

PlayCreation
(206) 932-6366

johnl@playcreation.com



Snoqualmie Falls

Design# 1168696-01-03 12/15/2022

Item 3.

PLAY+CREATION



Snoqualmie Falls

Design# 1168696-01-03 12/15/2022

Item 3.

PLAY+CREATION







Snoqualmie Falls

Design# 1168696-01-03 12/15/2022







*Custom GFRC features shown on splash pad for reference.
Refer to pages 12 and 13 for details.

Snoqualmie Falls

Design# 1168696-01-03 12/15/2022

Item 3.

PLAY+CREATION





*3D Rock slides shown on splash pad for reference.
Refer to "Stump Slide" and "Bear Slide" for actual feature.

Design Details

*Surface finishes and/or site furnishings shown are conceptual and provided by others.

Proposed Color Palette

Paint Colors



Acrylic Colors



Step Pad Color

Project Details

Dimensions

100' x 100'

Total System Flow Rate

648 GPM

Color Approval

Customer Signature

Date

Colors shown are for representation purposes.
Consult with your Representative for actual color swatches for final color selection.

Log Falls with Standing Bear

Design Details #362_1169883-01-02

Based on Aqua Falls
Approximately 8' W x 30" x 9' in height
Life-size GFRC Standing Bear - Bolts up to vertical log
Includes squirrel, butterfly, dragonfly and lady bugs

Construction Details

Built with stainless steel tubing and rod
Stainless steel 18 gauge expanded metal
Coated with 1" sprayed (GFRC) sculptural concrete
Painted with clear coat



Actual LSI GFRC sculptures - Reference pictures only



Conceptual design only and is subject to possible changes



Actual LSI GFRC sculptures - Reference pictures only

Bigfoot

Design Details #1169236-01-02

Approximately 4' L x 3' W x 8' H

GFRC Sasquatch with wooden bucket on earthy base

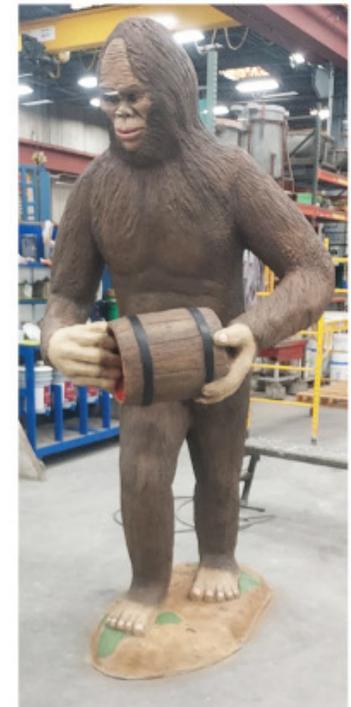
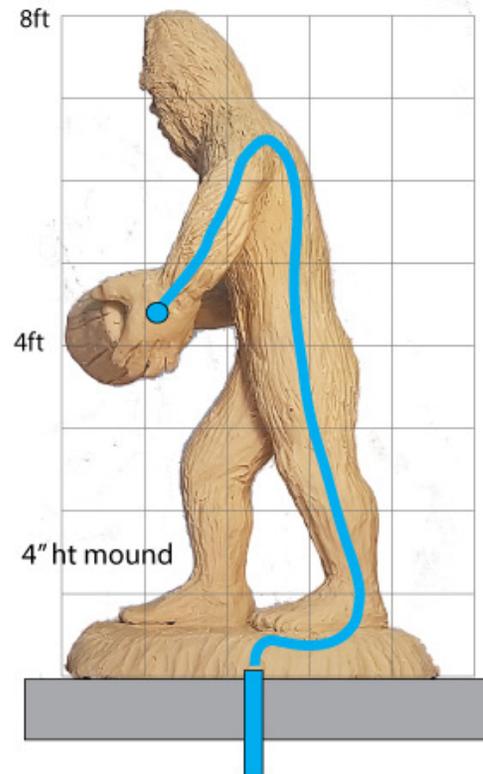
Construction Details

Built with welded stainless steel plate and rod

18 gauge expanded stainless steel mesh

Coated with 1" sprayed (GFRC) sculptural concrete

Painted with concrete paint / stain and clear coat



Reference pictures only

Conceptual design only and is subject to possible changes



COMMISSION AND COMMITTEE
MEMBERSHIP HANDBOOK

December, 2014

Rev. August, 2020

Rev. March 2022

THE ROLE OF A VOLUNTEER COMMISSION OR COMMITTEE MEMBER AND RESOURCES AVAILABLE

Citizen Participation through Commissions and Committees

Snoqualmie's system of Commissions and Committees is fundamental to encouraging the use of citizen talent and interest in affairs of the city, keeping our local government innovative and responsive.

Our citizens have enjoyed a long tradition of participation in city government. Through representation on Commissions and Committees, citizens are offered an important avenue to help create effective and equitable policies. Citizen involvement contributes to the success of government and the quality of life enjoyed by our families and community.

In selecting Members, the Mayor strives to create Commissions and Committees that work well together and have some knowledge in the field. Citizen's Academy participants are favored.

Types of Commissions and Committees

Commissions and Committees are created by City laws and rules and sometimes, executive orders.

Each Commission and Committee is unique in its purpose, mission, and role. It is especially important that members be familiar with the governing statutes or other authorizing directives so they understand the framework within which the Commission or Committee must operate. The following are the Commissions and Committees currently existing in the city of Snoqualmie:

- Arts Commission
- Civil Service Commission
- Parks and Events Commission
- Planning Commission
- Lodging Tax Advisory Committee
- Economic Development Commission
- Human Services Committee
- Salary Commission

Being an Effective Member. Despite the different sizes and types of Snoqualmie Commissions and Committees, it is imperative that members recognize they are in a critical position to shape and influence decisions and actions. It is important that each member stays informed and current on issues, legislative activity, and statutes affecting their Commission or Committee.

Attendance. Regular attendance is essential so that decisions will represent the opinions as a whole. In addition, regular attendance enables members to keep abreast of concerns and helps ensure that issues are examined from a variety of perspectives. A person may forfeit his or her position as a result of poor attendance.

Preparation. Adequate preparation is another requisite for effective Commission and Committee membership. The staff liaison will provide reports, proposals, and other information to help you make informed decisions. Do not hesitate to request additional information you need to make thoughtful and appropriate decisions.

In a nutshell, effective Commission and Committee members must:

- Attend all Commission and Committee meetings.
- Be well prepared for meetings.
- Recognize that serving the public interest is the top priority.
- Recognize that the Commission and Committee must operate in an open and public manner.
- Be knowledgeable about the legislative process and issues affecting the Commission and Committee.
- Examine all available evidence before making a judgment.
- Communicate well and participate in group discussions.
- Be aware that authority to act is granted to the Commission and Committee as a whole, not to individual members.
- Exhibit a willingness to work with the group in making decisions.
- Recognize that compromise may be necessary to reach consensus.
- Not let personal feelings toward other members or staff interfere with their judgment.

Resignations. If you are unable to complete your term, it is important to inform the Mayor's Office, City Clerk, and the appropriate staff liaison. A letter of resignation should be sent to the Mayor indicating the date your resignation is effective and whether you are able to serve until a replacement is named.

Commission and Committee Staff Members. Some commission and committee staff liaisons assist with daily administrative tasks. Members must keep in mind that staff have other job responsibilities and those individual members do not direct staff.

Staff Functions. The primary function of the staff is to carry out the rules, policies and programs developed by the Commission or Committee. In addition, staff members notify members of pertinent issues and legislative activity. They may also arrange meetings, prepare meeting materials, compile background information, and conduct research.

Legal Counsel. The City employs a staff attorney. The City Attorney advises and represents the City in fulfilling official duties, issues legal opinions, and defends officials and employees for actions performed in their official capacities and in good faith.

A Commission or Committee that follows the advice of the City Attorney is immune from liability and is far less likely to find itself involved in legal problems.

Members may request the following services from the City Attorney:

- Assurance that decisions and actions fall within statutory authority.
- Questions about conflict of interest.
- Review of proposed regulations and revisions, and the drafting of such documents in legally correct language.
- General legal advice about actions and activities.

LAWS AFFECTING COMMISSION & COMMITTEE ACTIVITIES

Restrictions and Requirements

As a Mayor's appointee, you must be aware of certain restrictions and requirements that may affect you during your tenure:

- Members must be familiar with and operate at all times within the governing statutes and bylaws, and state and federal laws.
- To ensure accountability, all applicable policies and procedures adopted by the Commission or Committee should be in written form.
- No member may make unilateral decisions or take action without the consent of the Commission or Committee as a whole.
- At professional or industry gatherings, or in other settings where appearance may be construed as representing the Commission or Committee, individual members must use discretion to avoid the appearance of speaking for the Commission or Committee unless specifically authorized to do so.
- Members must keep in mind that their mission is to serve the public, and that it is inappropriate to use membership to create a personal platform.
- Members are restricted by the City's ethics policy from accepting or soliciting anything of economic value as a gift, gratuity, or favor if it is given only because the member holds a responsible position with the City.
- Questions about issues should be directed to the staff support personnel, who will see that all members receive full information by the next regular meeting.
- Details of investigations, personnel files or business discussed at closed executive sessions should not be disclosed unless they are part of the public record.

Open Public Meetings Act. The Open Public Meetings Act applies to all Commissions and Committees. Regardless of whether the Act applies, all Commissions and Committees should comply with open meeting requirements to the extent they can do so.

Notification of Meetings. The Open Public Meetings Act requires that all meetings of the governing body of a public agency, as well as some other meetings on policies affecting the public, be open to the public. In addition, the public must be notified of such meetings in a timely manner.

Public Disclosure. The minutes of all regular meetings must be recorded, uploaded to the city website, and made available for public inspection.

Accessibility Requirements. To afford members of the public who have disabilities an equal opportunity to participate, meetings subject to the Open Public Meetings Act are to be held in facilities which are wheelchair accessible.

Reasonable Accommodation of Persons with Disabilities. In addition to the Open Public Meetings Act, the Americans with Disabilities Act (ADA) sets criteria for accessibility and accommodation. Under the ADA, people who have disabilities have a right to an equal opportunity for effective participation in the activities of Commissions and Committees, whether as appointed members or as members of the public.

Accessible Locations and Communications. Meetings and other sponsored activities should be held in wheelchair-accessible locations. Qualified sign language interpreters, materials in accessible formats such as Braille, large print and tape, and other forms of auxiliary aids for effective communications should be provided upon request.

Reasonable modifications should be made to policies or procedures, including travel reimbursement policies for members, whenever such a policy or procedure creates a barrier to the full and equal participation of a person who has a disability.

Ethics and the Appearance of Fairness. As a member, you are expected to uphold a high ethical standard. It is extremely important that members avoid conflicts of interest or even the appearance of conflicts of interest.

Using a public position for private gain is improper and illegal. Similarly, actions benefiting close relatives are prohibited. There are penalties for violations of state ethics statutes. All members should familiarize themselves with the Ethics in Public Service Act, Chapter 42.52 RCW., as well as Snoqualmie’s own ethics policy below.

The following are examples of conflicts of interest:

- Using confidential information for private investments.
- Accepting gifts or favors in exchange for certain rulings.
- Accepting gifts or favors in exchange for making certain purchases.
- Obtaining personal favors from employees.
- Accepting favors for disclosure of confidential information.

Members can avoid conflict of interest issues by being aware of and adhering to statutory restrictions, using good judgment, and being fair and equitable in decision-making.

Chapter 2.80 CODE OF ETHICS

[2.80.010](#) Purpose.

[2.80.020](#) Definitions.

[2.80.030](#) Prohibited conduct.

[2.80.040](#) Disclosure of interest in legislative action.

[2.80.050](#) Ethics hearing officer – Position created.

[2.80.060](#) Ethics hearing officer – Powers and duties.

[2.80.070](#) Hearings.

[2.80.080](#) Recommendations of the ethics hearing officer.

[2.80.090](#) Criminal violations – Prosecuting authority – Penalties.

[2.80.100](#) Relation of chapter to Chapter 42.23 RCW.

COMMISSION AND COMMITTEE TRANSACTIONS

Each Commission and Committee should have a set of bylaws to direct and clarify its actions, procedures, and organization. Members are expected to adhere to bylaws and all relevant statutes.

Bylaws are the guidelines by which a Commission or Committee functions. According to Robert's Rules of Order, bylaws define the primary characteristics of an organization, prescribe how it should function, and include rules that are so important that they may not be changed without prior notice to members and formal vote and agreement by a majority of members.

An organization's bylaws include a number of articles, such as the following:

- Name of Commission or Committee
- Mission statement
- Membership
- Officers
- Meetings
- Executive Committee (if needed)
- Committees and sub-Committees
- Parliamentary procedure, often including the name of the manual of parliamentary procedure
- Amendment procedures for making changes in the bylaws

Bylaws should include expectations as well as guidelines for members. Issues such as attendance, responsibilities and discipline should be addressed in the bylaws.

Quorum. A quorum is the number of members who must be present to conduct official business. If a quorum is not present, any business transaction is null and void. The quorum protects against unrepresentative actions by a small number of individuals.

Prohibition on Elections or Ballot Measures Using Public Resources. RCW 42.17.130 strictly forbids the use of public or agency facilities for the purpose of assisting a campaign for election of any person to any office or for the promotion or opposition to any ballot proposition unless they are activities which are a part of the normal and regular conduct of the office or agency.

Testifying at Hearings. Members often have an opportunity to testify at hearings conducted by legislative, local government or community committees. When providing testimony on behalf of the Commission or Committee, members should refrain from expressing personal opinions.

- Be prepared to answer questions and comments by members. If you are unable to answer a question, offer to provide a written response later and always follow through.
- If you must give a personal opinion, make sure that the Committee understands that you are not speaking for the Commission or Committee, but for yourself.
- Legislative staff members find it helpful to receive copies of written testimony prior to the hearing.

At meetings where a quorum is not present, the only actions that may be legally taken are to fix a time for adjournment, adjourn, recess, or take measures to obtain a quorum (such as contacting absent members).

Order of Business

After the presiding officer has called the meeting to order, a Commission or Committee generally follows the order of business specified in its bylaws. If a Commission or Committee has not adopted an order of business, the procedure below is generally followed:

1. Reading and approving of minutes of previous meeting(s).
2. Reports of officers and standing (permanent) Committees.
3. Reports of special (select or ad hoc) Committees.
4. Special orders (matters previously assigned a special priority).
5. Unfinished business and general orders (matters introduced in previous meetings).
6. New business (matters initiated in present meeting).

The Chair and Voting

If the chair is a member of the Commission or Committee, they may vote just as any other member. Voting by secret ballot or proxy is prohibited by the open meetings law.

Public Disclosure

State agencies and commissions/committees are required to have available for public inspection and copying their public records, such as procedural rules and statements of general policy, and other records, written or electronic, pertaining to the Commission or Committee's business. Exemptions to disclosure are limited and identified in statute.

Records relating to the conduct of official business are subject to disclosure even if they are on a personal computer.

For additional information on disclosure requirements and exemptions from disclosure, refer to Chapter 42.56 RCW.

Required Training

Whether you are a newly appointed Board or Commission member or you have been serving for several years, Washington State law requires basic open government training.

The [Open Government Trainings Act](#) (OGTA) states that every member of the governing body of a public agency must complete Open Public Meetings Act training every four years (see [RCW 42.30](#)). The Open Public Meetings Act defines a "public agency" to include "Any subagency of a public agency which is created by or pursuant to statute, ordinance, or other legislative act, including but not limited to planning commissions, library or park boards, commissions, and

agencies.” Because Snoqualmie’s volunteer commissions were all created by ordinance, they fall within the definition of “subagency” of a public agency, and therefore the OGTA requirement applies not just to the members of the city councils, as the “public agency,” but also to the members of the Planning, Parks and Events, Arts, Economic Development and Lodging Tax commissions/committees.

Therefore, the City requests that you complete the Open Public Meetings Act (OPMA) portion (Lesson 3) of the Open Government Training Act. The training video can be found on the Attorney General’s website at: <https://youtu.be/9yTtVGToW1A> (it’s only 16:24 minutes long!).

Once you have completed watching the video, please send an email to the City Clerk at destrada@snoqualmiewa.gov, stating the date which you completed the training, so that your training can be logged it in our records.

Appointed officials must take the training and provide documentation to the city clerk within 90 days of appointment.



Snoqualmie Parks and Events Commission

Mission Statement

The Mission of the Snoqualmie Parks and Events Commission is to enrich the quality of life in the community of Snoqualmie through the stewardship and enhancement of City parks, trails, recreational facilities, open spaces, and community events.

What we do...

The Parks and Events Commission is appointed by the Mayor and Council of the City of Snoqualmie. The Commission provides advice to the City Council, Parks Department and the City's Events Coordinator for the proper development and management of parks, trails, open spaces, recreational facilities and programs, and for community events within the City of Snoqualmie.

Who we are...

The Parks and Events Commission is a recommending body to the Mayor and Council for the City of Snoqualmie. The Commission is comprised of members who reside within the City of Snoqualmie.



CITY OF BELLINGHAM PLANNING COMMISSION BYLAWS

ARTICLE I - NAME

The official name of the organization shall be the City of Bellingham Planning Commission.

ARTICLE II - OFFICIAL MEETING PLACE

The official meeting place of the Planning Commission shall be in the Council Chambers of City Hall in Bellingham, Washington. All meetings shall be held there except on such occasions, and at such times as the Commission may, by a majority vote of those present at any regular or special meeting, otherwise direct.

ARTICLE III – MEMBERSHIP

The Planning Commission shall consist of seven (7) members appointed by the Mayor and confirmed by the City Council. The term of each member shall be 4 years, and no member shall serve more than two (2) consecutive terms except as described in the Bellingham Municipal Code section 2.42.010.

ARTICLE IV – ELECTIVE OFFICERS

1. **Officers**: Each year, the Commission shall elect a Chair and a Vice-Chair. In the absence of both the Chair and the Vice-Chair, members may, by majority vote of those present, elect a Chair *pro tem* who shall assume the duties and powers of the Chair.

The Director of the Planning and Community Development Department shall serve as Executive Secretary of the Commission. The Director may designate a member of the staff to perform any of the duties of the Executive Secretary under the Director's supervision.

2. **Vacancies in Offices**: Vacancies in elective offices shall be filled immediately by regular election procedure for the unexpired portion of the term.
3. **Nomination and Election of Officers**: Officers shall be nominated and elected annually at the first regularly scheduled meeting of the year. The nominee receiving the majority vote of those present shall be declared elected, and will assume their duties immediately.

Elections shall only be held when a minimum of five members are in attendance.

4. **Terms of Officers**: The elected officers shall take office at the first regular meeting in January, or as soon as possible thereafter, and serve for a term of one year.
5. **Duties of the Chair**: The Chair shall be a full voting member of the Commission. The Chair shall preside at all meetings and public hearings and shall call special meetings when deemed necessary. The Chair shall appoint all committees and their respective

Chairs, and shall sign all official papers involving the authority of the Commission which are transmitted to the City Council. The Chair shall have all the duties normally conferred by parliamentary usage on such officers and shall perform such other duties as may be ordered by the Commission except as otherwise provided in these Bylaws, in other Commission resolutions or in City Ordinances.

6. **Duties of the Vice-Chair:** The Vice-Chair shall assume the duties and powers of the Chair when the Chair is absent.
7. **Duties of the Executive Secretary:** The Executive Secretary shall provide proper and legal notice for all public hearings, prepare and post the agendas of all regular and special meetings, and draft and sign routine correspondence of the Commission. The Executive Secretary shall record and retain, by electronic means, each meeting of the Planning Commission and any of its committees. The Executive Secretary shall prepare summary minutes, which must be approved by the Commission and maintain a file of all studies, plans, reports, and recommendations for the official record.

ARTICLE V - MEETINGS

All regular and special meetings, hearings, records and accounts of the Commission shall be open to the public.

1. **Regular Meetings:** Regular monthly meetings shall be held at 7:00 p.m. on the first and third Thursdays of every month. Should a regularly scheduled meeting fall on a holiday, the meeting shall be postponed to the succeeding Thursday, unless a majority of the Commission votes to select another day.
2. **Special Meetings:** Special meetings may be called by the Chair, by a majority of the members of the Commission or by the City Council.
3. **Recessed Meetings:** Any regular meeting may be recessed to a definite time and place by a majority vote of the Planning Commission members present at the meeting.
4. **Notice of Meetings:** Written notice of all regular and special meetings shall be given by the Executive Secretary to the members of the Planning Commission. Notice of all regular meetings shall be sent at least 4 days (96 hours) prior to the meeting. Notice of all special meetings shall be sent at least 2 days (48 hours) prior to the meeting. The notice shall state the time and place of the meeting and shall be accompanied by an agenda of the matters to be considered by the Commission at such meeting.
5. **Agenda:** The order of the agenda shall be set by the Executive Secretary after consulting with the Planning Commission Chair or Staff. The number of items to be included on an agenda shall be limited to a number, which may be reasonably considered by the Commission in one evening.
6. **Order of Business:**
 - Call to Order
 - Roll Call
 - Approval of Minutes from Preceding Meeting

- Explanation of Procedures by Chair
- General Public Comment (15 minutes in length)
- Public Hearings and Meetings
- Regular Business (new, old and unfinished)
- Director's Report
- Communications from Staff
- Reports from Commission Members and Committees
- Adjourn

7. Public Hearing Procedure:

- (a) The Chair reviews the subject of the hearing orally.
- (b) The Planning Director or Staff representatives present the application and add any related or background information. Commissioner members are permitted to ask any relevant questions to clarify the presentation by staff.
- (c) The Applicant is given the opportunity to make a presentation. Information given should be factual, relevant and not merely a duplication of the previous presentation. The Chair may limit the applicant's presentation to no more than 15 minutes. Commission members are permitted to ask any relevant questions of the applicant.
- (d) The public hearing is opened and audience members have the opportunity to address the Commission regarding the application. Each person speaking shall provide their name and the information offered should be relevant and not a duplication of the previous presentations. Commission members are permitted to ask questions at the conclusion of each person speaking.
- (e) Applicant may make a brief response for the sole purpose of clarifying points or answering questions brought up by earlier testimony. No new information is to be presented at this time. A reasonable amount of time should be allowed for the response.
- (f) The Planning and Community Development Director or representative may briefly clarify any remaining outstanding issues or answer any Commission questions.
- (g) Commission members discuss significant considerations or pose questions.
- (h) The public hearing is closed and the Planning Commission Chair entertains a motion for disposition.
- (i) The Chair restates the motion and obtains a second to the motion.
- (j) Additional discussion by Commission members.
- (k) Disposition of motion.

ARTICLE VI – TRANSACTION OF BUSINESS

1. **Quorum**: Four members of the Planning Commission shall constitute a quorum for the transaction of business and the taking of official action. Official actions are limited to those matters included on the agenda.
2. **Attendance**: Attendance is expected of each Commission member at all regular and special meetings. In the event that a member must miss a meeting, communication with the Chair or Executive Secretary shall take place prior to the meeting. If a member is absent from four (4) or more consecutive regular meetings, a recommendation for removal from the Commission may be forwarded to the Mayor.
3. **Motions and Voting**: Motions shall be restated by the Chair before a vote is taken. Each member, including the Chair, shall have one vote and no proxies shall be allowed. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes and reported to the City Council. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the Planning Commission shall be deemed and taken as the action of the Commission.
4. **Conflict of Interest**: When a quasi-judicial matter is before the Commission, the Chair shall ask members if they have any conflicts of interest. Such conflicts must be publicly disclosed and the member who has an interest in any matter before the Commission that could prejudice his actions shall refrain from any discussion on the matter as well as voting thereon.
5. **Appearance of Fairness**: The members of the Planning Commission, in considering quasi-judicial matters, shall maintain the appearance of fairness as required by law.
6. **Parliamentary Procedure**: The current edition of Robert's Rules of Order, shall provide the basis for meeting structure and official decisions shall be made by motion and vote of the Commission unless stated otherwise in these Bylaws, in other Commission resolutions, or in City Ordinances.
7. **Open Public Meeting Act**: The City of Bellingham Planning Commission shall adhere to the requirements outlined in the Open Public Meeting Act.

ARTICLE VII - COMMITTEES

1. **Establishment of Committees**: The Planning Commission may establish such standing or special committees as it deems advisable and assign each committee specific duties or functions. Each standing committee shall consist of three members. No standing or special committee shall have the power to commit the Commission to the endorsement of any plan or program without its submission to the body of the Commission.
2. **Appointment and Terms**: The Chair of the Planning Commission shall appoint the members of each standing or special committee and shall name the chair of each committee. The members of each standing committee shall be appointed at the first

regular meeting in January for a term of one year. Special committees may be appointed at such times and for such purposes and terms as the Commission approves.

3. **Vacancies**: Any vacancy shall be filled immediately by the Chair of the Planning Commission for the unexpired portion of the term, or until another member can be appointed.
4. **Meetings**: All committees shall meet at the call of the committee chair, provided that the Chair of the Planning Commission shall also have the authority to call a special meeting of any committee at any time and upon such notice as he may specify.
5. **Quorum and Voting**: A majority of the members appointed shall constitute a quorum of all committees. The affirmative vote of a majority of the committee membership shall be required for the adoption of a matter before the committee.

ARTICLE VIII - AMENDMENTS

These Bylaws may be amended at any regular or special meeting by the affirmative vote of five members of the Planning Commission; provided that the proposed amendments have been submitted in writing at a previous meeting.

Hampton Falls Parks and Recreation Commission
Bylaws and Rules of Procedure

MISSION

The Parks and Recreation Commission provides recreational and entertainment programs and facilities for young and adult residents. We encourage volunteerism to promote unity with the community.

POWERS AND DUTIES

Pursuant to the powers conferred by RSA 35-B:3 to provide recreational and leisure-time activities, services and facilities, the Parks and Recreation Commission shall have the powers and duties including, but not limited to, the following:

1. Acquire, hold and dispose of real and personal property; provided, however, the disposal of any real property shall have prior approval of the appropriate legislative body.
2. Drafting contracts
3. Grant concessions
4. Make charges for the use of facilities or for participation
5. Make and enforce rules and regulations governing the use of property, facilities or equipment and the conduct of persons thereon
6. Contract with any municipal corporation, governmental or private agencies for the conduct of park and recreation programs
7. Operate jointly with other governmental units any facilities or property including participation in the acquisition
8. Hold trust or manage public property useful to the accomplishment of its objectives
9. Manage the maintenance of properties, facilities and equipment under the Commission's purview

MEMBERS

A member of the Commission includes only those individuals appointed by the Town of Hampton Falls Select Board to sit on the Commission.

The Commission will consist of a minimum of three (3) members and a maximum of nine (9) members appointed by the Town of Hampton Falls Select Board.

Sub-committees may be formed by approval of the Commission members and shall be open to both members and non-members.

All permanent residents in the town of Hampton Falls who are 18 years of age or older may be eligible to be a member on the Commission.

Only Commission members may vote, make motions or speak from the floor. Non-members may speak from the floor with permission of the chairperson.

All Commission members in good standing and present shall be entitled to vote on all matters properly submitted to the Commission.

A simple majority of Commission members present and in good standing constitutes a quorum.

A Commission member may be asked to relinquish his/her seat on the Commission if any of the following conditions prevail –

- a member is absent from three or more regularly scheduled meetings of the Commission without a valid offsetting circumstance
- a member acts independently of the Commission, obligating the Commission to commitments not in the overall best interests of the Commission or agreed to by a majority vote of the members
- a member consistently fails to fulfill tasks or roles for which he/she has voluntarily offered to undertake, thus impeding progress of the Commission

OFFICERS

Officers shall be elected by majority vote of Commission members present and in good standing at the March monthly meeting each year. The election shall be the first order of business.

The officers shall be Chairperson, Vice-Chairperson, Treasurer, Secretary.

Each elected officer shall be elected for a term of one (1) year beginning with the March monthly meeting.

Any officer may be removed by the Commission whenever, in its judgment, the best interest of the Commission will be served. Removal shall occur by a two-thirds vote of the members present at a monthly meeting.

POWERS AND DUTIES OF OFFICERS

The **Chairperson** shall be responsible for:

- scheduling and presiding at all meetings of the Commission
- providing opportunities for petitioners (or their representative) to come forward to review their petition and assuring any supporting

documentation (maps, drawings, photographs, estimates, etc.) has been distributed to the Commission members, assuring members have an opportunity to review and comment on petitions and approve by majority vote

- maintaining and preserving all papers and documents relating to Commission business
- participating in contract negotiations for services and programs
- appointing any other sub-committees with approval of the Commission members and appointing sub-committee chairpersons
- leading the process in preparing the annual budget

The **Vice-Chairperson** shall perform the duties of the Chairperson in his/her absence or inability to serve.

The **Treasurer** shall be responsible for the management of all the Commission's monies to include:

- participating in contract negotiations for services and programs
- maintaining a copy of all contracts entered into by the Commission which have a financial impact
- preparing all invoices for authorization for payment by the Town Treasurer
- verifying all payments and deposits have been successfully completed each month
- maintaining an account of all receipts and disbursements as they occur
- presenting a report at each monthly meeting the current status of the accounts and expenditures, bringing forward at monthly meetings any unusual or concerning items related to the Commission's financial status
- presenting an annual financial report to the Commission
- preparing any necessary documentation for audits
- providing input to Commission members in preparing the annual budget
- assuring any expense not approved by the members of the Commission prior to being spent is not paid unless the members agree by majority vote

The **Secretary** shall keep the minutes of all Commission meetings and provide draft minutes to the Commission members, Town Secretary, Town Clerk and Town Administrator within five (5) business days of the meeting.

APPROPRIATIONS AND OFFSETTING REVENUES

The Commission members shall prepare an annual budget to be funded by appropriations and offsetting revenues no later than the October monthly meeting. The proposed annual budget will be submitted to the Town Administrator for review and presented to the Town of Hampton Falls Select Board for approval.

Offsetting revenues may include, but are not limited to, facility use fees, special event revenue, donations and gifts.

RESIGNATIONS AND VACANCIES

Any vacancy in the Commission shall be filled as soon as possible by appointment of the Town of Hampton Falls Select Board. The Commission may make recommendation of possible candidates.

Elective offices shall be filled as soon as possible by a majority vote of the members present and in good standing at the monthly meeting.

An elected officer who, without notice, misses three scheduled monthly meetings consecutively or who fails to perform the duties of office shall be deemed as having submitted a resignation.

MEETINGS

The Commission shall meet once a month at a regularly scheduled day and time. Notice of meeting time and dates as well as any time or date changes will be posted at the Hampton Falls Town Hall, Hampton Falls Post Office, Hampton Falls Free Library and on the Town website, if possible, in accordance with RSA 91-A.

Special meetings to consider a single emergency matter may be called only by the Chairperson or by petition of a majority of the Commission members present at a regularly scheduled meeting. A special meeting shall be scheduled at a convenient time and place. Notice, including the topic involved, time and place, shall be delivered to all members in good standing at least 48 hours before the scheduled meeting.

AMENDMENT OF BYLAWS

All proposed amendments to the Bylaws shall take place during a regularly scheduled monthly meeting and must be agreed to by majority vote of the Commission members present and in good standing at the following regularly scheduled monthly meeting.

Approved as of 3/15/2021

MERCER ISLAND DESIGN COMMISSION BYLAWS

ARTICLE I GENERAL PROVISIONS

These bylaws are supplementary to City of Mercer Island Ordinances Nos. 297 and 298.

ARTICLE II OFFICERS AND THEIR DUTIES

- Section 1. The officers shall consist of Chair and Vice Chair and shall be elected at the first regular meeting of the calendar year after newly appointed Commissioners are seated.
- Section 2. In the absence of the Chair and Vice Chair, a Chair Pro tem shall be elected by the remaining members of the Design Commission and shall serve only for the meeting at which he/she is elected.
- Section 3. A scribe shall be provided by the City Planning Department to prepare minutes and keep such record, attend to correspondence of the Design Commission, and perform such other duties as may be deemed necessary.

ARTICLE III MEETINGS

- Section 1. Regular meetings of the Design Commission shall be held on the second and fourth Wednesday of each month at 7:00 P.M. or other such time as determined by the Design Commission in the Mercer Island City Hall or such other place as the Design Commission may determine. Any regular meeting may be canceled or re-scheduled by the Chair or in his/her absence by the Vice Chair
- Section 2. If a regular meeting falls on a legal holiday that meeting shall automatically be held on the next day which is not a holiday unless the Commission by formal action sets an alternative day.
- Section 3. Special meetings of the Design Commission may be called by any of the following; Chair or in his absence by the Vice Chair, City Manager, Mayor. The scheduling and holding of all Design Commission meetings is to be done in accordance with Washington State Statutes.
- Section 4. A majority of the Design Commission membership shall constitute a quorum. For the conduct of business, a majority vote of the members present at a meeting provided a quorum is present shall be sufficient to act. The Chair of the meeting shall be a full voting member, but may not initiate or second a motion. The motion which decides the issue or makes the recommendations shall be in the

form of findings of fact and shall state the reasons for the findings by the Design Commission.

ARTICLE IV CONDUCT OF MEETINGS

- Section 1. All meetings of the Design Commission shall be conducted in accordance with the Roberts' Rules or Order.
- Section 2. All meetings shall be conducted in accordance with the agenda.
- Section 3. Non-members of the Commission may address the Design Commission only after being recognized by the Chair of the meeting and shall confine their remarks to the subject before the Commission. The Chair of the meeting shall endeavor to minimize the amount of cumulative redundant testimony by the public.
- Section 4. Minutes of all regular meetings shall be kept and made part of a permanent public record. All actions of the Design Commission shall be considered conclusive as to general import as of the date of such action. Details of phraseology, conditions, etc., shall be subject to correction at the time of considering and approving the minutes of the meetings at which such actions were taken.
- Section 5. Any member of the Design Commission who has a material, direct or individual interest in any matter before the Design Commission shall publicly so indicate, shall then recuse him/herself from the meeting during the period of discussion and action thereon and shall refrain from any prior discussion of such matter with other members of the Design Commission.

ARTICLE V ATTENDANCE

- Section 1. Attendance at regular and special meetings is expected of all Design Commission members.
- Section 2. Any member anticipating absence from a meeting should notify the Chair or City Planning Department.
- Section 3. Any absence may be excused by the Design Commission, even for an extended period. Chronic unexcused absence of any member shall be referred by the Design Commission to the Mayor.

ARTICLE VI AGENDA AND STAFF REPORTS

Section 1. An agenda for every regular meeting shall be prepared and distributed by the City Planning Department to each member not less than five (5) days prior to the date of the meeting at which such agenda is to be considered. The agenda shall be accompanied with a complete copy of the unapproved minutes of the previous meeting, staff reports, and such material, illustrations, petitions, etc. as may pertain to the agenda.

Section 2. All matters requiring Design Commission consideration shall be filed with the City Planning Department at least fifteen (15) days prior to the date of any regular meeting. Under special circumstances this filing date may be waived by the Chair or City Manager for Capital Improvement Projects, however, in no instance shall the Design Commission take official action on any matter that is not included on the agenda.

ARTICLE VII AMENDMENTS TO RULES AND REGULATIONS

These bylaws may be amended by a majority vote of the entire membership of the Design Commission, and are subject to the approval of the City Council.

Date Approved: July 8, 2020

Design Commission Chair: _____


Seattle Community Involvement Commission Bylaws

Adopted on December 18th, 2017

Article I – Establishment

Whereas the Seattle Community Involvement Commission (“the Commission”), a sixteen-member volunteer Commission established to advise the Mayor, City Council, and City Departments on equitable civic engagement and public participation, is authorized by Seattle Municipal Code (SMC) 3.62.050 to organize, elect officers, and adopt such rules and administrative procedures consistent with the City Charter and said Municipal Code as are necessary for the conduct of its affairs and performance of its functions and responsibilities prescribed in said Municipal Code; now, therefore, the rules and administrative procedures of the Commission shall be as follows:

Article II – Role

2.1 Purpose

The purpose of the Commission is to “advise and make recommendations to the Mayor and City Council on the development of plans, policies, regulations, strategies, and community grant funding processes that advance equitable public engagement and civic participation in The City of Seattle.”¹ The Commission, in its advisory capacity, shall “provide advice on priorities, policies, and strategies related to equitable civic engagement and public participation in City decision-making processes. This includes review of proposals brought forward by the City, as well as ones identified by the Commission.”² Additionally, the Commission shall advise the Department of Neighborhoods on the review of community grant processes.

The Commission shall act in an advisory capacity only.

The Commission acts in accordance with the rules and policies outlined in:

- Enabling legislation - Ordinance 125192
- Seattle Municipal Code 3.62 and 4.16
- Federal, state, and local laws and regulations that apply to appointed advisory bodies of public agencies.

Article III – Membership

3.1 The Commission consists of 16 members

- Seven members appointed by the Council, representing one of each City Council district
- Seven members appointed by the Mayor
- One member appointed through the Get Engaged Program (by the Mayor)
- Two members selected by the Commission

All appointments are subject to confirmation by a majority vote of the Council.

¹ SMC 3.62.010

² SMC 3.62.040

Appointments shall be made, to the extent possible, so that the Commission membership reflects the current demographics of the City, including consideration of historically underrepresented communities.³

3.2 Terms of Service

Commissioners will serve a two-year term, with a limit of two consecutive two-year terms. For the initial round of appointments, odd numbered positions will serve one-year terms and even numbered positions will serve two-year terms.⁴

3.3 Expectations

The expectations of Commissioners are as follows:

- A. Attend Commission meetings, functions, and events.
- B. Read and review Commission Bylaws.
- C. Be informed about the Commission's purpose and policies.
- D. Review agenda and supporting materials prior to Commission and committee meetings.
- E. Serve on at least one Commission committee.
- F. Understand that the individual Commissioner has no specific organizational authority except as delegated by the Commission and that the overall authority is the Commission as a whole.
- G. Understand that Commissioners are not authorized to speak on behalf of the Commission unless designated by the Commission. A Commissioner not so delegated to speak on behalf of the Commission may indicate by stating that the Commissioner is acting or speaking in his, her or their personal capacity.

3.4 Time Commitment

The estimated time commitment is four to six hours per month. This commitment of time includes reading email correspondence, reviewing meeting notes and handouts, committee meetings, and attending additional meetings as needed.

3.5 Membership in Good Standing

All Commissioners shall be aware that they represent the community at all times. If it is found that a member exhibited behaviors that reflect negatively on the Commission, actions up to and including recommendation to the Council or Mayor for removal from the Commission may result.

3.6 Attendance

Commissioners are expected to attend all regularly scheduled meetings of the Commission, including committee meetings on which the Commissioner serves.

3.6.1 Absences

To have an absence excused, Commissioners shall notify the Chair(s) prior to the meeting. The absent Commissioner should contact the staff coordinator and any committee of which they are a part to receive updates and send in contributions and responses to work done during the missed meeting.

Three consecutive absences from regular meetings may result in termination of membership.⁵

³ SMC 3.62.020

⁴ SMC 3.62.030

⁵ SMC 3.62.060

3.6.2 Unexcused Absences

When any Commissioner has an unexcused absence, the Commissioner shall be notified in writing by the Chair(s).

Additional unexcused absences may result in recommendation to the Mayor or Council that the member be removed from the Commission.

Article IV – Meetings

4.1 Regular Meetings

The Commission shall meet monthly at such time and place as the Executive Committee shall designate. Commission meetings are open to the public and shall be advertised a minimum of two weeks prior to the meeting date. Meetings of the Commission will be open to the public and recorded, when possible, and subject to the requirements of the Open Public Meetings Act.

4.2 Quorum

A quorum is required to conduct business and make official decisions on matters before the Commission. A quorum is defined as 50% of appointed membership, plus one (e.g., if there are 16 appointed members, the quorum would be 9).

4.3 Minutes

Official minutes shall be taken at every regular and special meeting of the Commission. The minutes shall record Commissioners in attendance, Commissioners not in attendance, wording of agreements and actions taken, and dissenting opinions on actions may be noted upon Commissioner request.

Committees shall prepare meeting notes of their respective meetings to be included in regular Commission meeting agenda packets.

4.4 Advance Notice of Agenda

Notice of full Commission meetings and agendas shall be sent to Commissioners before each meeting.

Article V – Governance

5.1 Decision-Making Process

5.1.1 Consensus

In developing recommendations, the Commission shall work by consensus; a method of making decisions through which a group strives to reach substantial, though not necessarily unanimous, agreement on matters of overall direction and policy which can be supported by all.

5.1.2 Fist-to-Five Method

The Commission shall come to consensus utilizing the fist-to-five method. Commissioners use specific hand signals to: block consensus (fist), express having strong reservations and propose changes (one finger), express having some reservations and discuss minor issues (two fingers), pass without further discussion (three fingers), strongly support (four fingers), or champion the decision and volunteer to take a lead in implementing it (five fingers). If a proposal receives three or more fingers from all seated members, it is approved. If not,

members who held up fewer than three fingers voice their concerns to be taken into consideration when revising the proposal. Votes shall be recorded in the meeting minutes.

Decision-making on all resolutions, statements, and policy decisions must take place in an open meeting of the Commission pursuant to the Open Public Meetings Act. Decision-making may not be conducted by electronic means, although information related to the Commission may be exchanged by email. Any and all email communication conducted on the Commission's listserv may be subject to disclosure under the Public Records Disclosure Act.

5.2 Proxies

Members may not vote by proxy at Commission meetings.

5.3 Officers

5.3.1 Election of Officers

The Commission shall elect, on an annual basis, Commissioners who will serve as Chair(s) of the Commission. The position of Chair may be shared by no more than four individuals serving as Co-Chairs.

Commissioners may self-nominate or be nominated by a fellow Commissioner. Any Commissioner nominated by another person must accept the nomination before voting begins. Commissioners need not be present to be elected. A Commissioner absent on the day of the elections but who desires to be considered for an executive committee position must provide written documentation denoting their acceptance of a nomination for the position.

5.3.2 Duties of Chair(s)

The Chair(s) shall preside at all meetings of the Commission, shall sign all official documents of the Commission, and shall serve on the Executive Committee. Within a month of the election of any new Chairs, the Chairs shall create a plan for division of work and communication, to be shared with the Commission.

5.3.3 Terms of Office

The terms of office shall be for one year. In the case of a permanent vacancy, a Commissioner shall be elected to fill the unexpired term.

5.4 Committees

5.4.1 Purpose

The Commission shall create and disband committees as it deems necessary and appropriate. The Commission may delegate certain duties and authority to committees, and committees shall advise the Commission.

5.4.2 Advisory Capacity

All committees of the Commission shall serve in an advisory capacity only. No committees or workgroups shall have the authority to approve or execute decisions or actions on behalf of the Commission unless explicitly given that authority by the Commission.

5.4.3 Executive Committee

The Executive Committee consists of the Chair(s) and a representative from each committee. Executive Committee responsibilities include creating regular meeting agendas, receiving proposals from commissioners or committees, and deciding whether to bring proposals to the full Commission for discussion and/or decision.

Executive Committee members are expected to attend an approximately 1-hour monthly meeting to conduct this business.

Article VI – Bylaws Adoption and Amendment

6.1 Adoption

These Bylaws shall be adopted by consensus of the seated membership of the Commission. Upon adoption, these Bylaws shall replace any prior Bylaws governing the Commission.

6.2 Maintenance

These Bylaws are a living document, and are intended to be updated as needed. Bylaws must be reviewed by a committee of the Commission at least every two years, beginning from the date of adoption.

6.3 Amendment

Proposed amendments to the Bylaws must be submitted in writing to the Executive Committee, to be included on the Commission agenda, and be sent to the Commissioners with regular meeting announcements and meeting materials.

The Bylaws may be amended at any time, provided that any proposed change to the Bylaws may not be acted on until the regularly scheduled monthly Commission meeting. Amendments to these Bylaws shall be adopted by consensus of the seated membership of the Commission.



Medical Quality Assurance Commission

Bylaws

Article I	Purpose
Article II	Membership
Article III	Officers
Article IV	Meetings
Article V	Committees
Article VI	Amendments

Article I: Purpose

The purpose of the Medical Quality Assurance Commission (Commission) is to protect the public by assuring the competency and quality of professional health care providers under its jurisdiction, by establishing and enforcing qualifications for licensure and standards of practice, by educating practitioners and the public, and, where appropriate, by disciplining and monitoring practitioners. Rules, policies, and procedures developed by the Commission must promote the delivery of quality health care to the residents of the state of Washington.

Article II: Membership

1. Commission Composition:

The 13 physicians, two physician assistants, and six public members of the Commission are appointed by the Governor to serve a four year term. The Commission may make recommendations to the Governor concerning such appointments. There must be at least one member from each of the congressional districts as specified in RCW 18.71.015. Commissioners may be appointed by the Governor to a second term. When vacancies occur, the Chair of the Commission shall make recommendations to the Governor to assure appropriate specialties are represented. When the workload requires, the Commission may appoint *pro tempore* members from among those qualified to be members of the Commission. Governor appointed members and *pro tempore* members are considered state officers and eligible for full rights and remunerations due under state law. *Pro tempore* members may vote on case deliberations but are not eligible to vote on Commission business.

2. Qualification for voting

- a. Only the 21 appointed members of the Commission are eligible to vote at business meetings of the Commission.

- b. Appointed members and *pro tempore* members are eligible to vote during deliberations on panels to which they may be assigned.
- c. All members of committees, subcommittees, *ad hoc* committee and workgroups are eligible to vote on questions arising during deliberations within those groups
- d. Proxy voting is not permitted except in voting on amendments to the Bylaws.

3. Compensation and Reimbursement for Expenses:

- a. The Commission will compensate its members for performing the duties of the Commission in accordance with RCW 43.03.265.
- b. The Commission will reimburse its members for travel and other bona fide expenses in accordance with RCW 43.03.050 and 43.03.060
- c. The Commission shall adopt a protocol specifying the procedures for carrying out compensation and reimbursement, and update it as necessary.

4. Removal:

A Commissioner may be removed from the Commission by the Governor as outlined in RCW 18.71.015.

Article III: Officers

1. Officers:

The officers of the Commission shall consist of the Chair, 1st Vice Chair, 2nd Vice Chair, and the Immediate Past-Chair.

2. Elections/Terms of Office:

- a. The Commission shall elect its officers at its regular meeting in or immediately preceding the month of July.
- b. The new officers begin their terms at the meeting following election or sooner, upon agreement of the Chair and Chair-elect.
- c. Officers shall serve for a one-year term. A second consecutive term is permitted.

3. Duties of Officers:

- a. The Chair presides at all meetings of the Commission and has all powers and duties conferred by law, the Bylaws and commonly accepted practice consistent with state statutes. The Chair or a designee shall represent the Commission at official functions. The Chair shall approve and sign correspondence that reflects the position of the Commission on matters that are not purely administrative in nature, including correspondence with the Legislature and other government agencies on matters of policy. The Chair is an ex-officio member of all committees, without vote unless specifically designated a member of the committee.
- b. The 1st Vice Chair (and in order, the 2nd Vice Chair, then Immediate Past-Chair) shall act in the capacity of the Chair when the Chair is absent, unavailable, has a conflict of interest, or is otherwise unable to serve.

4. Vacancies:

If any office becomes vacant, the executive committee shall fill the vacancy by appointment of a qualified Commissioner, which appointment, when ratified by the Commission, will be effective until the next election cycle.

Article IV: Meetings

1. Regular Board Meetings:

- a. The Commission shall meet not fewer than four times a year, at such times and places as the Commission deems necessary and/or appropriate.
- b. Prior to the beginning of each calendar year The chair will develop and recommend to the Commission a schedule of dates and locations for regular Commission meetings during the forthcoming year. The Commission may modify the schedule as necessary.
- c. All meetings of the Commission shall be held in conformance with the letter and spirit of the Open Public Meetings Act, RCW 42.30. It is the intent of the Commission that all meetings of the Commission, other than executive sessions, case review panels, and other adjudicative deliberations, shall be open and public, and any and all persons shall be permitted to attend any meetings of the Commission.

2. Special Board Meetings:

- a. The Chair may call a special meeting of the Commission at any time.
- b. The Commission, by majority vote, may call a special meeting at any time.
- c. Special meetings must be properly noticed as required by the Open Public Meetings Act, RCW 42.30, and shall be held in accordance with Article IV, 1.d. above.
- d. The notice of a special meeting must specify the nature of the business to be conducted at the meeting. At a special meeting the Commission may not take final action on any item that is not listed in the public notice.

3. Quorum:

A majority of the Commission members appointed and serving constitutes a quorum for business meetings, and a majority vote of those present decides any issue.

4. Adjournment:

- a. The Commission may postpone a portion of any meeting already in progress and reconvene at another time and/or place by adopting a motion to adjourn. The motion must specify where and when the meeting will resume.
- b. A majority of the Commission members at a meeting may approve a motion to adjourn, even if there is not a quorum present. If all members are absent from a meeting, the Chair or Commission staff may adjourn the meeting to a stated time and place.
- c. Whenever the Commission adjourns a meeting temporarily or prior to completing the agenda scheduled for that meeting, a notice of adjournment shall be posted immediately on or near the door of the room where the meeting was being held announcing the postponing of the meeting and stating when and where the meeting will resume.

- d. The Commission must provide notice of when an adjourned meeting is resuming, just as if the new meeting time and place were a special meeting.
- e. When a motion to adjourn a meeting fails to state the hour at which the adjourned meeting is to be held, the meeting must be held at a time when the Commission would typically hold a regular meeting.

5. Rules Hearing Continuances:

- a. Any rules hearing being held at any Commission meeting may be continued to any subsequent meeting if the Commission adopts a motion to continue.
- b. Per RCW 34.05.340, the Commission may contemplate making a substantial variance from a proposed rule that has been described in a published notice by the Code Reviser, and may file a supplemental notice with the Code Reviser that meets all requirements of RCW 34.05.320 to reopen the proceedings for public comment on the proposed variance in rule language. The date, time, and location of the public hearing to consider public testimony on the proposed, substantial variance in rule language will be published in the state register at least twenty days before the supplemental rule-making hearing. Upon publication of the public hearing on the proposed, substantial variance in rule language in the state register, a notice will be disseminated by the Commission to the public that will include the date, time, and location of the public hearing...
- c. The Commission must inform the public whether it is continuing to take public testimony or if only Commission member discussion and possible action is scheduled. It may choose to take additional testimony only at the discretion of the Chair. Notice shall be given when the Commission adopts the motion to continue, or in a supplemental CR-102.
- d. Any continuance of a Commission rule hearing must be properly noticed in accordance with the Open Public Meetings Act, Chapter 42.30 RCW.

6. Meetings Interrupted by Group or Groups of Persons:

- a. If the disorderly conduct of a person or a group of people makes it impractical to continue a Commission meeting, the Commission should first order that the individuals interrupting the meeting leave the room. If that fails to restore order, the Commission can clear the room. It can also adjourn the meeting and reconvene at another place selected by a majority of the Commission members.
- b. If the Commission clears the room or adjourns to another location, it may only take action on matters that have appeared on the meeting agenda.
- c. Representatives of the press or other news media, except those participating in the disturbance, must be allowed to attend, even if the room has been cleared or the Commission has reconvened elsewhere.
- d. The Commission can determine how it might re-admit any individuals who were not disrupting the meeting.

7. Meeting Minutes and Agendas:

- a. The minutes of all Commission business meetings shall be taken by a member of the Commission staff.
- b. The minutes shall accurately capture and record the action of the Commission on each question or motion.

- c. All minutes will be produced for Commission review and approval.

8. Meeting Attendance:

- a. All Commission and committee meetings should be attended by at least one member of the Commission staff.
- b. Commission staff taking the minutes of a Commission meeting shall record the attendance of the members in the minutes for the permanent record.

9. Meeting procedures

- a. Quorum:
 - 1) A simple majority of the Commission shall constitute a quorum for the transaction of business at meetings. In the event that there are vacancies on the Commission, a majority of existing members shall constitute a quorum.
 - 2) The Commission may discuss issues and deal with administrative matters in the absence of a quorum, but it may not adopt any resolution, rule, regulation, order, or directive during a meeting unless a quorum first has been established. It may entertain a motion to adjourn without a quorum.
 - 3) Anyone participating in the meeting, including a member of the public in the audience, may call for a roll call at any time after a quorum has been established. If a quorum is not present at the time of the roll call, no further actions can be taken, unless additional members enter the room and re-establish a quorum.
- b. Order of Business:

The order of business shall be determined by the posted agenda unless the agenda is altered by the Chair in an open meeting with the concurrence of the Commission.
- c. Public Comment:

The Chair may solicit public comment on any or all agenda items during regular meetings and all agendas shall include a public comment item.
- d. Motions, Resolutions, and Regulations:
 - 1) All proposals for actions or decisions of the Commission should be by motion and/or resolution.
 - 2) A motion or resolution will be deemed “passed” only if it receives the affirmative votes of a majority of the members present.
 - 3) No Commission member or employee may use the name of the Commission to support or oppose any issue or cause.
 - 4) The Commission and its members/employees may not lobby in support or opposition to legislative proposals, but the Commission may provide information to appropriate parties about proposed legislation and its potential effect on the Commission and/or medical profession.
- e. Manner of Voting:
 - 1) The voting on elections, motions, and resolutions shall be conducted by voice vote.

- 2) In lieu of voice vote, a Commission member may request a vote by roll call or show of hands, and the Chair will honor any such request.
- 3) Proxy voting is not permitted.
- f. Rules of Procedure:
 - 1) The procedures used to conduct Commission business will be determined by these Bylaws, the Administrative Procedures Act, the Open Public Meetings Act, and the Commission's authorizing statute, Chapter 18.71 RCW and Article XX of the Washington State Constitution.
 - 2) If a procedural issue arises that is not covered by these Bylaws and applicable state statutes, and the Commission cannot reach consensus on how to proceed, the organization will follow the procedures contained in the most current version of *Robert's Rules of Order*.

Article V: Committees, Panels, Subcommittees, and Workgroups

1. General provisions

- a. The Commission may establish standing committees, panels, *ad hoc* committees, subcommittees and workgroups to assist in executing its work plan.
 - 1) Standing committees are of an enduring nature to deal with matters of long-term ongoing interest and concern to the Commission.
 - 2) Panels are established to conduct case reviews or other Commission business that may be delegated to the panel and continue to function as long as the assigned task remains. The quorum of a panel is a simple majority. For standard of care decisions, at least half of the members must be clinicians. Decisions are made by majority vote.
 - 3) *Ad hoc* committees are established to study and deal with highly specific issues, and disband upon completion of the assignment
 - 4) Subcommittees are established under the jurisdiction of standing committees for specific purposes, and render their reports to the full Commission through the parent committee. Subcommittees disband at the direction of the parent committee.
 - 5) Workgroups are composed of Commissioners and non-commissioners possessing particular expertise and/or interest in a particular subject of interest to the Commission, to render recommendations to the Commission regarding possible action about that subject. Workgroups disband upon reporting completion of their assignment.
- b. The officers, at their first meeting after election, shall choose which standing committees to activate and designate the duties thereof for the ensuing year. The Chair shall appoint committee chairs at the first Commission meeting after the election. Commission members shall be given ample opportunity to volunteer to serve on the various committees.
- c. Standing committees, panels, *ad hoc* committees, subcommittees and workgroups will be composed of commissioners appointed by the Commission chair, and, with the exception of the Executive Committee, and the Nominating Committee, may include others (such as pro-tem members or even non-Commission members) as designated by the chair.
- d. Chairs of standing committees, panels, *ad hoc* committees, subcommittees and workgroups will be designated by the Commission chair

- e. Appropriate staff shall be identified by the Executive Director to support and advise all standing committees, panels, *ad hoc* committees, subcommittees and workgroups
- f. Each standing committee, panel, *ad hoc* committee, subcommittee and workgroup will function under a written charter, signed by the Commission Chair, designating the group's composition, purpose, inception and termination date and expectations regarding provision and routing of reports and recommendations.
- g. The termination date of a standing committee, panel, *ad hoc* committee, subcommittee or workgroup can be extended at the discretion of the Commission Chair or by vote of the full Commission.
- h. Standing committees, panels, *ad hoc* committees, subcommittees and workgroups are subject to review by the full Commission and may be modified or disbanded by majority vote.
- i. Any Commission member may attend any standing committee, panels, *ad hoc* committee, subcommittee or workgroup meeting, but only designated committee members may vote on committee deliberations.

2. Executive Committee

- a. The Executive Committee shall be a standing committee of the Commission.
- b. The Executive Committee members are the Commission Chair, 1st and 2nd Vice Chairs, the immediate past Commission Chair (if that person remains an eligible member of the Commission) and the Chair of the Policy Committee. One member of the Executive Committee must be a public member of the Commission; in the event that one of the named positions is not filled by a public member, an additional public member shall be appointed.
- c. Staff attached to the Executive Committee as ex-officio, non-voting members, includes the Executive Director, the Deputy Executive Director, and the Assistant Attorney General assigned to the Commission.
- d. The Executive Committee functions to provide administrative oversight for the Commission in the intervals between Commission meetings and to advise the Executive Director regarding administrative matters and ongoing or urgent/emergent Commission business as necessary.
- e. The Executive Committee reports to the full Commission and is responsible to it for action taken. It cannot take action on its own that would require full Commission concurrence.

3. Policy Committee

- a. The Policy Committee shall be a standing committee of the Commission.
- b. Policy Committee consists of a maximum of 10 commissioners, designated by the Commission Chair.
- c. The Policy Committee is the principal clearinghouse for all matters being considered by the Commission regarding policy, development of procedures, establishment of guidelines and legislative recommendations and support.
- d. The Policy Committee reports to the full Commission on a regular basis

4. Nominating Committee.

- a. The Chair shall appoint the Nominating Committee a minimum of two Commission meetings prior to the scheduled election meeting date.

- b. The Nominating Committee shall have a minimum of three members, and at least one member should have served on the previous year's Nominating Committee.
- c. The Nominating Committee reports its recommended slate to the full Commission at the meeting immediately prior to the meeting for which elections are scheduled. At the election meeting, nominations may be made from the floor providing that the nominator has the prior consent of the nominee.

Article VII: Amendments to the Bylaws

Amendments to the Bylaws may be proposed from the floor at a Commission meeting or by the Executive Committee itself, circulated to the entire Commission between meetings and voted upon by attendees at the next meeting. A two-thirds majority is required for approval. Unless otherwise specified, amendments take effect upon adoption.

Warren Howe, Chair
Medical Quality Assurance Commission
Adopted Date:

WARREN COUNTY

**PARKS
AND
RECREATION COMMISSION**

BY-LAWS

**BY-LAWS
OF THE
WARREN COUNTY PARKS AND RECREATION COMMISSION**

ARTICLE 1 - NAME AND PURPOSE

SECTION 1. Name.

The name of the organization shall be the Warren County Parks and Recreation Commission (hereinafter referred to as the Commission).

SECTION 2. Purpose

The purpose of the Commission is to provide leadership and expertise in the development, implementation and evaluation of meaningful parks, sports, recreation, and leisure time activities which can benefit and improve the quality of life for Warren County citizens in the 'RESOLUTION CREATING A RECREATION COMMISSION FOR WARREN COUNTY, NC', March, 1985; as attached and made a part of these by-laws.

More specifically, the duties of the Commission are to:

- 1 Provide leadership of the public parks, playgrounds, athletic fields, recreation centers, and other recreation facilities owned or controlled by the governing body of Warren County Commissioners or leased or loaned to the Recreation Commission by the owners thereof.
- 2 Develop an annual strategic needs and interests analysis culminating in an annual comprehensive park and recreation Master Plan setting forth goals and objectives and containing clear and concrete action steps leading towards the revitalization, maintenance, enhancement, continuous improvement, and new establishment of county owned and leased facilities for the enjoyment by Warren County citizens.
- 3 Evaluate all park and recreation programs and activities.
- 4 Assist the Recreation Director in preparing an annual budget to meet the goals and objectives of the annual strategic analysis park and recreation plan.
- 5 Submit the annual strategic needs and interests analysis and master plan and budget to the County Manager and the Warren County Board of Commissioners.
- 6 Develop additional funding resources (to supplement the County budget) to improve, enhance, and build adequate park, recreation, athletic, playground and other amendable facilities.
- 7 Work in concert with the Recreation Director towards the achievement of Commission goals and objectives setting forth the maintenance, enhancement, and continuous improvement of viable park, recreation, athletic, and playground programs, activities and facilities.
- 8 Create special committees or task forces to study and deal with emerging issues related to recreation.

- 9 Work collaboratively to raise public awareness of the value and need for viable park and recreation programs.
- 10 Develop cooperative linkages and effective networking systems with public and private sector groups and organizations to enhance the County's park and recreation system of programs and activities.

ARTICLE 2 - MEMBERSHIP

SECTION 1. Number

The Commission shall consist of nine (9) members.

SECTION 2. Composition and Qualifications

All nine (9) commission members shall be persons who reside in Warren County.

The following shall serve as non-voting ex-officio members: the Warren County Recreation Department Director, the Warren County Manager and a representative of the Board of County Commissioners.

Each member of the Commission, except for the ex-officio members, shall have one vote on each voting matter to come before the Board.

All Commission members shall be individuals who have demonstrated an interest in and commitment to serving the recreation needs of all county residents.

SECTION 3. Selection

The nine (9) members shall be recommended by the Commission's Nominating Committee and appointed by the Board of County Commissioners. One appointment to the Parks and Recreation Commission shall be an appointed member of the Soul City Parks and Recreation Commission.

The Nominating Committee shall be appointed annually from the Commission. The Nominating Committee shall seek recommendations from current Commission members, advertising, community and/or church groups and individuals who have an interest in developing resources to address recreation issues facing Warren County.

No one group shall nominate more than one individual to serve on the Commission. Every effort shall be made to use the widest available variety of community and cultural groups to select Commission members.

SECTION 4. Terms.

Terms shall be for three years.

When a position becomes vacant at the end of the term, the member occupying such position shall continue to serve until a successor is duly selected.

Of the initial Commission members, two (2) shall serve a term of one year, three (3) a term of two years, and four (4) a term of three years. Thereafter, selection shall be for a term of three years.

SECTION 5. Removal

The Commission by vote of two-thirds (2/3) of the members present at a meeting where there is a quorum (ARTICLE 4, SECTION 5) may remove any member from the Board for misconduct, lack of commitment to and/or service to the basic objectives of the Commission, or three consecutive unexplained absences at regular meetings within any fiscal year. Removal determination shall be decided on by vote of the Commission members. Notice that a removal vote may be taken, must be included in the written notice and on the agenda of the next meeting.

SECTION 6. Termination

Any member of the Commission may resign upon written notice to the Chairperson and to the County Commissioners.

SECTION 7. Vacancies

When a vacancy occurs on the Commission due to a member departing during his/her term, the Commission shall nominate the member(s) for vacant position(s) within sixty days and submit the name(s) to the County Commissioners for appointment. Board member vacancies shall be advertised in accordance with Warren County Boards/Commissions Policy.

SECTION 8. Non-voting Participation

Interested individuals not holding membership on the Board cannot vote, but will serve as a resource for the Commission and provide information as requested by the Commission.

SECTION 9. Power and Duties

The Commission shall have, but, shall not be limited to, the duties and responsibilities listed in Article 1, Section 2.

Members of the Commission shall serve in a leadership, support, and development capacity.

The exercise of these powers and duties shall be subject to approval by the County Commissioners.

ARTICLE 3

SECTION 1. Officers

The officers of the Commission shall be the Chairperson, Vice-Chairperson, Secretary, and such other officers as may be elected in accordance with the provisions of this Article. No Commission member may hold more than one office at the same time.

SECTION 2. Election and Term of Office

Officers shall serve a one year term. Officers shall be elected annually by a majority vote of the Commission members presented at the annual meeting of the Commission while there is a quorum present. New offices may be created and filled at any meeting of the Commission at which a quorum is present if the meeting notice has stated such action may be taken. Each officer shall hold office until his/her successor shall have been duly elected.

SECTION 3. Removal

The Commission, by affirmative vote of two-thirds (2/3) of the members present at a meeting at which a quorum is present, shall have the power to suspend or remove an officer for violation of the resolutions of the Commission or these By-laws.

SECTION 4. Vacancies

A vacancy in any office may be filled by a majority vote of the Commission members present at a meeting at which a quorum is present if the meeting notice has stated that such action may be taken.

SECTION 5. Chairperson

The Chairperson shall preside at all meetings of the Commission, shall cooperate with the Commission in planning the agenda for meetings, shall perform all duties incident to the office, and shall suggest such actions as are deemed likely to increase the effectiveness of the Commission. The Chairperson shall be an ex-officio member of all committees.

SECTION 6. Vice-Chairperson

In the absence of the Chairperson or in the event of his/her inability to act or refusal to carry out a direction from the Commission or a specific duty set forth herein, the Vice-Chairperson shall perform the duties of the Chairperson and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson shall perform such

other duties as from time to time may be assigned to him/her by the Chairperson or the Commission.

SECTION 7. Secretary

The Secretary shall be responsible for the preparation and maintenance of accurate minutes of all meetings of the Board and of resolutions presented to or passed by the Commission and shall work with the Chairperson to see that there is wide distribution of these and other similar documents to interested groups and individuals. The Secretary shall give, or cause to be given, all notices required by law and by these By-laws.

ARTICLE 4 - MEETINGS

SECTION 1. Annual Meetings

The first meeting of the Commission after the start of the fiscal year as defined in Article 5, Section 2, shall be the annual meeting. The annual meeting may be held in conjunction with a regular meeting.

SECTION 2. Regular Meetings

Regular meetings of the Commission shall be held on the second Thursday bi-monthly at such time and at such place as shall be provided by resolution of the Commission.

SECTION 3. Special Meetings

Special meetings of the Commission may be called by the Chairperson at his/her own initiation, at the written request of the Recreation Department, or at the written request of any seven Commission members.

SECTION 4. Notice.

Written notice of each annual or regular meeting, specifying the place, day and hour, shall be delivered to each Commission member not less than ten days nor more than thirty days before the date of the meeting, either personally, by mail, by email, or by the direction of the Chairperson. The ten (10) day notice is not required for special meetings.

A tentative agenda shall accompany each written notice of a meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail, addressed to the Commission member at his/her address as it appears on the records of the Commission with postage pre-paid.

Timely and effective prior public notice of all meetings shall be given as required in the Open Meetings Act of the North Carolina General Statutes.

SECTION 5. Quorum

The majority of those persons presently sitting as voting Commission members shall constitute a quorum for the transaction of business at any meeting of the Commission. Once a quorum has been reached, it will be considered to exist for the remainder of the meeting. The act of the majority of the Commission members present at a meeting at which there is quorum shall be considered the act of the entire Commission unless the act of a greater number is required by law or by these By-laws.

SECTION 6. Voting

Each Commission member shall have one vote on all matters which the Commission decides by vote. Voting on all matters shall be by voice or by show of hands unless one-half (½) of the members shall demand ballot vote on a particular matter or unless otherwise provided by these By-laws.

SECTION 7. Conduct of Meetings

All meetings of the Commission shall be presided over by the chairperson, except that in the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of the Chairperson and the Vice-Chairperson, any other Commission member may preside who is selected by the majority of the members present. All meetings shall be conducted according to Robert's Rules of Order to the extent that they are not inconsistent with specific provisions of these By-laws.

ARTICLE 5 - GENERAL PROVISIONS

SECTION 1. Committees

The Commission shall create any committees which may be needed from time to time to act in an advisory capacity only and shall choose the members of such committees. Individuals who are not Commission members may serve on committees, if requested to do so.

SECTION 2. Fiscal Year

The fiscal year of the Commission shall be the same as that designated by the County Commissioners.

SECTION 3. Limitations of Activities

The minutes of the meetings of the Commission, as certified by the Secretary and approved by the Advisory Board, shall be the official record of all activities undertaken thereat.

Once the Commission has acted by vote on a matter, the members of the Commission shall not undertake to undermine the authority of the Commission individually or in concert through appeals to external political organizations or otherwise.

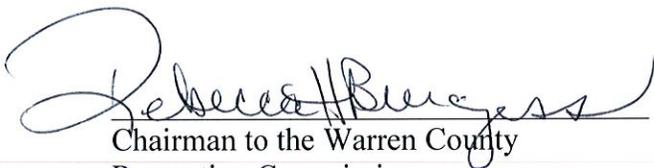
Adopted this 3rd day of November, 2008



Clinton G. Alston, Chairman
Warren County Board of Commissioners



Angelena Kearney-Dunlap, Clerk



Rebecca Burgess
Chairman to the Warren County
Recreation Commission



Secretary