



Peninsula Metropolitan Park District

Board Policy

Policy Number	Resolution Number	Date Approved:	Supersedes the following Resolutions and Policies:
P10-101	R2009-031	December 21, 2009	R2009-015 (Adopted 7/20/09) R2006-003 (Adopted 3/20/06) R2004-04 (Adopted 6/14/04)

Policy: **Board of Park Commissioners**
 (Approved by the PenMet Parks Board of Commissioners)

Purpose: The Peninsula Metropolitan Park District (PenMet Parks) is accountable to its citizens for its use of public dollars. The limited financial resources of PenMet Parks must be wisely used to ensure adequate funding to support the services, public facilities, and infrastructure necessary to meet the community's present and future needs.

These policies of the Board of Park Commissioners establish the operating policy for Board of Park Commissioners. Within this policy, the Board of Park Commissioners establishes how it will conduct the business affairs of the Board and establish how business may be brought before the Board for action.

The policy is designed to provide elected and appointed officials, employees, and the general public with clearer information on how the Board of Park Commissioners conducts the public's business and what opportunities the public has for presenting its advice, requests and input on matters under consideration by PenMet Parks.

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Policy Requirements:

Section 1. Responsibilities and Name

The Board of Park Commissioners is charged with establishing the policy direction for PenMet Parks under Washington State law. While recognizing the formal legal name of the entity as the Peninsula Metropolitan Park District Pierce County, Washington the Board desires that the name of PenMet Parks be utilized in all references not requiring the formal legal name of the organization.

Section 2. Scope

This Policy of the Board of Park Commissioners identifies the enabling legislation for PenMet Parks, the Board-adopted rules and regulations governing the conduct of meetings of the Board of Park Commissioners and other matters related to the conduct of business by the Board.

Section 3. Enabling Legislation

The enabling legislation governing PenMet Parks is RCW 35.61. In addition, other local, state, and federal laws and regulations govern the conduct and business of PenMet Parks.

Section 4. Officers

Officers of the Board of Park Commissioners are as follows:

A. Board President

B. Board Clerk

C. Term of Office

Term of Office is for one year or until new officers have been elected as provided below.

D. Nomination of Officers

Nomination of Officers of the Board shall be at the last meeting in the prior calendar year and at the first meeting in the new calendar year.

E. Election of Officers

Election of Officers shall be at the first meeting in the new calendar year. The new officers shall immediately take office upon the conclusion of the voting by the Board of Park Commissioners.

F. Removal of Officers

Upon reasonable prior notice to the full Board of Park Commissioners of the alleged reasons for removal from office, the Commission by an affirmative vote of the majority may remove any officer from his or her office (but not his or her position as Commissioner) whenever in its judgment the best interests of the District will be served.

G. Minutes

The Board Clerk or his/her designee shall take Minutes of the meetings of the Board of Park Commissioners.

Section 5. Fiscal Year

The fiscal year of PenMet Parks shall be from January 1 through December 31.

Section 6. Meetings

Meetings of the Board of Park Commissioners shall be conducted as follows:

A. Open Public Meetings

Meetings shall be held in accordance with all provisions of the Washington State Open Public Meetings Act as provided in RCW 42.30.

B. Regular Meetings

Regular meetings will be scheduled on the first and third Mondays of each month unless changed by resolution of the Board of Park Commissioners and announced to the public. Regular meetings may be cancelled by the Board for lack of business. Cancellations shall be announced to the public. The location of the Board meetings shall be at the PenMet Parks Administration office, 3622

Grandview Street, Gig Harbor, WA 98335 unless changed by resolution approved by the Board.

C. Time of Meeting

The Board will begin consideration of the Agenda at 6:00 p.m. or as close to that time as possible following the conclusion of any earlier Study Session. No Study Session preceding a regular meeting shall begin earlier than 5:00 p.m.

D. Executive Session

Executive session may be held at any time during a regular or special meeting in accordance with the requirements of RCW 42.30.

E. Study Sessions

Study Sessions will be scheduled on the second and fourth Mondays of each month unless changed by resolution of the Board of Park Commissioners and announced to the public. Study Sessions may be cancelled by the Board for lack of business. Cancellations shall be announced to the public. Study sessions allow for the presentation of information to the Board by staff, consultants, or citizens in an arena where the Board is not in a decision-making mode. Rather, the Board is afforded the opportunity to receive information, ask questions, and consider options regarding the various matters under discussion. The public is not permitted to ask questions during a Study Session. The Board may not take formal action during a Study Session.

F. Public Hearings

Public hearings to seek and receive citizen input regarding matters under consideration by the Board of Park Commissioners may be scheduled as part of any regular or special meeting of the Board of Park Commissioners. During a public hearing, citizen comments will be taken and included as part of the official record of proceedings of the Board of Park Commissioners.

G. Citizen Comments

Citizens are afforded an opportunity at each regular and special meeting of the Board of Park Commissioners to offer their comments to the Board. Citizens are limited to a three (3) minute time limit and may only speak once during the Citizen Comment

period at each meeting. Comments will be included as part of the official record of the meeting.

H. Special Meetings

Special meetings may be called by the President of the Board of Park Commissioners or as agreed upon by at least three (3) members of the Board. Time and place of the meeting to be announced with notice given to the media at least 24 hours in advance of the meeting, except in the case of an emergency.

I. Quorum

A quorum is three (3) Commissioners.

J. Minutes

The Board Clerk or his/her designee shall take and prepare the meeting Minutes for subsequent review and approval by the Board. Voice tape recordings may also be made of the Board meeting.

K. Notice to the Media

Notice of Board meetings together with a copy of the Agenda shall be forwarded to the Peninsula Gateway and all other members of the media making formal request of the Board Clerk.

Section 7. Agenda

The Board President or his/her designee shall prepare the Agenda for the Board of Park Commissioners meeting as follows:

A. Agenda

The Agenda shall be laid-out in the following manner:

- 1) Business before the Regular Agenda. Items may include:
 - a) Study Sessions; and
 - b) Public Hearings.

- 2) Regular Agenda shall include:
 - a) Call to Order;
 - b) Roll Call;
 - c) Staff Report;
 - d) Board President's Report;
 - e) Special Presentations;
 - f) Board Committee and Advisory Council Reports;
 - g) Business Meeting
 - 1) Consent Agenda
 - i. Approval of the Minutes of the previous meeting
 - ii. Approval of minor financial matters
 - iii. Approval of other minor matters
 - 2) All contracts, agreements, goods and services proposed to be bought or acquired by PenMet Parks;
 - h) Unfinished Business;
 - i) New Business;
 - j) Citizen Comments;
 - k) Comments by Board Members;
 - l) Next Meeting; and
 - m) Adjournment.

B. Consent Agenda

The Consent Agenda shall be utilized by the Board of Park Commissioners for relatively minor matters for the Board consideration and potential approval. Items on the Consent Agenda are not subject to Board debate or questions. Any member of the Board may request that an item be removed from the Consent Agenda and placed on the Regular Agenda. Items generally considered to be eligible for placement on the Consent Agenda include:

- 1) Approval of Minutes;
- 2) Approval of warrants and vouchers;

- 3) Appointment of members to advisory committees;
- 4) Authorizing special event permits;
- 5) Setting the dates for public hearings and similar actions;
- 6) Accepting and appropriating grants, gifts, donations or other monies not originally included in the adopted budget;
- 7) Amending the amount of funds authorized for existing petty cash and change funds or closing of such funds;
- 8) To accept Board-awarded public work construction projects following receipt of the appropriate releases from State Agencies having authority over the release of public works projects and completion of all punch-list items;
- 9) Rejection of bids for purchase of goods or services that would have required approval by the Board of Park Commissioners to award; and
- 10) Minor matters of a routine nature such as authorizing submission of a grant application or authorizing sending of a letter regarding the position of PenMet Parks on a particular matter of concern.

C. Single Reading Resolutions

Single Reading Resolutions shall be utilized to conduct matters of greater substance that require Board approval. A single reading shall be utilized to seek Board approval of all contracts, agreements, goods, or services proposed to be acquired or bought as required in the Purchasing Policy. The letter "R" in the Resolution number shall designate Single Reading Resolutions. Included among the items that would qualify for the Single Reading Resolution process would be the following:

- 1) Approval of agreements with other governmental entities;
- 2) Approval of agreements with not-for-profit agencies, businesses, or companies;
- 3) Granting of utility easements whereby the easement does not materially affect the use of the property for parks and recreational purposes;
- 4) Creating new advisory councils;
- 5) Approval or amendments to the budget;
- 6) Approval of a master plan for a park, recreation facility or programs;
- 7) Approval of strategic or long-range plans;
- 8) Approval of ballot measures referred to the electorate;
- 9) Issuance of debt;
- 10) Disposition of real property;
- 11) Approval of park development or redevelopment projects including setting of the budget wherein the budget for the development or redevelopment is estimated to exceed \$10,000;
- 12) Changes to the Policies of the Board of Park Commissioners shall require the affirmative vote of four (4) Commissioners;
- 13) Other matters of similar importance; and

- 14) The Board, by majority vote, may require a Second Reading on any item.

D. Agenda Delivery

The Agenda shall be mailed, emailed, or faxed to the members of the Board on the Thursday preceding the next regular meeting. Alternatively, the Agenda may be delivered to the Commissioner's residence or business address no later than the Friday preceding the next regular meeting. If there is a special or emergency meeting, the Agenda should be provided to the members of the Board at least 24 hours in advance, if possible. A copy of the Agenda shall also be posted on the District's website.

Section 8. Officer Responsibilities for Meetings

The Presiding Officer at all meetings of the Board of Park Commissioners shall be the President, and in his/her absence, the Clerk who shall conduct business and deliberations of the Board under the rules contained in the Policies of the Board of Park Commissioners. If the President and Clerk are both absent and a quorum of the Board is present, the Board members shall elect one of the members to serve as Acting President and another member to serve as Acting Clerk. The duties of the President shall be as follows:

A. Duties of the President

The duties of the President shall be as follows:

- 1) Preserve order and decorum in the meeting room and observe and enforce all rules adopted for procedure;
- 2) Appoint various Commissioners as representatives of the Board to standing and ad-hoc committees wherein a Commissioner serves as a representative of PenMet Parks;
- 3) Exercise his/her discretion to consider a matter in an order other than as listed on the official, printed Agenda; and

- 4) The Presiding Officer may speak, vote, and make motions without relinquishing the chair. In addition, the Presiding Officer need not rise while putting questions to a vote.

B. Duties of the Clerk

The duties of the Clerk shall be as follows:

- 1) Sign documents and perform other duties as defined in RCW 35.61.

C. Challenges to Actions or Rulings

Any member of the Board, including the Presiding Officer, shall have the right to challenge any action or ruling of the Presiding Officer, or member, as the case may be, in which case the decision of the majority of the Board, including the Presiding Officer, present shall govern.

Section 9. Rules for Conduct of Business

Where a procedure or process regarding the Conduct of Business by the Board is not specifically outlined within the Policies of the Board of Park Commissioners, Robert's Rules of Order will prevail.

A. Precedence of Motions

When a question is under consideration, no motion shall be entertained except as described below. The motions shall have precedence in order as shown:

- 1) To adjourn;
- 2) To remove an item from the Agenda;
- 3) For the previous question;
- 4) To lay on the table (decided without debate);

- 5) To take from the table (decided without debate);
- 6) To postpone to a certain time (decided without debate);
- 7) To postpone indefinitely (decided without debate);
- 8) To amend;
- 9) To substitute; and
- 10) To reconsider.

B. Motion to Reconsider Vote

No motion to reconsider a vote shall be in order except at the following meeting, and by a member who voted with the prevailing side.

C. Motion to Reconsider Not Renewable

A motion to take from the table or to reconsider, having been put and lost, shall not be renewed either by the mover or by any other member of the Board.

D. Right to Change Vote

Any member of the Board shall have a right to change his/her final vote, in order to be on the prevailing side, at any time before final action is taken on the next ensuing item of business.