

**KITSAP COUNTY PARKS BOARD  
BY-LAWS**

**ARTICLE I – ESTABLISHMENT**

The Kitsap County Parks Advisory Board (hereafter referred to as the Parks Board) was established in 2004 with the purpose and function established through Chapter 2.24 and 10.12 of the Kitsap County Code, amended December 13, 2004 by the Kitsap County Board of Commissioners (hereafter referred to as the County Commissioners).

**ARTICLE II – MEMBERSHIP**

- A. **Appointment:** All Parks Board members are appointed by the County Commissioners to **serve a three (3) year term of appointment. Members appointed to fill vacancies shall** serve out the remainder of the term, in keeping with the design of staggered terms per County Code.
- B. **Voting Members:** The Parks Board membership shall consist of nine (9) voting members, reflecting a broad range of Community Park and open space interests.
- C. **Removal:** All members serve at the pleasure of the County Commissioners. The Parks Board may recommend that the County Commissioners remove a Board member. Such recommendation must be established by majority vote of the current Board membership, provided that fifteen (15) days notice of the pending action has been provided to the members.
- D. **Resignation:** A Parks Board member may resign by submitting written notice to the Board and the County Commissioners.

**ARTICLE III – OFFICERS**

- A. **Enumerated:** The officers of the Parks Board shall be the Chair and Vice-Chair, and an At-Large Executive Committee member. The three Officers shall constitute the Executive Committee.
- B. **The Executive Committee:** The Executive Committee is authorized to make recommendation on petitions for vacation of Road Right-of-Way and Tax Title land sales when a meeting of the full Park Board is not possible.
- C. **Chair:** The duties of the Chair shall be to preside at all Parks Board meetings, to call special meetings, and to make assignments to committees as appropriate. The Chair shall also have other powers, duties and responsibilities as may be assigned by the Parks Board membership or Parks Department Director.
- D. **Vice-Chair:** The Vice-Chair shall preside at Parks Board meetings in the absence of the Chair. In the event of the resignation or removal of the Chair, the Vice-Chair shall assume the position of Chair with all the powers, duties and responsibilities for the remainder of the term.
- E. **Chair Protempore:** A Chair Protempore shall be elected by a majority of the members present to preside over a meeting in the absence of the Chair and the Vice-Chair.

- F. **Chair/Vice Chair Vacancies:** A special election would occur when both the Chair and the Vice Chair positions have been vacated. At the next meeting of the Board, the Chair Protempore will preside over the meeting and special election.
- G. **Elections:** Elections shall be held annually at the Board's January meeting. The Officers shall be elected by a majority vote for a maximum of two (2) one-year terms for the same position, followed by a 4 year ineligibility period for that same position. Regardless of election date, terms shall end December 31 of that calendar year. All elections shall be by secret ballot. The Chairperson may vote in the election of officers. Any Board member may audit the ballot.
- H. **Nominations:** The Chair shall appoint a three-member nominating committee no later than September 30<sup>th</sup>. Elections shall be held from a slate presented by the committee and nominations from the floor.
- I. **Removal:** A Parks Board officer may be removed from office by majority vote of the current Board membership, provided that fifteen (15) days notice of the pending action has been provided to the affected officer and to the membership.

#### **ARTICLE IV – COMMITTEES**

- A. **Standing Committees:** There shall be two perennial Standing Committees. These will be the Budget Committee and Capital Project Committee. Standing Committees may be established by a majority vote of the Board. The Chair shall appoint a Parks Board member as Chairperson of the committee. Committee membership shall consist of Parks Board members and may include other members of the community, as the Committee Chairperson deems necessary and appropriate. These committees will be reviewed annually for continuation and revision.
- B. **Ad-Hoc Committees:** The Chair of the Parks Board may appoint committees as needed during any regular meeting. The Chair shall appoint a Parks Board member as Chairperson of the committee. Committee membership shall consist of Parks Board members, and may include other ad hoc members of the community, as the Committee Chairperson deems necessary and appropriate.

#### **ARTICLE V – MEETINGS**

- A. **Regular:** The regular meetings of the Parks Board shall be held on a monthly basis, on the third Wednesday of the month, at 6:00 P.M., and shall be open to the public.
- B. **Special:** Special meetings may be called by the Chair as deemed necessary. Special meetings also may be called whenever a majority of the current Board membership requests the same in writing to the Chair. Not less than fourteen (14) days notice of special meetings shall be given to Parks Board members.
- C. **Quorum:** A quorum shall consist of at least 51% of the current total number of Parks Board members.

- D. **Voting:** All decisions of the Parks Board shall be made by a majority vote of members at a meeting where a quorum is present. No proxy votes will be permitted. The Chair shall vote only when a tie occurs. Exception: the Chair may vote in elections.
- E. **Balloting:** Voting shall be conducted by voice.
- F. **Records of Meeting:** Written minutes of regular and special Parks Board meetings shall be prepared and maintained by Kitsap County. Records of attendance, reports, and the names of motion makers will be included in the minutes. Minutes shall be open to the public.
- G. **Attendance:** Regular attendance at bi-monthly meetings and retreats ensures the efficiency of board business.
- Excused Absence: A planned or emergency absence from a regularly scheduled meeting/event; excused with telephone call or email message to county staff or the Board Chairperson prior to the scheduled meeting or event.
  - Unexcused Absence: Missed meeting or retreat without notification to staff or Chairperson.

Three unexcused absences per calendar year are justification for consideration by the Board for removal recommendation per Article II – Membership, Paragraph C, and Removal.

#### **ARTICLE VI – REPRESENTATION**

**Board Position:** The Chair, Vice-Chair, or Chair's designee may speak for the Parks Board only when representing positions *officially* adopted by the Parks Board.

#### **ARTICLE VII- PARLIMENTARY AUTHORITY**

**Robert's Rules of Order:** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Parks Board in all cases in which they are applicable and in which they are not inconsistent with these by-laws. The Chair may appoint an official parliamentarian to assist in facilitating meetings and due process.

#### **ARTICLE VIII-AMENDMENTS**

**Recommendations:** The Parks Board may submit recommendations to the County Commissioners to amend these by-laws. Recommendations must have a majority vote of Parks Board members present at any regular or special meeting, and such amendments must not conflict with pertinent laws, regulations, ordinances, or resolutions of the County, State, or Federal governments. Proposed amendments must be in the hands of Board members at least ten (10) days prior to the meeting at which the amendment is to be voted on.

