

**CITY OF ISSAQUAH
PARK BOARD**

Rules and Regulations

Pursuant to the City of Issaquah Ordinance No. 1545, Section 1, we, the members of the City of Issaquah Park Board do hereby adopt, publish and declare the following rules and regulations.

The rules and procedures established herein shall govern the conduct of meetings, maintenance of order, and order of business at regular meetings.

ARTICLE I – NAME

The name of this board is and shall be the CITY OF ISSAQUAH PARK BOARD, hereinafter referred to as the "BOARD".

ARTICLE II – OFFICERS AND DUTIES

Section 1: OFFICERS

The Officers of the BOARD shall consist of a Chairperson and Vice-Chairperson. Officers shall be elected each year for a one-year term at the first regular meeting in April. The BOARD year shall commence on May 1 and end on April 30 of the following year.

Section 2: CHAIR

The Chair shall preside over the meetings of the BOARD and exercise all the powers usually incumbent to the office, retaining however, to himself/herself as a member of the BOARD, the full right to have his/her own vote recorded in all deliberations of the BOARD.

Section 3: VICE-CHAIR

The Vice-Chair, in the absence of the Chair from any meeting, shall perform all the duties incumbent upon the Chair. In the absence of the Chair and Vice-Chair, the members present shall elect, for that meeting only, a temporary Chair who shall have full powers of the Chair.

Section 4: SECRETARY

A Secretary shall be provided by the Parks & Recreation Department to prepare minutes and keep such records, attend to correspondence of the BOARD, and perform such other duties as may be deemed necessary.

ARTICLE III – MEETINGS

Section 1: REGULAR MEETINGS

Regular meetings of the BOARD shall be held on the 4th Monday of every month at 7:00 PM, at the location determined by the Chair or the BOARD from time to time. Any regular meeting may be cancelled or rescheduled by the Chair or in his/her absence, by the Vice-Chair. Every effort will be made to conduct each meeting in as efficient a manner as possible in order to adjourn the meeting no later than 9:00 PM.

Section 2: LEGAL HOLIDAYS

If a regular meeting falls on a legal holiday, that meeting shall automatically be held on the next day which is not a legal holiday unless the BOARD, by formal action, sets an alternative day.

Section 3: SPECIAL MEETINGS

Special meetings of the Board may be called by any of the following: Chair, or in his/her absence by the Vice-Chair, or by a majority vote of the BOARD members. All BOARD meetings are to be scheduled and conducted in accordance with Washington State Law. Every effort shall be made to set up work sessions or special meetings with other Issaquah Boards and Commissions in order to create effective communication between these bodies.

Section 4: QUORUM

At least four (4) or more members of the BOARD shall constitute a quorum for the transaction of business. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the BOARD shall be deemed the official action of the BOARD.

Section 5: ATTENDANCE

Attendance of regular and special meetings is expected of all BOARD members. Any member anticipating absence from a meeting should notify the Park Board Chair or the designated City Staff Person.

If a member shall miss three consecutive meetings without reasonable cause, he/she shall be required to tender their resignation to the Mayor.

Section 6: ALTERNATE MEMBERS

Alternate members fill in for regular members during their absence at regular or special meetings. If a regular member cannot attend an upcoming meeting, the member shall call the appropriate staff person and request that an alternate member be contacted to fill in for the regular member. Alternate members are encouraged to attend all meetings of the Board; however, they will not be allowed to vote on issues unless they are officially filling in for a regular member.

Section 7: STANDING TEMPORARY COMMITTEES

The BOARD shall have full power to create standing or temporary committees of one or more members, charged with such duties of examination, investigation, and inquiry relative to one or more subjects of interest to the BOARD, as it may determine necessary. No standing or temporary committee shall have the power to commit the BOARD to the endorsement of any plan or program without its submission to the BOARD. Committee reports should be very brief, giving subject matter and date(s) during which subject was discussed.

Section 8: RULES OF MEETINGS

1. Participation: In keeping with Robert's Rules of Order, discussion by the members should be concise, to the point, and relevant to the business pending before the BOARD.
2. Staff Participation: The Chair may cause any City employee, qualified to give expert testimony and/or a presentation on a matter, to address the BOARD.
3. Public Participation: Members of the public may address the BOARD at the time designated for "Audience Comments", which may be changed at the discretion of the Chair. The rules of procedure for "Audience Comments" are as follows:
 - When recognized, the audience member shall use the lectern/microphone (if available), to state his/her (a) name, (b) address, and (c) relationship to city (e.g., resident, property owner, business owner, etc.)

- Oral comments shall be limited to 5 minutes, or such other time limit as imposed at the discretion of the Chair
- Written comments shall be submitted to the Chair

"Audience Comments" is not a question-and-answer session. If an audience member provides a written question or concern during "Audience Comments", the Chair, or an appropriate City employee, shall make a good faith effort to provide a written response within two weeks.

4. Robert's Rules of Order, Revised, shall govern the deliberations of the BOARD except when in conflict with any of the rules contained herein.

Section 9: VOTING

1. Each member present has a duty and obligation to vote on all questions put before the BOARD, unless an obvious conflict of interest or appearance of fairness questions is present; however, if a member does not vote, such member shall be determined to have voted "yes" at the time the vote is taken. The only "exception" to this rule is when a new member attends his/her first or second meeting, and has no prior information/knowledge on a major issue in which a vote is being taken. In that case, the member may "abstain" from voting on the issue.
2. Any member of the BOARD who has an obvious material, direct or individual interest in any matter before the BOARD shall publicly so indicate; shall then leave the room during the period of discussion and action thereon; and shall refrain from any prior discussion of such matter with other members of the BOARD.
3. If an obvious conflict of interest or appearance of fairness question is not apparent to all members of the BOARD present, the member shall be excused from voting on an issue only by a majority vote of the other members present.
4. If it is determined by a majority vote of the members present that a member has a conflict of interest or would violate the appearance of fairness doctrine, then such member shall be denied a vote on such issue.
5. The following shall apply to all alternate members:
 - a. If an alternate is not called ahead of time to substitute, but is present at a meeting and is then asked to fill in for an absent regular member in order to constitute a quorum (or allow for the full complement of the

Board), then the alternate may be authorized to participate in discussions and vote on issues at that meeting.

- b. If an alternate is present at a meeting and has been authorized to participate, and then the regular member arrives after discussion has taken place (or late in the discussion period), the alternate member will still be entitled to vote on the issues – rather than the regular member, who did not have the benefit of the discussion and who did not call in ahead of time.
- c. When not filling in for an absent member, alternates may participate in open discussion of issues, but may not participate in discussion of motions on the floor, nor vote on motions.

Section 10: AGENDA AND STAFF REPORTS

An agenda for every regular meeting shall be prepared and distributed by the Chair and Parks & Recreation Department to each BOARD member not less than seven (7) days prior to the date of the meeting at which such agenda is to be considered and posted in the applicable public notice venue not less than five (5) days prior to that meeting. The agenda shall be accompanied with a complete copy of the unapproved minutes of the previous meeting, staff reports, and such other material, illustrations, petitions, etc., as may pertain to the agenda will be included with the agenda and minutes, not less than five (5) days prior to the meeting.

Section 11: ORDER OF BUSINESS

The order of business for each regular meeting of the BOARD shall be as follows:

- A. Call to Order
- B. Approval of Minutes
- C. Audience Comments
- D. Regular Business
- E. Reports
 - Chairperson's Report
 - Director's Report
 - Youth Report
 - Reports of Standing or Temporary Committees
- F. Other Business/Announcements
- G. Adjournment

In accordance with Article IV, Section 1 of the Rules of the Board, the foregoing Rules and Regulations were duly adopted by a majority vote of four (4) or more

members of the Board, at a regular meeting of the Board held on the _____ day of January 23, 2017.

Section 12: MEETINGS OPEN TO THE PUBLIC

Any regular or special meetings of the BOARD shall, by Washington State Statute, be open to the public.

ARTICLE IV - AMENDMENTS

Section 1: AMENDMENTS TO THESE RULES AND REGULATIONS

These rules and regulations may be amended by a majority vote of four (4) or more members of the BOARD, at a regular or special meeting.

The foregoing rules and regulations were approved and adopted at a regular meeting of the BOARD held on the 23rd day of January, 2017.

PARK BOARD

Bridget Booth

Aubrey Nieto

Dora Noble

Alan E. [Signature]

D. L. [Signature]

Linda [Signature]

Joan R. [Signature]

Danielle Gibbons

Reagan Mady

