

## **MASON COUNTY PARKS AND TRAILS ADVISORY BOARD**

### **BOARD OPERATIONS AND BY-LAWS**

#### **Officers.**

The officers of the board shall be a chairperson and vice-chairperson. The vice-chairperson shall serve in the absence of the chairperson. In the absence of both the chairperson and vice chairperson, the members present at such meeting shall elect a temporary chairman.

The Staff Support person of the Parks and Trails Department shall serve as Clerk of the Board.

The terms of office for chairperson and vice chairperson shall be for one year from January 1 through December 31 for chairperson pro tempore only for the meeting at which he/she is appointed.

The chairperson is the chief executive of the board. He/she has all the powers and duties usually incident to such office and is responsible to appoint committees and to conduct the business of the board between regular meetings. The chairperson shall retain full right and responsibility of partaking in all deliberations and voting for good and sufficient reason. However, he/she does not have the right of casting an additional deciding vote.

Nominations for officers shall be made orally at the regular December board meeting. Election shall be by majority vote between the nominees.

#### **Meetings.**

Regular meeting of the board shall be held at a place and time determined by majority vote of the board.

A member may use the "call in participation" for a regular or special meeting and be counted toward the quorum for the meeting. A maximum of two (2) members can utilize the "call in participation" per regular or special meeting with Two (2) members physically present to make a quorum. Members are limited to using the "call in participation" to no more than three consecutive meetings or not to exceed 50% or more of the regular or special meetings in a calendar year.

In the event of the lack of a quorum at a regular or recessed meeting, the chairperson or vice chairperson or chairperson pro tempore, in that order, shall adjourn the meeting to another day, and it shall be a standing order that absentee members be advised of the determination to hold such recessed meetings.

Special meeting may be called:

1. By action of the board at a regular or recessed meeting to another day.
2. By order of the chairperson or, in his/her absence, by the vice-chairperson.
3. By the written request of three or more members of the board.
4. By request of the Director or Designee written or phone notice for special meeting shall be provided to members of the board.

## **Meeting Protocol**

The Parks and Trails Advisory Board will include ‘Parliamentary Authority’ that involves meetings being conducted utilizing ‘Robert’s Rules of Order Newly Revised’ as a non-binding guide. All board members will receive a copy of the Roberts Rules of Order.

### **Minutes and Records.**

Minutes of all official meetings shall be kept and made part of a permanent public record.

The official minutes of the board approved by motion shall be kept in a safe place in the park office and shall be made available to any citizen desiring to examine them during the hours when the office is open.

Not later than three (3) day prior to the meeting of the board, each member shall receive a complete copy of the minutes of the previous meeting, including copies of any motions referred to therein.

### **Motions.**

Motions considered by the board shall constitute a part of the minutes of the meeting, which such motion was considered, provided that the text of any such motion may be considered as being contained in the minutes when such minutes make a proper identifying reference to such motion.

All motions shall be clearly identified by nature of subject matter and by date, so as to be clearly identifiable by reference.

### **Quorum-Voting.**

A majority of the sitting membership constitutes a quorum for the conduct of regular business (attendance of four members).

Voting is by “ayes” and “nays” except where the members may require a ballot or roll call vote.

Members shall disqualify themselves from voting on any matter which may involve a conflict with their business interests; and may abstain from voting for good and sufficient reasons which shall be announced to the meeting upon call of any member.

At any meeting where there is less than a quorum, the members present shall have authority to establish a date for an adjourned meeting. By-laws may be amended by vote of two-thirds of the membership (five members).

### **Formation of Agenda and Staff Reports for Regular Meetings.**

A copy of the agenda for every meeting of the Parks and Trails Advisory Board shall be provided each member not less than three (3) days prior to the date of the meeting at which such agenda is to be considered.

The Director or Designee shall prepare the agenda. Park Board members may submit agenda items to the Director or Designee 10 days prior to meeting for consideration.

## **Hearings.**

Hearings conducted by the board shall conform to the provisions of law in the matter of public notice, time, and number and reporting.

A formal hearing before the board which, for any reason cannot be completed at the time and place originally advertized, may be recessed to a later date and the announcement at such recessed meeting and the time and place of such recessed meeting shall constitute a sufficient notice to all parties concerned.

Hearing procedures shall generally be as follows:

1. Chairperson and Director or Designee presents a summary introduction to the factual background of the subject for the information of the members.
2. Chairperson instructs the public regarding submission of factual, relevant and non-repetitive material and requests that each speaker states his/her name, address and interest in the subject.
3. Chairperson instructs the public and invites proponents to speak first, after which opponents and other interested parties may speak. Board members may pose questions through the chairperson at the close of each presentation.
4. Hearing closed by chairperson with an indication for the public of the procedures to be followed by the board. If for any reason a hearing cannot be completed at a single session, the adoption of a motion to recess to another time shall be deemed sufficient legal notice to all parties who may be affected.

## **Visitor Participation at Board Meetings.**

The board meets and acts as a public advisory body and citizens are welcome to attend board meetings. Individuals or groups wishing to be heard may follow these procedures:

1. Correspondence or petitions or public input may be presented to the board under that item on the agenda.
2. Agenda requests for board action shall be filed with the Director or Designee 10 or more days before the board meeting.
3. At the discretion of the chairperson, visitors may comment on items listed on the agenda. Those wishing to comment should stand and identify themselves and comments should be directed to the board as a whole.

## **Committees.**

From time to time the board may establish standing or advisory committees for the purpose of assisting the board in carrying out its responsibilities as well as obtain the broadest possible community involvement and representation.

## **Removal of Board Members.**

The Parks and Trails Advisory Board may by a majority vote of its members submit a recommendation of removal to the Board of Commissioners for any board member who misses three consecutive meetings not due to sickness or health or who misses 50% or more of the board meetings in a calendar year.

## **Order of Business.**

1. Call to order
2. Roll call
3. Determination of quorum
4. Disposition of minutes
5. Public hearings
6. Petitions from public
7. Unfinished business
8. Committee reports
9. New business
10. Staff reports
11. Adjournment

## **SECTION 3**

### **BOARD MEMBER RELATIONS**

#### **An Effective Parks and Trails Advisory Board Member Should:**

1. Be concerned with the importance of parks and trails activities.
2. Be willing and able to devote time and energy to board endeavors.
3. Be willing and able to make decisions in a group setting and be loyal to the democratic process and accept the will of the majority.
4. Be able to understand how groups function and is an open-minded listener treating others fairly and ethically.
5. Be able to weather criticism yet maintain firm convictions.
6. Be willing to take sides on controversy and be courageous when at the point of conflict.

#### **Board Members Relationship as an Individual:**

1. Subordinate their personal interests for the good of the board.
2. Accept and support majority decisions of the board.
3. Identify problems but suspend judgment until facts are available.
4. Look creatively for alternate solutions to problems.
5. Express their opinions and let others express theirs openly.
6. Dedicate quality time to board meetings and departmental tasks

**Board Members Relationship with the Director or Designee:**

1. Work as a team with the Director or Designee to promote parks and trails facilities and programs throughout the county.
2. Call upon the Director or Designee for information, direction or to bring up an issue or concern.

**SECTION 4**

**ORGANIZATIONAL CHART - PARKS AND TRAILS DEPARTMENT**

**Purpose.**

To provide an overview of the chain of command within the park system.

**Policy.**

The Director or Designee shall have available to the public an organizational chart which shall be updated as conditions change. The chart shall reflect the organization as it exists.

**SECTION 5**

**BOARD GOALS AND OBJECTIVES**

**5.1 CONCEPTS OF RECREATION**

**Concepts of Public Interest in Recreation**

Resolved: That in order to lay the foundation for a sound public parks and recreation services for Mason County, the Park Board hereby adopts the following concepts of public interest in parks and recreation:

1. In order to be and to remain a useful healthy member of society, every individual needs some form of recreation. Among the ways which recreational needs may be satisfied are the following:
  - a. Through opportunities for out-of-doors living, camping, hiking, fishing, boating, nature study and the like.
  - b. Participation in unsupervised or supervised play, recreation and sports activities.
  - c. Through special opportunities for recreation for persons with special needs.
  - d. By membership and participation in social clubs, or interest groups.
  - e. By utilizing craft or art skills, hobbies or games requiring skill.
  - f. Through participation in various cultural activities or performing arts.

Every county resident has need of some or all of these kinds of recreational opportunities at various times and in varying amounts.

2. In order to provide every citizen of the county with the opportunity to satisfy his recreational needs, public agencies such as the Park Board should supply those facilities and services which are impossible or difficult for most individuals or small groups of people to provide for themselves, in terms of:
  - a. A nearly equal variety of alternative choices in the use of leisure time.
  - b. Easily accessible and usable open space waterfront and beach access areas.
  - c. Special facilities such as play areas, swimming facilities, boat launches, hiking trails, and the like.
  - d. Services, primarily leadership.

### **General Purposes.**

The purpose of the Mason County Parks and Recreation Board is to maximize park and recreational opportunities and thereby improve the quality of life for all residents of the county.

### **5.2 BOARD GOALS AND OBJECTIVES**

1. To adopt, support and communicate the philosophy that recreation means any activity, voluntarily engaged in, which contributes to the refreshment, enjoyment, education or entertainment of the individual and which contributes to a sense of self worth.
2. To provide a variety of recreation opportunities for all citizens regardless of age, sex, race, or economic status.
3. To maintain full awareness of environmental concerns in the development and use of public lands and in the implementation of programs.
4. To establish and maintain written policies, practices and procedures that enable maximum opportunity for use and enjoyment of services.
5. To be responsive to the park and recreational needs and desires of individuals and groups, and to actively seek citizen input in the operation of the board. To create awareness through involvement.
6. To conduct and communicate board business in a manner that earns recognition as a highly ethical, responsible and honorable organization among employees, taxpayers, suppliers, governmental agencies press and the public at large.
7. To foster innovation by encouraging the board, advisory councils and staff to search for new and more effective ways of improving the board's operation.
8. To keep abreast of trends and changes that affect the level of service and utilize that information to increase contributions to the quality of life.

9. To develop and maintain effective leadership at the appointed, professional and volunteer levels.
10. To maintain an awareness of the political process and to participate in the development of legislation and/or other governmental regulations which affect the board's ability to meet its service responsibilities.
11. To support and participate in professional and governmental organizations which are in the interest of parks and recreation.
12. To coordinate, cooperate, assist, support and otherwise interact with private and public entities so as to maximize recreational opportunities in Mason County.
13. To take full and prompt advantage of potential economies and to aggressively seek new ways to finance operating expenses.