

BELLINGHAM PARKS AND RECREATION ADVISORY BOARD  
BY-LAWS

ARTICLE I: NAME

Section 1:

The official name of the organization shall be “Bellingham Parks and Recreation Advisory Board.” Hereafter referred to as the Park Board.

ARTICLE II: OFFICIAL SEAT

Section 1:

The official seat of the Board shall be the administrative offices of the Parks and Recreation Department located within Cornwall Park; however with publicized advanced notice, the Park Board may hold special meetings elsewhere.

ARTICLE III: PURPOSE

Section 1:

The Board shall advise the City Council, Mayor, Parks and Recreation Director as well as other city departments, concerning the formulation of policy and implementation, plans and programs calculated to carry out the duties of the Department of Parks and Recreation in maintaining city parks, and providing a program of recreation for the general welfare of the people of the city.

Section 2:

The specific responsibilities of the Board are more particularly described as follows:

- (a) To formulate an orderly program for the acquisition of land, waterways, buildings, facilities, and equipment, and for the development, operation, and maintenance of an adequate system of public parks, playgrounds, and recreational facilities of the city, both within and without its boundaries, in co-operation with other departments, or bodies, public or private.
- (b) To consult with and make recommendations to the Director of Parks and Recreation and the City Council and other city departments with regard to the development and amendment from time to time of the city’s parks and recreation comprehensive plan and capital improvement program.
- (c) To consult with and make recommendations to the Director of Parks and Recreation regarding policies for the planning, development, maintenance and use of all of the city’s park and recreation areas and facilities, as well as the implementation of policies concerning the city’s recreation program.
- (d) To formulate a recreational program for residents of the Bellingham area, such program to include plans for utilization of all available parks, playgrounds, and recreational facilities. The Board shall be continuously cognizant of the conduct of the recreational program so as to be in a position to suggest, from time to time, such program changes as shall be consistent with available facilities and money appropriated to, or received by, the city and other bodies for recreational purposes.
- (e) To interpret community park and recreation needs to the Director of Parks and Recreation Department, and explain the city’s park and recreation services to the City Council and to the community.
- (f) To review, modify and/or recommend to the Director of the Department of Parks and Recreation a tentative program and budget as required and make recommendations concerning the activities of the parks and recreational programs.

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- (g) To hold public meetings from time to time in various parts of the city for the purpose of reviewing park and recreation programs and objectives with citizen groups and the community at large. A major objective of the Board shall be to develop public interest in the activities of the Park and Recreation Department and to solicit, to the fullest extent, participation of community groups, the general public and public and private agencies.
- (h) To encourage individuals and community groups to give funds and property or manpower for the improvements and development of park and recreation programs and facilities.
- (i) To prepare and submit to Mayor and City Council an annual report on the summary of the Board's activities.

ARTICLE IV: MEMBERSHIP

Section 1:

The Park Board shall consist of 11 members appointed by the Mayor, and shall serve without pay.

No member of the Park Board shall be employed by the City. The appointment of members is described in City Policy LEG 9.1.1.

Section 2:

The eleven adult Board members will serve for a period of three (3) years, with the terms staggered so three (3) members terms expire annually on July 3. The Superintendent of the Bellingham School District will recommend one adult member as representative of the School District to the Mayor for appointment.

Section 3:

Adult Board members may serve two 3-year terms. A Board member serving a partial term will be eligible to serve for two full terms at the end of the partial term

ARTICLE V: OFFICERS

Section 1:

The Officers of the Park Board shall consist of Chairperson, Vice-Chairperson, and Secretary. In the absence of both Chairperson and Vice-Chairperson, the members present may elect a Chairperson pro tempore.

Section 2:

Nomination of Board officials shall be made by the members at their regular December meeting. The election shall follow immediately. A nominee receiving the majority vote of those present at the election shall be declared elected. The Secretary for the Board does not need to be a member of the Board. The position is normally filled by the Department Staff Secretary.

Section 3:

The terms of the officials shall be for one year beginning on January 1 of each year; the Chairperson pro tempore only for the meeting which she/he is appointed.

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Section 4:

Vacancies in elected offices shall be filled by regular election procedures for the unexpired portion of the term at the next regular meeting.

Section 5:

Any Board member with three (3) unexcused absences in a row or more than five (5) in a twelve month period may forfeit his/her appointment as determined by the Chair after consultation with the Park Board.

Section 6:

- (a) Chairperson: The Chairperson shall preside at all meetings of the Park Board and may call special meetings when she/he deems it necessary or is required to do so. The Chairperson shall have the privilege of discussing all matters before the Board and is a voting member. She/he shall have all the powers and duties normally conferred by parliamentary usage on such officers.
- (b) Vice-Chairperson: The Vice-Chairperson shall assume the duties and powers of the Chairperson in her/his absence.
- (c) Secretary: The Secretary shall keep a record of the meetings of the Board, record all official actions, have custody of its records, give notices to the members of meetings and perform other duties as may be assigned by the Board.

ARTICLE VI: MEETINGS

Section 1:

Regular meetings of the Park Board shall be held at least once each month on such a date as shall be fixed by the Board at their regular place of meeting. In the event there is no item on the agenda of a regular meeting, the Chairperson may cancel the meeting.

Section 2:

Special meetings may be called by the Chairperson or a majority of members at any time deemed necessary or desirable.

Section 3:

No less than six members present at a meeting shall constitute a quorum.

In the event of a lack of quorum, no official action can be taken and the meeting cannot be considered an official meeting.

Section 4:

All matters that are to be considered at a meeting of the Board shall be submitted to the Secretary at least one week prior to the date the matter is to be heard.

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The agenda shall be prepared by the Chairperson and the Parks and Recreation Director. The agenda shall be public and all members and the official news media are to be notified at least three days prior to the meeting.

Section 5:

Executive sessions called only as part of a regular or special meeting and special meetings shall be publicized as any other meeting.

The Board Chair shall publicly announce that the Board will adjourn to executive session and state the approximate length of time the Board will be in session. The Chair's announcement must include a statement of the reason for the executive session (usually real estate matters) and that the public must vacate the meeting room. The Chair will identify those staff or other individuals who are invited to remain giving a brief statement supporting the invitation.

If the executive session goes beyond the announced time, the Chair shall notify the public of the extension until a time certain. If the executive session is terminated prior to the expiration of time, the regular session cannot commence until the time announced earlier, unless all the public present at the beginning of the executive session are informed that the Advisory Board is returning to open session.

Board members and invited guests are not permitted to discuss matters discussed in executive session outside of executive session.

ARTICLE VII: AMENDMENTS

Section 1:

Proposed amendments to these by-laws must be submitted in writing at a regularly scheduled meeting. They cannot be voted on until the next regularly scheduled meeting.

Section 2:

The Park Board has the power to make or amend by-laws without City Council approval for the conduct of the Park Board's business. The by-laws are in addition to the City Ordinance #8683 dated July, 1978 that established the Board.

APPROVED by the Parks and Recreation Advisory Board on: November 13, 2002