

RESOLUTION NO. 7-07

A RESOLUTION ESTABLISHING A
MASON COUNTY PARKS AND TRAILS ADVISORY BOARD
ADDING CHAPTER 2.49 TO THE MASON COUNTY CODE – Attachment A

WHEREAS, Mason County operates a Parks and Trails Department, and

WHEREAS, citizen input is critical in managing the Parks and Trails Department, and

WHEREAS, the purpose of the Mason County Parks and Trails Board will be to provide guidance, direction, and recommendations regarding the planning, acquisition, development and operation of parks, trails, facilities and programs serving the needs of Mason County, and

WHEREAS, Mason County does not currently have an established Parks and Trails Advisory Board, and

WHEREAS, the Parks and Trails Advisory Board can be organized under the authority granted by the Washington State Legislature pronounced by RCW 36.38;

NOW, THEREFORE BE IT RESOLVED by the Board of Mason County Commissioners that a Mason County Parks and Trails Board shall be established and that members shall be appointed by the County Commissioners;

BE IT FURTHER RESOLVED, the Parks and Trails Board will meet monthly at a place and time to be determined and Parks and Trails Department shall provide staff assistance to the Board.

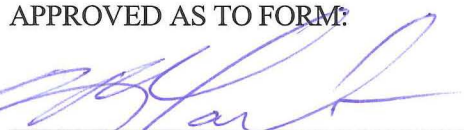
Signed this 23rd day of January, 2007.


BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON

ATTEST:


Rebecca S. Rogers, Clerk of the Board

APPROVED AS TO FORM:


Deputy Prosecuting Attorney


Lynda Ring Erickson, Chair


Tim Sheldon, Commissioner


Ross Gallagher, Commissioner

c: Parks and Trails Department

Chapter 2.49

PARKS AND TRAILS DEPARTMENT BOARD

SECTION 1

COUNTY PARK AND TRAILS ADVISORY BOARD AUTHORITY

Chapter 2.49

Parks and Recreation Board

Sections:

2.49.010 Creation and purpose of Park and Trails Advisory Board.

2.49.020 Terms of members.

2.49.030 Powers of Board.

2.49.040 Removal of members.

2.49.050 Supervision.

2.49.010 Creation and purpose of Park and Trails Advisory Board.

There is hereby created a Park and Trails Advisory Board of Mason County, Washington, to assist the County in the delivery of parks and trails services to its residents and visitors. Such Board shall consist of seven (7) members, who shall be appointed by the Board of County Commissioners to serve without compensation. The Board should consist of membership with two (2) members from Commissioner District 1, two (2) members from Commissioner District 2, two (2) members from Commissioner District 3, and one (1) at large member. If the Park Board cannot be filled with members from the respective districts as desired, at large members residing anywhere in Mason County can be substituted. The intent is to form the Parks and Trails Board with equal geographic representation from throughout Mason County if possible.

The purpose of the Mason County Parks and Trails Board is to provide guidance, direction and recommendations regarding the planning, acquisition, development and operation of parks, trails, facilities, and programs serving the needs of Mason County.

The Park and Trails Board is being organized under the authority granted by the Washington State Legislature pronounced by RCW 36.68, specifically 36.68030-.080.

2.49.020 Terms of members.

For the appointive positions on the County Parks and Trails Board the initial terms shall be two (2) years for two (2) positions, three (3) years for two (2) positions, and four (4) years for the remaining positions plus the period in each instance to the next following December 31st; thereafter the term for each appointive position shall be four (4) years and shall end on December 31st.

2.49.030 Powers of Board.

The County Parks and Trails Advisory Board shall:

- (1) Elect its officers, including a chairman, vice chairman, and such other officers as it may determine it requires.
- (2) Hold public meetings as deemed necessary and keep written records.
- (3) Advise and assist the Director of Parks and Trails and the County in the promulgation of reasonable rules and regulations deemed necessary for operation of County parks and other recreational facilities and recommend to the Board of County Commissioners adoption of any rules and regulations requiring enforcement by legal process.
- (4) Advise and assist the Director of Parks and Trails and the County in developing and recommending policies and procedures for department operations.
- (5) Advise and assist the Director of Parks and Trails and the County in developing goals and objectives and short and long-range comprehensive plans.
- (6) Assist the Director of Parks and Trails and the County in their relations with other County-wide organizations and individuals concerning promotion of County parks and trails facilities and services.
- (7) When a new Director of Parks and Trails is hired, have a Board member involved in the selection process who shall participate in the review of applications and interviews of the candidates including, but not limited to participation in the review of applicants, interviews of candidates, and a recommendation to the County.

2.49.040 Removal of members.

Any appointed County Parks and Trails Advisory Board member may be removed by a majority vote of the Board of County Commissioners for cause. Vacancies on the County Parks and Trails Advisory Board shall be filled by appointment made by the Board of County Commissioners for the unexpired portions of the terms vacated.

2.49.050 Supervision.

The County Parks and Trails Advisory Board shall operate under the direction and supervision of the Board of County Commissioners through its Director of Parks and Trails.

SECTION 2

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.

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 of Parks and Trails Department.

Written or phone notice for special meeting shall be provided to members of the board.

Meeting Protocol

The Parks and Trails 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 entire 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 Parks and Trails Director shall prepare the agenda. Park Board members may submit agenda items to the Director 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 advertised, 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 present 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 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 judgement 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:

1. Work as a team with the director to promote parks and trails facilities and programs throughout the county.
2. Call upon the director 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 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.