

BYLAWS
SNOHOMISH COUNTY PARKS ADVISORY BOARD

Snohomish County amended ordinance 85-032 § 2, approved April 24, 1985, and codified in part as Chapter 2.16 Snohomish County Code created the Snohomish County Parks Advisory Board hereinafter referred to as the “Board”.

The following bylaws have been adopted by the Board. These bylaws are an amendment to (replacement for) bylaws dated May 11, 2008.

ARTICLE 1 BYLAWS SUBJECT TO SNOHOMISH COUNTY CODE

1.1 These bylaws along with any rules created by the Board or resolutions adopted by the Board shall be in all respects subject to, and in aid of, Snohomish County Code, particularly, [SCC 2.16.030](#) through [SCC 2.16.100](#). In the event these bylaws or any action taken by the Board shall conflict with the Snohomish County Code, the provisions of the Snohomish County Code shall control. The terms, provisions and conditions of the Snohomish County Code are by this reference incorporated herein as if fully set forth.

ARTICLE 2 MEETINGS

2.1 The Board shall meet monthly on the second Tuesday of each month, at 3:00pm. Meeting location is the parks department offices at Willis Tucker Park or other pre-disclosed location. When allowed by state law, arrangements may be made for a virtual session using an agreed-upon video conferencing service.

2.2 Time, date, and location of a regular meeting may be changed by motion approved at a prior meeting.

2.3 All meetings shall be open and public, and all persons shall be permitted to attend any meeting. Meetings shall be conducted in accordance with Chapter 42.30 RCW (Open Public Meetings Act) and Roberts Rules of Order. If video conferencing is used and the application makes possible a recording of the meeting, such a recording may be created to assist in creation of minutes but will be deleted once the minutes of the recorded meeting are approved at a subsequent meeting. Prior to deletion of such a recording, it will be available to the public by request to the secretary.

2.4 Order of business.

2.4.1 Call to order.

2.4.2 Roll call.

2.4.3 Review and approval of the minutes of previous meeting.

2.4.4 Announcements of any public hearings or meetings.

2.4.5 Oral requests from visiting members of the public.

2.4.6 Sharing of correspondence received.

2.4.7 General Business.

2.4.8 Project status reports from staff.

2.4.8.1 Construction projects.

2.4.8.2 Design projects.

2.4.8.3 Preferred plan projects.

2.4.8.4 Long range planning.

2.4.9 Director's time – Director of Conservation and Natural Resources and/or Director of the Parks and Recreation Division.

2.4.10 Messages from the Board (Around the Table) – Every Board member will be afforded time to share observations or opinions or ask park related questions.

2.5 Quorum – A quorum is present when six (6) or more voting members are present in person or by video conference, except if there are Board vacancies. If there are Board vacancies, then 50% of non-vacant positions shall constitute a quorum, but a quorum shall never be fewer than four (4) Board members.

2.6 Agendas – An agenda will be prepared by Parks staff with input from the Board officers and distributed in advance to members using county email accounts and posting online.

2.7 Field Trips – While not binding on staff, staff will endeavor to set up at least two meetings per year that are field trips to parks of interest or projects under construction. During field trip meetings, the usual order of business need not be closely adhered to if it is impractical to do so.

2.8 Cancellation of a meeting – If it is clear based on circumstances that an upcoming meeting will not achieve a quorum and there is no over-riding need to conduct that meeting, the Board may vote in advance to cancel the meeting, provided proper announcement is made so the public is aware there will not be a scheduled meeting.

2.9 Three consecutive unexcused absences from regular scheduled meetings may constitute grounds for dismissal of a member from the Board.

2.10 Meeting minutes and other records of the Board will be maintained at the office of the Director of Parks and Recreation Division of the Department of Conservation and Natural Resources. Minutes and other records of Board activities shall be open to public inspection.

ARTICLE 3 OFFICERS

3.1 New officers shall be elected by vote of the Board at the January meeting each year or

as soon as practical thereafter if there is not a quorum for the January meeting.

3.2 Duties of Officers.

3.2.1 Chairperson – The chairperson shall run the meetings in accordance with Robert’s Rules of Order. The chairperson may appoint committees as needed to accomplish the Board’s objectives. The chairperson may sign correspondence approved by the Board from time to time as called for.

3.2.2 Vice Chairperson – The vice chairperson shall run meetings in the absence of the chairperson.

3.2.3 Secretary – The secretary shall take meeting notes and prepare minutes. The secretary may sign the documentation of resolutions and actions of the Board.

3.3 The Board may opt to elect an assistant secretary to share recording duties.

3.4 In the absence of both chairperson and vice chairperson at a meeting where a quorum is present, the meeting will be run by the secretary, if present, or the most senior Board member in attendance if no officer is present.

3.5 Upon the affirmative vote of Board members at any regular meeting where a quorum is present, any officer may be removed, with or without cause, and his or her successor elected at any regular meeting.

ARTICLE 4 ACTING AS A BODY

4.1 The Board shall act as a body in making its decisions and announcing them. No member shall speak or act for the Board without prior authorization. The chairperson of the Board, however, may represent the Board at events and report back to the Board or a Board committee at the next meeting.

ARTICLE 5 COMMUNICATIONS OUTSIDE OF MEETING PARTICIPATION

5.1 The duties of Board members are listed in [SCC 2.16.100](#). Some duties will involve interactions with the public at various parks, including the fairgrounds. In those instances, members should present a positive image as a representative of the county.

5.2 Email communication where Board members are discussing county business should be accomplished exclusively using county email accounts.

ARTICLE 6 AMENDMENTS TO BYLAWS

6.1 These bylaws may be amended by a resolution passed by the affirmative vote of Board members at a meeting where a quorum is present if the amendment(s) have been submitted at the previous regular meeting.

Dated this ____ day of _____, 2022

Jacob Vail, Chairman