

**CITY OF SHORELINE**  
**Parks, Recreation & Cultural Services and Tree Board**  
**Rules of Procedure**

**ARTICLE I - AUTHORITY AND PURPOSE**

The Parks, Recreation and Cultural Services Advisory Board ("Parks Board") serves as an advisory body to the City Council. The purpose of the Parks Board, as set forth in Shoreline Municipal Code (SMC) Chapter 2.55 is to provide additional citizen input on park maintenance and operations, design matters, programs and services in sports, recreation and cultural activities including public art, and management of trees located in City-owned public property and in City rights-of-way.

Pursuant to SMC 12.30.020, the Parks Board serves as the City's Tree Board. The primary responsibility of the Tree Board is to make policy recommendations concerning the management of public trees. For the purpose of these Rules of Procedure, the Parks Board refers collectively to the Parks Board and Tree Board.

Pursuant to SMC 2.55.040, the Parks Board is authorized to adopt such rules as are necessary for the condition of its business and the business of the Parks Board. These Rules of Procedure are such rules.

**ARTICLE II – MEMBERSHIP**

**A. Appointment and Term**

1. The Parks Board shall consist of seven (7) voting Board members and two (2) non-voting Youth Board members, appointed and reappointed by majority vote of the City Council.
2. Each Board member shall be appointed for a term of four (4) consecutive years. No Board member shall serve longer than two (2) consecutive terms. Board member terms shall expire on the 31st day of March.
3. Each Youth Board member shall be appointed for a term that begins on September 1st and expires on June 30th. No Youth Board member shall serve longer than four (4) consecutive September-June terms. Youth Board members shall be between the ages of 15 and 19 at the beginning of each term.
4. A Board member who has served more than half a term is considered to have served a full term.

**B. Resignation of Position.**

A Board member desiring to resign from the Parks Board shall provide written notice of their resignation as soon as reasonably possible, but no less than thirty (30) calendar days prior to the effective date of resignation except under extenuating circumstances. Written notice shall be submitted to the City staff member assigned to provide administrative support who shall promptly present the resignation to the City Council and the Recreation, Cultural and Community Services Director.

**C. Vacancy, Removal, or Forfeiture of Position.**

1. A Board member shall be a resident of, own property within, or be employed in the City during their term. If at any time during a Board member's term a Board member fails to reside, own property, or be employed in the City, then that position shall be deemed vacant. Vacancy is

effective immediately as the individual no longer satisfies the qualifications of membership set forth in SMC 2.55.020.

2. A Board member shall have forfeited their position with unexcused absences from three (3) regular consecutive meetings of the Parks Board. Forfeiture results in a vacancy
3. A Board member may be removed by a majority vote of the City Council for neglect of duty, conflict of interests, malfeasance in the position, or other just cause, including unexcused absence.
4. Vacancies occurring other than through the expiration of terms shall be filled for the unexpired terms by the City Council in the same manner as for appointments as provided in SMC 2.55.030.

## **ARTICLE III - DUTIES OF THE PARKS BOARD, OFFICERS, AND SUPPORT STAFF**

### **A. Duties of the Parks Board**

1. The Parks Board shall undertake the duties and responsibilities as set forth in SMC 2.55.060 and any other duties as may be conferred upon the Parks Board from time to time by ordinance, resolution, or motion of the City Council.
2. When participating in a recommendation, it shall be the obligation of every Board member to be familiar with the facts on a matter in order to reach an informed, reasoned decision. If a Board member was absent from a meeting, the Board member shall familiarize themselves with the subject matter, using such things as the file of record and the recording of the meeting.

### **B. Officers**

Parks Board Officers shall consist of a Chair and a Vice-Chair; both voted into office by the Parks Board from its Board members. A Youth Board member shall not serve as an Officer.

1. Chair of the Parks Board
  - a. The Chair shall be a full voting member of the Parks Board. The Chair shall serve as the Presiding Officer for all meetings and public hearings and shall:
    - ii. Call the meeting to order and adjourn the meeting,
    - iii. Keep the meeting to its order of business,
    - iv. Control discussion in an orderly manner,
    - v. Give each Board member an opportunity to speak when recognized by the Chair,
    - vi. Permit public participation at the appropriate times, and
    - vii. Maintain the decorum, respect, and order of the meeting or hearing.
  - b. The Chair may call for a special meeting.
  - c. The Chair shall appoint all committees and their respective chairs. Prior to making such appointments, the Chair shall solicit interest from Board members as to service.
  - d. The Chair may delegate duties to other Board members with the consent of the Parks Board.
  - e. The Chair may speak on behalf of the Parks Board before the City Council, the public, and City staff. When the Chair is representing the Parks Board, the Chair must support and advocate the official position of the Parks Board, not a personal viewpoint.
  - f. The Chair shall sign all official papers involving the authority of the Parks Board, including those transmitted to the City Council.
2. Vice Chair of the Parks Board
 

The Vice Chair shall assume the duties and powers of the Chair when the Chair is absent.
3. Chair Pro Tem of the Parks Board
 

In absence of both the Chair and Vice Chair, Board members shall elect a Chair pro tem in the

same manner as the Chair is appointed in Article IV Elections.

4. Term

The term of an Officer shall be defined as one (1) year. An Officer may serve in the same capacity for no more than two (2) consecutive terms.

**C. Administrative Support Staff**

1. A City staff member from the Recreation, Cultural and Community Services Department, or its successor, shall provide administrative support to the Parks Board.
2. Support Staff shall prepare and post the agendas of all regular and special meetings and all notices of cancellation for such meetings. The agenda shall provide the method for remote attendance at a meeting by the Public.
3. At the minimum, the Support Staff shall post agendas and notices of cancellation on the bulletin board at the Shoreline City Hall and on the City's website.
4. The Support Staff shall prepare summary minutes, which must be approved by the Parks Board.
5. The Support Staff may record each meeting of the Parks Board either by audio or audio/visual.
6. Support Staff shall retain such recordings, minutes, and any official records of the Parks Board, including staff reports and recommendations, in conformance with chapter 40.14 RCW and the Local Government Common Records Retention Schedule.

## **ARTICLE IV – ELECTIONS**

**A. Elections**

The Parks Board shall elect a Chair and a Vice Chair every one (1) year. Generally, the Chair and Vice Chair shall be elected and take office at the first regular public meeting of the Parks Board in April. Such election shall take place as the first item of new business of that meeting, and elected Officers shall immediately assume their duties at the close of elections.

**B. Election of the Chair**

1. The election of Chair will be conducted by the Support Staff for the Parks Board.
2. No one Board member may nominate more than one (1) person for a given office until every Board member wishing to nominate a candidate has an opportunity to do so. Nominations do not require a second.
3. Support Staff will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nomination, Support Staff will ask again for further nominations and if there are none, Support Staff will declare the nominations closed. A motion to close the nominations is not necessary.
4. After nominations have been closed, voting for the Chair takes place in the order nominations were made. Only affirmative votes shall be given, and Board members will be asked to vote by a raise of hands. As soon as one of the nominees receives a majority vote of the Parks Board as a whole (four (4) affirmative votes), Support Staff will declare that Board member elected. No votes will be taken on the remaining nominees. A tie vote results in a failed nomination. If none of the nominees receives a majority vote, Support Staff will call for nominations again and repeat the process until a single nominee receives a majority vote.

**C. Election of Vice Chair**

Upon election, the Chair conducts the election for Vice Chair following the same process set forth for the election of the Chair.

**D. Vacancies**

1. Should the Office of Chair be vacated prior to the completion of the term, the Vice-Chair shall become the Chair and assume the duties and responsibilities of the Chair for the remainder of the said Term. The new Chair shall then conduct an election for a new Vice-Chair.
2. Should the Office of the Vice-Chair be vacated prior to the completion of the term, the Chair shall conduct an election for a new Vice-Chair to serve out the remainder of the term at the next regular meeting.
3. Time spent fulfilling a vacated term for an Officer shall not count towards the two (2) consecutive term limit for Chair and for Vice-Chair.

**ARTICLE V - MEETINGS**

All Parks Board regular and special meetings and hearings shall be properly noticed and open to the public in compliance with the requirements of the Open Public Meetings Act (OPMA), chapter 42.30 RCW, as amended from time to time, and this Article.

Meetings of the Parks Board shall be held at Shoreline City Hall, 17500 Midvale Avenue N, Shoreline, Washington. All meetings shall be held at this location except when the adequate public notice is provided stating otherwise.

**A. Regular Meetings.**

1. The Parks Board shall hold a minimum of eight (8) regular meetings per year during the months of January to July and September. A more frequent meeting schedule may be established by the board.
2. Regular meetings shall begin 7:00 pm Local Time and end not later than 9:00 pm Local Time, unless extended by majority vote of the Board members in attendance at the meeting. Should a regular meeting day be an observed legal holiday, the scheduled meeting shall be cancelled, unless a majority of the Parks Board vote to select another day.
3. Any Parks Board meeting, regular or special, may be cancelled by a majority vote of the Parks Board in attendance at the meeting where cancellation is being considered. The Chair, or Vice Chair if serving as Chair pro tem, may cancel a Parks Board meeting for lack of agenda items.
4. Support Staff shall post timely notice of the cancelled meeting as provided in this Article.

**B. Special Meetings**

1. Special meetings may be called by the Chair of the Parks Board, the Director of Recreation, Cultural, and Community Services, or successor, the City Council or Mayor, City Manager, or by the request of any five (5) Board members by delivering written notice personally or by electronic mail to each Board member at least 24 hours before the time specified for the proposed special meeting.
2. Notices of special meetings shall conform to the requirements of the Open Public Meetings Act (OPMA) and specify the time and place of the special meeting and the subjects to be considered, and no subject other than those specified in the notice shall be considered.
3. No special meetings shall be scheduled between December 15th and the end of the year.
4. The agenda for a special meeting need not conform to that specified in Section C of this Article.

**C. Order of Business**

1. The order of business for each regular meeting of the Parks Board shall, at the minimum, include the following:
  - Call to Order
  - Roll Call
  - Approval of Agenda
  - Approval of Minutes
  - General Public Comment
  - Study and/or Action Items
  - Adjournment

**D. Public Comment**

1. Parks Board regular meetings may allow the public to express its views in-person or remotely through the telephone or online during General Public Comment
2. During General Public Comment, the Parks Board will take public comment on agenda items or any other topic. General Public Comment at a Special Meeting is not required.
3. Individuals may speak for three (3) consecutive minutes or less, depending on the number of people wishing to speak. If more than ten (10) people are signed up to speak for any of the comment periods, each speaker will be allocated two (2) minutes.
4. The Chair or the Vice Chair, acting as Chair pro tem, has discretion to limit or extend time limitations and the number of people permitted to speak.
5. Support Staff shall be the timekeeper for all public comment or testimony.
6. The Chair shall advise all speakers that their comment is being recorded. Individuals appearing in-person wishing to speak will be required to sign up prior to the start of the Public Comment period. Individuals participating remotely must sign up at least thirty (30) minutes prior to the start of the meeting and will be called on after in-person speakers. Speakers will generally speak in the order in which they have signed up. Each speaker must begin by clearly stating their first and last name, city of residence, and if applicable, the organization they are representing.
7. Prior to closing the comment period, if time permits, the Chair shall inquire if there are any additional speakers, in-person or remote, other than those that have signed up and previously spoken, and if there are, they shall be allowed to speak.
8. Any person making disruptive, impertinent, slanderous or threatening remarks while addressing the Parks Board or during the meeting shall be asked to leave the meeting and barred from further audience before the Parks Board at that meeting. If the person is participating in the meeting remotely, the Chair shall ask Support Staff to remove them from the online video conferencing application or telephone connection.
9. Speakers will not be permitted to present comments via electronic methods (e.g. PowerPoint or screen sharing). Speakers may utilize visual aids; hardcopies of visual aids may be submitted to Support Staff for distribution to the Parks Board.

**E. Noticing**

1. Support Staff shall cause the preliminary agenda for the forthcoming Parks Board meeting to be posted on the bulletin board at Shoreline City Hall and on the City's website at least twenty-four (24) hours in advance of the meeting's start time.
2. Except when not reasonably possible, Support Staff shall make staff reports and supporting documentation for any meeting available on the City's website at least seven (7) days in advance of the meeting. No staff report shall be made available less than five (5) days in advance of a

hearing.

3. Support Staff shall provide notice of the agenda, staff reports, and supporting documentation available through any other means, including electronic mail to persons requesting notice, as deemed necessary by the Parks Board, the Director of Recreation, Cultural, and Community Services, or successor, or the City Manager.

## **ARTICLE VI - RULES OF MEETINGS**

### **A. Attendance**

1. Attendance is expected of each Board member at all regular and special meetings. In the event that a Board member must miss a meeting, that Board member must notify Support Staff as soon as reasonably possible prior to the meeting. If a Board member is unable to contact Support Staff, the Board member shall contact the Director of Recreation, Cultural, and Community Services, or successor, who shall convey the message to the Chair.
2. If a Board member fails to provide the required notice, the absence will be considered unexcused.
3. Remote Attendance.
  - a. The Parks Board recognizes the benefits of full attendance of its members at regular, special, and emergency meetings and expects Board members to attend meetings in-person. However, remote attendance by a Board member who is not able to be physically present, whether for all or part of a meeting, is allowed as needed subject to the following:
  - b. Notice: A Board member shall contact the Chair and support Staff no later than 12:00 pm Local Time on the day of meeting for which they will attend remotely. If the Board member is unable to contact the Chair or Support Staff, the Board member shall contact the Director of Recreation, Cultural, and Community Services, or successor, who shall convey the message to the Chair.

### **B. Remote Attendance Requirements – Board members**

1. Remote attendance by a Board member shall be through the City's approved online videoconferencing application.
2. A Board member's camera should be turned on when participating in the meeting.
3. In order to effectively preside over the meeting, the Chair needs to be physically present at the meeting, unless the entire Parks Board is remote. The Chair may attend the meeting remotely with the Vice Chair or another Board member presiding over the meeting from the physical meeting location.
4. A Board member attending remotely will be marked present, counting towards a quorum and, for voting Board members, can vote during the meeting as if they were physically present.
5. A Board member attending remotely must be able to hear public comment and staff's presentation in real time.
6. If a Board member attending remotely cannot maintain a stable connection, the remote Board member shall request an excused absence and immediately disconnect from the meeting. If due to connectivity issues, the remote Board member is not able to request an excused absence, the Chair shall note the excused absence and Support Staff will make an appropriate notation in the minutes.

### **C. Remote Attendance – City Staff**

The Director of Recreation, Cultural, and Community Services, or successor, will work with City Staff

to determine whether attendance at a Parks Board meeting should be in-person or whether remote attendance is appropriate for City Staff.

**D. Quorum**

At all Parks Board meetings, the presence of four (4) voting Board members constitutes a quorum and is required for transaction of business and the taking of action, except adjournment. In the absence of a quorum, the Board members present at the meeting shall adjourn that meeting to a date and time certain.

**E. Rules of Procedure**

The most current edition of Robert's Rules of Order Newly Revised shall provide the basis for meeting structure and decisions shall be made by motion and vote of the Parks Board.

**F. Voting**

1. Each voting Board member shall have one (1) vote.
2. Only Board members present at a meeting may vote. No vote may be cast by proxy.
3. Except for approval of the minutes and meeting adjournment, all votes shall be taken by roll call.
4. In instances where a vote is called for or required, the present majority is sufficient to act (providing a quorum is present).
5. If a Board member abstains, it shall be recorded as an abstention and not included in the vote tally.
6. The Chair may vote on any issue. In the event of a tie, additional discussion will be followed by a second vote. If a tie persists, the motion shall be postponed until a mutually determined date.
7. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes.

**G. Adjournment**

1. Meetings shall be adjourned by a majority vote of the Parks Board or by the Chair when it appears that there is no further business to be conducted.

## **ARTICLE VII - COMMITTEES**

Committees may be appointed by the Chair and serve at the pleasure of the Parks Board.

**A. Committees**

1. A Committee shall consist of no more than three (3) Board members, with the chair of the committee selected by the Chair.
2. A Committee shall be formed based on subject areas and shall analyze issues and receive subject matter briefings as needed in advance of full Parks Board consideration.
3. A Committee shall establish their own meeting schedule, and the deliberations thereof shall take the form of verbal or written reports, shared with the entire Parks Board.

**B. Committee Meetings**

Meetings of committees are not required to conform to the notice and record keeping provisions of Article III or Article IV. However, if a member of the public requests to attend a committee meeting, the committee shall accommodate such a request.

## ARTICLE VIII - CODE OF ETHICS AND DECORUM

- A. A Board member is a representative of the City of Shoreline and, therefore, a Board member's actions should reflect that representation.
- B. Members of the Parks Board shall fully comply with chapter 42.23 RCW, Code of Ethics for Municipal Officers, and the most current version of the City of Shoreline Code of Ethics, as adopted by the City Council.
- C. Members of the Parks Board shall fully comply with chapter 42.30 RCW, Open Public Meetings Act, including RCW 42.30.205 which requires training on the OPMA's requirements.
- D. While the Parks Board is in session, a Board member shall neither, by conversation or otherwise, delay or interrupt the meeting or the peace of the Parks Board, nor disrupt any Board member while speaking nor refuse to obey the orders of the Chair.
- E. To preserve the integrity of the Parks Board, if a Board member reasonably believes that they have a conflict of interest in regard to a matter before the Parks Board, the Board member should recuse themselves from discussion or vote on the matter and shall leave the meeting room while the matter is under consideration. A Board member may seek advice from the City Attorney or Assistant City Attorney in making this determination.
- F. If a Board member is not meeting with, speaking to, or otherwise appearing before a member of the public, group, or other governmental agency on behalf of the City, the Board member shall clearly state that their statement reflects their personal opinion if it is not the official position of the Parks Board.

## ARTICLE IX - AMENDMENTS

- A. These Rules of Procedure may be amended at any regular meeting or special meeting by a majority vote of the Parks Board as a whole (four (4) affirmative votes).
- B. Prior to amending these Rules of Procedure, the Chair may appoint a committee to prepare proposed amendments and said committee shall present its recommendation to the Parks Board. Any Board member may propose an amendment at any time provided that a copy of any proposed amendments shall be furnished to each Board member at least three (3) working days prior to the date of the meeting that it will be considered.
- C. The Chair shall timely cause the City Council to be advised of all adopted amendments and shall direct Support Staff to reflect such amendments in the public record.