PARKS & COMMUNITY SERVICES BOARD BYLAWS

These Bylaws constitute the official rules of procedure for the Parks and Community Services Board (hereinafter referred to as the Board). Where rules of procedure are not addressed in these Bylaws, the Board shall be governed by the City Council's adopted Rules (Resolution No. 10544) and/or by *Robert's Rules of Order, Newly Revised.*

ARTICLE I - Scope of Authority/Responsibility

The members of the Board accept the responsibility of the office and declare their intention to execute the duties defined under the State law and Bellevue City Code 3.62 to the best of their ability and to respect and observe the requirements established by the Bellevue City Council.

The authority of the Board is limited to those specific functions set forth in the Bellevue City Code. The purpose of the Board is advisory to the City Council.

The Board shall have no authority or responsibility relating to the following activities:

A. The Board or its individual members shall not speak for or advocate on behalf of the City or Board, or act in a manner that may be construed as representing the City, unless specifically authorized to do so by the City Council.
B. The Board or its individual members have no supervisory authority and shall not direct administrative operations, maintenance, or hiring of consultants and other independent contractors.
C. The Board shall not participate in regional issues not specifically assigned to the Board by the City Council.

A member of the Board is not authorized to speak for the Board unless the Board has expressly authorized the member's communication.

An individual member is free to voice a position, oral or written, on any issue after making it clear that the member is not speaking as a representative of the City or as a member of the Board.

ARTICLE II - Membership and Organization of the Board

A. Membership.
   1. Each person at time of nomination and continuing uninterrupted thereafter while serving on the Board shall be a resident of the City of Bellevue. If residency is broken at any point, the Council Liaison assigned to the Board shall recommend to the City Council a new Board member for appointment. (See Resolution 10084, Section 5C for full process).
   2. Each person to be appointed shall be nominated by the Council Liaison for a specific, numbered position on the Board.

3. Appointees shall commence service after confirmation by the City Council and the effective date of the previous member's resignation or expiration of the existing term for the position, as applicable.
4. Each confirmation motion by the Council shall include the ending date and term for the position to which the member is appointed and that information shall be entered into the Council meeting minutes and maintained in the Board's records by the Deputy City Clerk.
5. The term for all positions on the Board shall be four years. Each position shall expire on May 31st of the last year of the term. The expiration date of the terms of the position on the Board shall be staggered so that no more than four positions expire in the same year.
6. No person shall serve on any advisory board or commission for more than two consecutive terms, provided a person appointed to fill an unexpired term of less than two years is eligible to serve two additional successive four-year terms; provided further, a person who is ineligible to serve on an advisory board or commission for having served two consecutive terms may again serve after two years have elapsed from the end of the second such term. This limitation to two consecutive terms means service on the Board for two successive terms, or service on another City board or commission for one term followed by service on the Board for another term; and whereby a term is defined as service of two years or longer.

B. Election of Officers. The Board shall elect a Chair and Vice-Chair, and any other officers the Board deems necessary, for a term of one year at their first regular meeting in June of each year, or as soon thereafter as feasible based on seating of newly-appointed members.

   The election process shall be in accordance with *Robert's Rules of Order Newly Revised.*

   In the event of the resignation of the Chair or Vice-Chair, the Board shall expeditiously elect a new officer to fill the vacancy for the remainder of the existing term.

   In the absence of the Chair and Vice-Chair, a Chair pro tem shall be elected informally by the members present to conduct the meeting.

C. Committees. The Chair, with the concurrence of the Board, may appoint standing committees or special committees of the Board and assign one or more members to such committees.

D. Quorum. At all meetings of the Board, quorum shall consist of a majority of the members.

E. Ex officio members. The Council may approve the appointment of an ex officio member to the Board. Ex officio members are authorized to sit at the table and participate in discussions, but are non-voting members.

F. Resignation. A member may resign by giving written notice to the City Clerk and the Chair of the Board.

G. Removal from office. Members of the Board may be removed at any time by the Mayor, upon approval of a majority of the Council for neglect of duty, conflict of interest, unexcused absence from three consecutive regular meetings of the Board, or for any reason deemed sufficient by the majority of the Council. The decision of the Council shall be final and there shall be no appeal.

H. Vacancies. Vacancies shall be reported immediately to the City Clerk.

Vacancies occurring for reasons other than the expiration of a term shall be filled for the unexpired portion of the term. The appointment is made by the Mayor upon approval of a majority of the Council.

I. Staffing. The Parks and Community Services Department Director shall assign staff support to the Board.

ARTICLE III - Duties

A. Presiding Officer. The Chair shall be the presiding officer of the Board. In the temporary absence of the Chair, the Vice-Chair shall perform the duties and responsibilities of the Chair. The Presiding Officer is required to attend meetings in person. If the Presiding Officer is authorized to participate in a meeting remotely under Article V.G of these Bylaws, the Presiding Officer must pass the Presiding Officer role for that meeting to a board member who will attend that meeting in person.

It shall be the Presiding Officer's duty to see that the transaction of Board business is in accord with these Bylaws.

B. Presiding Officer Duties. It shall be the duty of the Presiding Officer to:
   1. Call the meeting to order.
   2. Keep the meeting to its order of business.
   3. Control the discussion in an orderly manner.
      a. Introduce the agenda topic, provide for staff presentation and questions from the Board, and call for discussion among the Board members.
      b. Give every Board member who wishes an opportunity to speak.
      c. Permit audience participation at the appropriate times.
      d. Require all speakers to speak to the question and to observe the rules of order.
      e. Give pro and con speakers opportunities to speak to a question when practicable.
      f. Guide the Board in providing direction to staff and making recommendations to the City Council.
   4. State each motion before it is discussed and before it is voted upon.
   5. Put motions to a vote and announce the outcome or summarize consensus direction achieved by the Board.
   6. Decide all questions of order, subject to the right of appeal to the Board by any member.

The Presiding Officer may at their discretion call the Vice-Chair or any member to take the Chair so the Presiding Officer may make a motion.

C. Board Staff Duties. The Board staff, or an authorized designee, shall attend all meetings of the Board. The Board staff shall:
   a. Provide for noticing of special meetings or changed locations of meetings;
   b. Post agendas and Board packet materials for each meeting;
   c. Record and retain, by electronic means, each meeting for the official record;
   d. Provide for timely preparation of summary minutes of all Board meetings;
   e. Maintain the Board's official records;
   f. Manage correspondence on behalf of the Board.

ARTICLE IV - Council Liaison

A. The Mayor, with the concurrence of Council, shall appoint a Councilmember to serve as Liaison to the Board.

B. The Council shall identify roles and responsibilities for Liaisons to the Council's appointed Boards and Commissions.

ARTICLE V - Meetings

Public notice of meetings or of hearings before the Board shall be provided as required by law. Noticing of special meetings and public hearings is provided by the Deputy City Clerk.

A. Regular meetings. The regular meetings of the Board shall be held at 6:00 pm on the third Wednesday of each month; unless there is critical or time-sensitive work, the Board may recess for the month of August or December.

Regular or continued meetings that fall on a holiday shall be rescheduled by the Board.

B. Special meetings. Special meetings may be held by the Board subject to notice requirements prescribed in state law. The notice for special meetings shall state the subjects to be considered, and no subjects other than those specified in the notice shall be considered.

Electronic mail shall be considered written notice to members for purposes of this rule.

C. Meeting place. Meetings of the Board shall be held at Bellevue City Hall unless otherwise noticed.

D. Open Public Meetings. No legal action may be taken by the Board except in a public meeting. "Action" is defined as the transaction of official business, but is not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions.

All meetings of the Board shall be open to the public; provided, the Board may hold Executive Sessions as permitted by law (RCWs 42.30.110).

Minutes will be prepared for all regular and special meetings and presented as soon as practicable for Board review and approval. Minutes will include all pertinent information, motions, decisions made, and actions and votes taken. Minutes are not required to be taken at an Executive Session (RCW 42.32.035).

E. Public Notice. Public notice of meetings or hearings before the Board shall be provided as required by law. Notice of special meetings will be delivered in writing by mail or electronic mail at least 24 hours in advance to Board members and to the City's newspaper of record and other media publications that have filed written requests of the City to be notified. The notice will specify the time and place of the special meeting and the business to be transacted.

F. Attendance. Attendance at regular and special meetings is expected of all Board members.

Any member anticipating absence from an official meeting should notify the City staff assigned to the Board in advance.

Unexcused absences from three consecutive regular meetings shall be reported to the City Council for appropriate action as prescribed by Bellevue City Code, Section 3.62.010.

G. Remote participation. Board members are encouraged to attend meetings in person when practicable. A member may participate remotely using approved teleconferencing equipment. Any member who wishes to participate in a meeting remotely must notify the presiding officer and the staff liaison of their intent no later than 12:00 p.m. the day prior to the meeting. If more than three members provide timely notice of their intent to participate remotely, the staff liaison will determine who may participate remotely and who may not, and will notify the members.

No more than three Board members may participate remotely during any one Board meeting. Such remote participation will be considered attendance at the meeting and shall be counted toward determination of a quorum.

H. Recess. The Board may, by a majority vote or consensus, recess for a short break. The proposal to recess may set a time limit or run until the Chair calls the meeting back to order.

I. Continuation. The continuation of a meeting shall be to a definite time and place and approved by majority vote.

J. Adjournment. Regular meetings of the Board shall adjourn at 8:30 pm. The adjournment time may be extended to a later time certain upon approval of a motion carried by a majority of Board members.

At the conclusion of the agenda, after calling for any additional business, the Chair may declare the meeting adjourned.

ARTICLE VI - Order of Business/Agenda

A. Preparation of meeting agendas will be the duty of the Board staff in coordination with the Chair and Vice-Chair, taking into account the input, if any, of the Board at previous meetings.

B. Copies of the agenda will be available to all Board members at least two days prior to a regular meeting and 24 hours in advance of special meetings.

C. The agenda will indicate whether formal action is intended to be taken by the Board on a particular matter.

D. The order of business for each regular meeting shall be as follows:

1. Call to Order and Roll Call
2. Approval of the Agenda
3. Approval of Minutes
4. Oral and Written Communications
5. City Council Communication
6. Director's Report
7. Board Communication
8. Discussion / Action Items
9. New Business
10. Adjournment

E. The printed agenda of a regular meeting may be modified, supplemented or revised by a majority affirmative vote of the Board members present.

F. A topic on the agenda may be continued to subsequent meetings when it is apparent that one meeting will not be sufficient to complete the scheduled business.

G. The order of business does not apply to Special Meetings.

ARTICLE VII - Public Comment

A. Timing of Communications. The Board shall not take public comment at regular meetings except for that given at a public hearing or at Oral and Written Communications. Written comments may be submitted to the Board staff in advance of the meeting.

B. Addressing the Chair. Speakers shall address all statements to the Chair. Board members may direct questions to speakers only with the Chair's permission.

C. Public Hearings. The purpose of a public hearing is to gather information and opinions on a specific subject the Board is studying. The following rules shall be observed during any public hearing:

1. The Chair shall, at the opening of a public hearing, state the purpose of and process for the hearing and may request that staff provide an introductory staff report.
2. Persons wishing to speak, either in-person or through remote participation, shall sign in on the paper or electronic sign-in sheet provided and will be called to speak in the order in which they signed.
3. Speakers will be allowed three minutes in which to make their comments. Additional time will not be allowed unless the Chair or a majority of the Board determines to allow additional time.
4. Speakers are encouraged to indicate support for or opposition to previous comments rather than repeating prior testimony.
5. No specific time limitations are placed on the length of public hearings.
6. The Board may continue a hearing to a future date or close a hearing after everyone wishing to speak has spoken.
7. All written material provided before or during the hearing will be included in the hearing record.
8. The Chair may allow additional time for receipt of written comments when needed.

D. Oral Communications.

1. The time allowed for Oral Communications shall not exceed 30 minutes.
2. Persons wishing to speak, either in-person or through remote participation, shall sign in on the paper or electronic sign-in sheet provided and will be called to speak in the order in which they signed.
3. Speakers will be allowed to speak for three minutes. Additional time will not be allowed unless the Chair or a majority of the Board determines to allow additional time.

4. Suspension of these rules will require a majority vote of the Board members present and must be consistent with the requirements of the Open Public Meetings Act, Chapter 42.30 RCW.

E. Decorum.

1. Public comment shall be limited to matters relating to City of Bellevue government and to subject matters encompassed within the power and duties of the Board.
2. Public comment may not be used for the purpose of assisting a campaign for election of any person to any office or for the promotion or opposition to any ballot proposition.
3. Persons participating in Board meetings must not engage in speech or conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting. Disruptions may include and are not limited to:
    a. Addressing the Board while the Board is in session without the permission of the presiding officer;
    b. Failure of a speaker to comply with the allotted time established for that speaker's public comments or to speak on topic during a comment period that is limited to a topic;
    c. Failure of a speaker to comply with the rules in this code or in the Board bylaws concerning public comment;
    d. Using an allotted comment period for purposeful delay, including remaining silent or engaging in other activity without conveying a discernible message;
    e. Whistling, hand clapping, stomping of feet, shouting or other outbursts from members of the public who have not been recognized by the presiding officer for public comment or testimony;
    f. Speech or other expression by an individual who has not been recognized by the presiding officer for public comment who is expressing themselves in a volume louder than a low, conversational level appropriate for communication between persons seated next to each other in the Board meeting room, or whose speech or other expressions are audible by others;
    g. Standing in a location that obstructs the view of meeting attendees, unless speaking as recognized by the presiding officer;
    h. Approaching Board members or city employees who are staffing the meeting while the Board meeting is in progress, unless permitted to do so by the presiding officer; and
    i. Affixing a banner or sign to walls or structures in the Board meeting room or holding or placing a sign in a way that endangers others or obstructs the free flow of pedestrians or the view of others attending a Board meeting.
4. Persons participating in Board meetings must also not engage in the following conduct, which may subject them to criminal sanctions in addition to the enforcement of these requirements:

a. True threats of violence, that purposefully or recklessly place a person in fear of bodily harm, death, or other violence;

b. Use of obscene language or gestures; or

c. Assault or attempted assault.

5. Ejection From Meeting. Where speech or conduct results in actual disruption of the Board meeting, or is in violation of subsection (E)(4) of this section, the presiding officer may issue a verbal warning to the person and/or may (a) terminate the person's individual comment period and direct their microphone be turned off; (b) direct security personnel to assist the person to the person's seat; or (c) order the person to leave the meeting room for the remainder of the meeting and have the person removed from the meeting room by security personnel if the person does not leave.

6. Exclusion From Future Meetings.

   a. Repeated disruptions, or violations of subsection (E)(4) of this section, may result in the person being excluded from participating in public comment or from attendance at one or more future Board meetings.

   b. In deciding whether to issue a notice of exclusion and the terms and length of the exclusion, the presiding officer shall consider the seriousness and number of the disruptions or violations, their impact on the orderly conduct of Board meetings, whether the conduct threatens public safety, and the person's record of conduct at meetings. The presiding officer may issue an exclusion from participating in public comment, or from attendance, at future Board meetings for up to 180 calendar days.

   c. If the presiding officer issues an exclusion to any person for future meetings, the exclusion shall be in writing and shall inform the person of the specific reasons for the exclusion and the specific terms and length of the exclusion. The written notice shall advise that if the person desires to address the Board during the period of exclusion, they may submit written comments which will be received by the staff liaison and provided to each of the Board members.

   d. The notice shall be filed with the city clerk, who shall mail it to the person's last known address, if any, or to the person's email address if the city clerk has an email address but does not have a mailing address. The city clerk shall also post the notice on the door of Room 1E-113 in City Hall and on the Board's web page and provide a copy of the notice to all Board members and City Council members. The notice is effective when posted on the door of Room 1E-113 and shall remain posted during Board meetings for the duration of the exclusion period.

7. The decision of the presiding officer to eject a person from public comment or attendance at a Board meeting may be overruled by a majority vote of those Board members in attendance at the meeting from which the person was ejected. If the presiding officer issues an exclusion from public comment or attendance at future meetings, that decision may be overruled by a majority vote of those Board members in attendance at the next regular Board meeting following the filing and

posting of the exclusion notice or by a majority vote of the City Council at the next regular Council meeting following the filing and posting of the exclusion notice.

8. Any person excluded from participation in future public comment periods or from attendance at future Board meetings may appeal the exclusion by submitting a written appeal stating the bases for the appeal to the city clerk within six business days after notice of the exclusion is posted on the door of Room 1E-113. The City Council shall consider any timely appeal at its next regularly scheduled open public meeting that is at least three (3) business days from the receipt of the appeal. The person's exclusion from public comment periods or from attendance at Board meetings shall remain in effect during the Council's consideration of the appeal.

F. Timekeeping. The City staff assigned to the Board shall be the timekeeper.

ARTICLE VIII - Motions

A. No motion should be entertained or debated until seconded and announced by the Chair.

B. The motion shall be recorded and, if desired by any member, read by the Clerk before it is debated. With the consent of the Board, a motion may be withdrawn at any time before action is taken on the motion.

C. Motions shall be entertained in the order of precedence outlined in *Robert's Rules of Order Newly Revised.*

ARTICLE IX - Voting

A. Action. Action may be taken by a majority of the members present when a quorum exists.

B. Votes on Questions. Each member present or participating remotely shall vote on all questions put to the Board except on matters in which they have been disqualified for a conflict of interest or under the Appearance of Fairness doctrine. Such member shall disqualify themselves prior to any discussion of the matter, stating the reason for the disqualification unless there is a legal impediment to disclosure. The disqualified member will then leave the meeting room.

Voting shall be accomplished by voice or through a showing of hands. Secret balloting is prohibited. Proxy votes of members not present are not valid votes. All votes shall be recorded in the Summary Minutes.

C. Tie Vote. The passage of a motion is defeated by a tie vote, provided that the question may be brought forward again at the request of any member at the same meeting or at the next meeting when any members who were absent or disqualified at the time of the tie vote are present.

D. Failure to Vote. Any Board member who fails to vote without a valid disqualification shall be declared to have voted in the affirmative on the question.

E. Six-month Time Limitation. Except as otherwise provided in these Bylaws, once a matter has been voted on and the time for reconsideration has passed with no action, the matter may not be taken up again for six months unless there is a showing of a substantial change of circumstances.

F. Decisions. The Board shall act as a body in making its decisions and in announcing them. The Chair or the Chair's designee shall serve as the spokesperson for the Board in reporting decisions.

ARTICLE X – Conflict of Interest, Appearance of Fairness, and Legal Assistance

Board members are held to high ethical standards and shall at all times comply with the provisions of Chapter 3.92 of the Bellevue City Code, as they exist now or as amended in future.

Any member of the Board who, in their opinion, has an interest in any matter before the Board that would tend to prejudice their actions shall so publicly indicate and shall step down and refrain from voting and participating in any manner on the matter in question to avoid any possible conflict of interest or violation of the appearance of fairness.

When there is doubt concerning the legality of an issue, the City Attorney (or designee) may be called upon to advise members as to the legality of the proposed action. If necessary, a hearing or deliberation may be continued until legal matters can be clarified. Care must be taken in maintaining records of the proceedings when litigation is a possibility.

ARTICLE XI - Minutes

A. Minutes are the official record of a meeting. Electronic recordings of meetings are retained at the City for six years and then forwarded to the Digital Archives for permanent retention.

   Minutes should be sufficiently detailed to provide what was done, by whom, and why, in order to provide an accurate summary of the main points of the discussion. Minutes are written to provide a readable, concise record of lengthy meetings, and as such not every speaker's comments on every topic are included.

   If a Board member wishes to ensure that a particular statement is included in the minutes, they should indicate, "For the record, I believe...." to signal the desire to have this comment included.

B. Draft minutes presented for approval in the meeting packet may be amended if a legally sufficient reason to do so exists.

   Once approved, that page of amended minutes will subsequently show the following wording next to the spot of the amendment: "Corrected – see minutes of _____."

ARTICLE XII - Compliance with Laws

All Board members shall comply with all federal, state, and local laws and ordinances, including but not limited to Chapter 49.60 RCW (Washington's Law Against Discrimination) and 42 U.S.C. 12101 et. seq. (ADA), BCC 3.92 (Code of Ethics), RCW 42.56 (Public Records Act), RCW 42.30 (Open Public Meetings Act), BCC 2.26 (Public Records) and the Civil Rights Act of 1964 (Public Law 88-352).

ARTICLE XIII - Communications

A. Communications with Council. The Board shall provide at least quarterly communications to the Council, either at Reports of Boards and Commissions or in written form. Reports should highlight major activities, future work plans, changes in work plans, and request any policy direction needed from Council.

B. Communications among Board members. To avoid possible violations of the Open Public Meetings Act, Board members shall refrain from back-and-forth exchange of information, viewpoints, positions, or other dialogue via email, telephone, or in person among a quorum of the membership about the business of the Board outside of a public meeting. Communications among less than a quorum that are then relayed by a participant to other members, who together constitute a quorum, are also prohibited.

ARTICLE XIV - Records

The term "public records" applies to any paper, correspondence, completed form, bound record book, photograph, film, audio or video recording, map drawing, machine-readable material, videostream, email, text message, or social media that has been created or received by any state or local government agency during the course of public business and legislative records described in RCW 40.14.100. The following requirements apply to the Board and its individual members:

A. Public records are the property of the City and must be managed (preserved, stored, transferred, destroyed, etc.) according to the provisions of Chapter 40.14 RCW.

B. Tools are in place to manage all emails sent to the Board's email account (parkboard@bellevuewa.gov) according to state law.

C. Board members are responsible for including Board staff on all Board-related communications, including forwarding any emails sent to the member in their individual capacity to the parkboard@bellevuewa.gov address. Any hard copy records shall also be transferred to staff for long-term maintenance.

D. Members may be required to produce emails or documents that relate to the activities or operations of the Board in response to a public disclosure request. Members may also be required to produce their personal notes taken at Board meetings that relate to the activities and deliberations of the Board. To the extent that those notes contain information that is purely personal or material that is exempt under the Public Disclosure Act, they may not need to be provided to the requestor.

E. As required by WAC 44-14-04003(3) and the City's Public Records Act Rules, the City must provide the fullest assistance in response to public disclosure requests. The City's Public Records Officer and a representative of the City Attorney's Office will review any documents that may be exempt from disclosure and will provide the necessary explanations of any exemptions to the requestor if access to particular records is denied. Courts may award monetary penalties should the City not respond fully or promptly.

F. Board members are advised to establish a separate, clearly-named file within their personal email account and/or on the hard drive of their personal computer to which they file all materials relating to the Board.

ARTICLE XV – Compensation and Reimbursement of Expenses

Members of the Board shall serve without compensation. Members shall be reimbursed for authorized travel or other expenses incidental to that service, which are authorized by the City Manager or City Council. Members should seek pre-authorization for any proposed expense.

ARTICLE XVI - Amendments

These Bylaws may be amended, revised, or repealed by the entire Board at any regular meeting or any special meeting, provided that notice of such changes is included on the agenda and the vote to change takes place at the next regular meeting. Amendments will not be valid unless two-thirds of the membership of the Board vote in favor of amending the Bylaws.

ARTICLE XVII - Validity

If any part or parts of these Bylaws are found to be invalid, that part or parts will not invalidate the remainder of the Bylaws.

Approved this 15th day of April, 2026.

Chair

Director
Parks and Community Services
Department

, Board Staff