

Key Peninsula Metropolitan Park District  
Dba Key Pen Parks



Resolution No R 2014-15

**A RESOLUTION OF KEY PEN PARKS, AMENDING THE DISTRICT BY-LAWS**

WHEREAS, The Board of Park Commissioners of Key Pen Parks deems it necessary to make corrections and additions to the By-Laws of Key Pen Parks.

NOW THEREFORE, BE IT RESOLVED, the Board of Park Commissioners for Key Pen Parks amends the By-Laws.

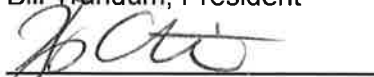
PASSED AND ADOPTED by the Board of Park Commissioners for Key Pen Parks at a regular meeting this 14th day of July, 2014.

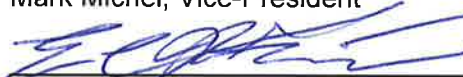
Attest:

Key Peninsula Metropolitan Park District  
Board of Commissioners  
Pierce County, Washington

  
\_\_\_\_\_  
Bill Trandum, President

  
\_\_\_\_\_  
Mark Michel, Vice-President

  
\_\_\_\_\_  
Kip Clinton, Clerk

  
\_\_\_\_\_  
Edward Robison, Member at Large

  
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John Kelly, Member at Large

**Adopted July 25, 2005**

Revised June 2009 as per as per Resolution R 2009-07

Revised February 2011 as per R 2011-03

Revised July 2014 as per Resolution R2014-15

**Key Peninsula Metropolitan Park District**

**DBA: Key Pen Parks**

**By-Laws**

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***BY-LAWS OF THE BOARD OF PARK COMMISSIONERS:***

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**By-Laws:** (Approved by the Board of Park Commissioners.)

**Purpose:** The Key Peninsula Metropolitan Park District (Key Pen Parks) is accountable to its citizens for its use of public dollars. The limited financial resources of Key Pen Parks must be wisely used to ensure adequate funding to support the services, public facilities, and infrastructure necessary to meet the community's present and future needs.

This Document *of the Board of Park Commissioners* establishes the operating policy for Board of Park Commissioners. Within this document, the Board of Park Commissioners establishes how it will conduct the business affairs of the Board and establish how business may be brought before the Board for action.

The document is designed to provide elected and appointed officials, employees, and the general public with clearer information on how the Board of Park Commissioners conducts the public's business and what opportunities the public has for presenting its advice, requests and input on matters under consideration by Key Pen Parks.

**By-Law  
Requirements:**

Article I. The Board of Park Commissioners is charged with establishing the policy direction for Key Pen Parks under Washington State law. While recognizing the formal legal name of the entity as the Key Peninsula Metropolitan Park District Pierce County, Washington the Board desires that the name Key Pen Parks be utilized in

all references not requiring the formal legal name of the organization.

Article II. This Document *of the Board of Park Commissioners* identifies the enabling legislation for Key Pen Parks, the Board-adopted rules and regulations governing the conduct of meetings of the Board of Park Commissioners and other matters related to the conduct of business by the Board.

Article III. The enabling legislation governing Key Pen Parks is RCW 35.61. In addition, other local, state, and federal laws and regulations govern the conduct and business of Key Pen Parks.

Article IV. Officers of the Board of Park Commissioners are as follows:

- A. Board President
- B. Board Vice-President
- C. Board Clerk
- D. Term of office is for one year or until new officers have been elected as provided below.
- E. Nomination of officers of the Board shall be at the last meeting in the prior calendar year and at the first meeting in the new calendar year.
- F. Election of officers shall be at the first meeting in the new calendar year. The new officers shall immediately take office upon the conclusion of the voting by the Board of Park Commissioners.
- G. The Board Clerk or their designee shall take minutes of the meetings of the Board of Park Commissioners.

Article V. The fiscal year of the Key Peninsula Metropolitan Park District shall be from January 1 through December 31.

Article VI. Meetings of the Board of Park Commissioners shall be conducted as follows:

- A. Meetings shall be held in accordance with all provisions of the Washington State Open Public Meetings Act as provided in RCW 42.30.
- B. Regular meetings: Second Mondays of each month unless changed by resolution of the Board of Park Commissioners and announced to the public. The location of the Board meetings shall be at Volunteer

- Park, 5514 Key Peninsula Hwy, Lakebay, WA 98349, unless changed by resolution approved by the Board.
- C. Time of Meeting: The Board will begin consideration of the Agenda at 7:30 PM or as close to that time as possible following the conclusion of any earlier Study Session. No Study Session preceding a regular meeting shall begin earlier than 6:00 PM.
  - D. Executive Session: May be held at any time during a regular or special meeting in accordance with the requirements of RCW 42.30.
  - E. Study Sessions: Allows for the presentation of information to the Board by staff, consultants, or citizens in an arena where the Board is not in a decision-making mode. Rather, the Board is afforded the opportunity to receive information, ask questions, and consider options regarding the various matters under discussion. The public is not permitted to ask questions during a Study Session. However the Board President, at their discretion, may invite limited public comment on an issue during Study Session. The Board may not take formal action during a Study Session.
  - F. Public Hearings: Public hearings to seek and receive citizen input regarding matters under consideration by the Board of Park Commissioners may be scheduled as part of any regular or special meeting of the Board of Park Commissioners. During a public hearing citizen comments will be taken and included as part of the official record of proceedings of the Board of Park Commissioners.
  - G. Citizen Comments: Citizens are afforded an opportunity at each regular and special meeting of the Board of Park Commissioners to offer their comments to the Board. Citizens are limited to a three (3) minute time limit and may only speak once during the Citizen Comment period at each meeting. Comments will be included as part of the official record of the meeting.
  - H. Special Meetings: May be called by the President of the Board of Park Commissioners or as agreed upon by at least three (3) members of the Board. Time and place of the meeting shall be publicly announced with notice given to the media at least 24 hours in advance of the meeting, except in the case of an emergency.
  - I. Quorum: Three (3) commissioners.
  - J. Vote: Majority vote of the quorum will rule except a 4/5 (80% affirmative) vote will be required for actions

that exceed 20% of Key Pen Parks annual operating budget. Formal vote may be accepted in writing with verifiable signature upon absence of a commissioner.

- K. Minutes: The Board Clerk or their designee shall take and prepare the meeting minutes for subsequent review and approval by the Board. Voice tape recordings may also be made of the Board meeting.
- L. Notice to the Media: Notice of Board meetings together with a copy of the agenda shall be forwarded to the Key Peninsula News and all other members of the media making formal request of the Board Clerk.

Article VII. The Board President or their designee shall prepare the Agenda for the Board of Park Commissioners meeting as follows:

- A. The Agenda shall be laid-out in the following manner:
  - 1. Business before the Regular Agenda. Items may include:
    - a. Study Sessions
    - b. Public Hearings
  - 2. Regular Agenda shall include:
    - a. Call to Order
    - b. Roll Call
    - c. Pledge of Allegiance
    - d. Approval of Agenda
    - e. Special Presentations
    - f. Citizens Comments/Speaking
      - i. Provide name and address
    - g. Approval of Minutes
    - h. Financial Report
    - i. Staff Report
    - j. Board Committee and Advisory Council Reports
    - k. Board President's Report
    - l. Unfinished Business
    - m. New Business
    - n. Approval of Other Minor Matters
    - o. Good of Order/Comments by Board Members
    - p. Next Meeting
    - q. Adjournment
- B. Single Reading Resolutions shall be utilized to conduct matters of greater substance that requires Board approval. A single reading shall be utilized to seek Board approval of all contracts, agreements, goods, or services proposed to be acquired or bought as required in the *Purchasing Policy* of Key Pen

Parks. Included among the items that would qualify for the Single Reading Resolution process would be the following:

1. Approval of agreements with other governmental entities.
  2. Approval of agreements with not-for-profit agencies, businesses, or companies.
  3. Granting of utility easements whereby the easement does not materially affect the use of the property for parks and recreational purposes.
  4. Approval or amendments to the budget.
  5. Approval of a master plan for a park, recreation facility or programs.
  6. Approval of strategic or long-range plans.
  7. Approval of ballot measures referred to the electorate.
  8. Issuance of debt.
  9. Disposition of real property.
  10. Approval of park development or redevelopment projects including setting of the budget wherein the budget for the development or redevelopment is estimated to exceed \$10,000.
  11. Changes to the *By-Laws of the Board of Park Commissioners*. Changes to the *By-Laws of the Board of Park Commissioners* shall require the affirmative vote of four (4) Commissioners.
  12. Other matters of similar importance.
  13. The Board, by majority vote, may require a Second Reading on any item.
- C. The Agenda shall be mailed, emailed, or faxed to the members of the Board on the Thursday preceding the next regular meeting. Alternatively, the Agenda may be delivered to the Commissioner's residence or business address no later than the Friday preceding the next regular meeting. If there is a special or emergency meeting, the Agenda should be provided to the members of the Board at least 24 hours in advance, if possible. A copy of the agenda shall also be posted on the Districts website.

Article VIII. The Presiding Officer at all meetings of the Board of Park Commissioners shall be the President, and in his/her absence, the Vice-President who shall conduct business and deliberations of the Board under the rules contained in the *By-Laws of the Board of Park Commissioners*. If the President and Vice-President are both absent and a quorum of the Board is present, the Board Clerk shall

serve as Acting President and another member to serve as Acting Clerk. The duties of the President shall be as follows:

- A. The duties of the President shall be as follows:
  - 1. Preserve order and decorum in the meeting room and observe and enforce all rules adopted for procedure.
  - 2. Appoint various commissioners as representatives of the Board to standing and ad-hoc committees wherein a Commissioner serves as a representative of Key Pen Parks.
  - 3. Exercise his/her discretion to consider a matter in an order other than as listed on the official, printed agenda.
  - 4. May speak, vote, and make motions without relinquishing the chair. In addition, the Presiding Officer need not rise while putting questions to a vote.
  - 5. Shall act as the public spoke person for policy matters of the Board of Park Commissioners.
  - 6. Legally obligate Key Pen Parks in contractual matters with the approval of the Board of Park Commissioners (Resolution R 2004-11)
- B. Any member of the Board, including the Presiding Officer, shall have the right to challenge any action or ruling of the Presiding Officer, or member, as the case may be, in which case the decision of the majority of the Board, including the Presiding Officer, present shall govern.

#### Article IX

Where a procedure or process regarding the conduct of business by the Board is not specifically outlined within the *By-Laws of the Board of Park Commissioners* Robert's Rules of Order will prevail.

- A. When a question is under consideration, no motion shall be entertained except as described below. The motions shall have precedence in order as shown:
  - 1. To adjourn
  - 2. To remove an item from the agenda
  - 3. For the previous question
  - 4. To lay on the table (decided without debate)
  - 5. To take from the table (decided without debate)
  - 6. To postpone to a certain time (decided without debate)
  - 7. To postpone indefinitely (decided without debate)

8. To amend
  9. To substitute
  10. To reconsider
- B. No motion to reconsider a vote shall be in order except at the following meeting, and by a member who voted with the prevailing side.
  - C. A motion to take from the table or to reconsider, having been put and lost, shall not be renewed either by the mover or by any other member of the Board.
  - D. Any member of the Board shall have a right to change his/her final vote, in order to be on the prevailing side, at any time before final action is taken on the next ensuing item of business.

Article X

Commissioners are entitled to compensation as per RCW 35.61.050 and Key Pen Park Resolution R 2008-02, however to receive compensation commissioners must request and submit commissioner compensation tracking form within 30 days of official business or compensation will be forfeited.