

The Board of Park Commissioners **Rules of Procedure** is an attachment of the Lacey City Council Boards and Commissions Standards, Protocols, and Ground Rules Handbook - located here: cityoflacey.org/wp-content/uploads/sites/3/2022/04/COUNCIL_POLICIES_PROCEDURES_2021.pdf

BOARD OF PARK COMMISSIONERS RULES OF PROCEDURE

1. Meetings

1.1. General:

- 1.1.1. All Commission meetings will be held at Lacey City Hall, 420 College Street SE, Lacey, Washington, unless otherwise directed by the Chair of the Commission.
- 1.1.2. All Commission meetings will allow for remote attendance by board members and/or the public.
- 1.1.3. A Commission meeting may be cancelled at the notice of the Chair, and notice will be posted online on the City's website and at the meeting place.
- 1.1.4. Except as modified by these Rules of Procedure or in conflict with state law, ordinances of the city, or resolution, Robert's Rules of Order (Revised), shall guide the formal decision process of the Commission in making their recommendation(s) to Council.

1.2. Regular Meetings:

- 1.2.1. The Commission shall meet regularly on the FIRST WEDNESDAY of each month at 5:30 p.m. Commissioners will attempt to conduct business at all regular meetings in a manner which will allow for adjournment no later than 8:30 p.m.
- 1.2.2. The Commission will set an annual meeting schedule prior to the start of the year.
- 1.2.3. In general, regular meetings will include the following elements:

- Call to Order
- Approval of agenda, previous meeting minutes, and consent items
- Public Comment
- Commission Business (includes, reports, presentations, etc.)
- Commissioner Reports
- Director's Report
- Adjourn

1.3. Worksessions and Special Meetings:

- 1.3.1. The Chair of the Commission may call for a Worksession or special meeting when a certain case, question or matter of interest arises where it would be necessary and proper for the Commission, or committee, to meet.
- 1.3.2. Although most formal Commission action occurs at regular meetings, the Commission may make decisions and take official action at Worksessions or special meetings.
- 1.3.3. In general, Worksessions and special meetings will include the following elements:
 - Call to Order
 - Commission Business (includes, reports, presentations, etc.)
 - Adjourn

2. Terms of Office

- 2.1. Terms for Commissioners shall be for three years and terms shall be staggered.

3. Election of Officers

- 3.1. The officers of the Commission shall include a Chair and a Vice-Chair, elected by the appointed members of the Commission, and such other officers as the Commission may elect.
- 3.2. The election of officers shall take place each year no later than the last regular meeting in December of each calendar year.
- 3.3. The term of each officer shall begin on the occasion of the first regular meeting in January of each calendar year. The term of each officer shall run until the subsequent election.
- 3.4. In the event of the vacancy of the Chair, the Chair will be replaced by the Vice-Chair, and the Vice-Chair will be replaced by a vote of the members of the Park Board.

4. Duties of Officers

- 4.1. The Chair shall preside over the meetings of the Commission and may exercise all powers usually incident to the office, retaining the right to have a vote recorded in all deliberations of the Commission.
- 4.2. The Chair shall have power to create temporary committees of one or more Commissioners.
 - 4.2.1. Committees of the Commission shall be created at the direction of the Commission and shall be appointed by the Chair. Temporary committees may be charged with such duties, examinations, investigations and inquiries relating to matters of interest to the Commission. No committee shall have the power to commit the Commission to the endorsement of any plan, case or program without the approval of the full Commission.
- 4.3. The Chair shall rule on issues which may arise regarding the committee as a whole, including but not limited to the handling of meeting items and discussions, potential conflicts of interest,

the appearance of fairness, suspension of meetings, timing for discussion of issues, and clarification of issues and questions.

4.4. In the absence of the Chair, the vice-chair will perform all duties of the Chair.

4.5. In the absence of the Chair and Vice-Chair, the Commissioners in attendance may elect a temporary Chair for the meeting who shall exercise the powers of the Chair.

5. City Staff Support

5.1. City staff shall perform the usual and necessary administrative support functions of the Commission, including preparation of meeting minutes, drafting meeting agendas, and creating or arranging presentations to the Commission.

6. Quorum

6.1. Four members of the Commission, excluding the Youth Representative, constitutes a quorum. A quorum is necessary for the transaction of Commission business. If a quorum is not present, the Commission meeting is cancelled.

6.2. Any action taken by a majority of those present, when those present constitute a quorum, at any regular, special meeting, or Worksession of the Commission, is deemed and taken as the action of the Commission.

7. Conflict of Interest

7.1. Any member of the Commission who has a conflict of interest with a particular case must publicly announce this conflict of interest at the earliest possible opportunity or when the conflict is realized. This member must recuse themselves from participation and decisions on the particular case in question.

8. Organization and Responsibility

8.1. All recommendations of the Commission shall be forwarded to the Lacey City Council for final action.

8.2. It shall be the responsibility of the Chair to present to the City Council, through City of Lacey Staff, special information regarding those cases or proposals having unusual significance.

9. Public Comment

9.1. The Commission will provide the opportunity for public comment orally at regular Commission meetings. Public comment at special meetings and Worksession meetings will be allowed at the discretion of the Commission.

9.2. Members of the public providing public comment must provide their name and city of residence.

- 9.3. Members of the public providing public comment must limit their address to three minutes, unless the Chair permits a longer period.
- 9.4. If several members of the public wish to speak to the same issue, the Chair may limit the total amount of time dedicated to that specific issue for that meeting. The Chair may invite members of the public to the following meeting for continued public comment as necessary.
- 9.5. The Commission will not respond to public comment, but may ask clarifying questions or request that a public comment topic be added as a future Park Board agenda item for discussion.
- 9.6. The Chair may interrupt public comments that continue too long, relate negatively to others, or are otherwise inappropriate.

10. Amendment:

- 10.1. The Rules of Procedure may be amended at a meeting by the Commission by a majority vote of the entire membership.

APPROVED by the City of Lacey Park Board on this 6th day of April, 2022.

Aram Wheeler
Chair

Gary Larson
Vice-Chair

Adopted April 6, 2022
Updated August 3, 2022