

BYLAWS OF THE MERCER ISLAND OPEN SPACE CONSERVANCY TRUST

I. Objective and Purpose

To carry out the purposes of the Mercer Island Open Space Conservancy Trust, as established by City of Mercer Island Ordinance No. B-93 dated March 11, 1992 and amended by Ordinance No. 96-002 dated May 6, 1996 and restated herein as follows:

- A. Receiving and holding all Open Space Properties transferred to the Trust by the City Council, or by other governmental or private land owners with approval of the City Council, in perpetuity, or until such time as this Trust is terminated or any such Open Space Property is removed from this Trust by the occurrence of one or more conditions set forth in this Trust;
- B. Protecting, maintaining, and preserving the Open Space Properties; and
- C. ~~Insuring~~Ensuring that the development and use of Open Space Properties are both consistent and compatible with the intent and purposes of this Trust and the guidelines and policies enacted pursuant to this Trust.

II. Organization

- A. ~~Seven~~Number and Appointment. The Board of Trustees shall consist of ~~seven~~ voting ~~members to be appointed by the mayor, subject to confirmation by a majority of the City Council, serving at the pleasure of the Council.~~ Trustees~~s~~. Six of the ~~members~~ Trustees shall be citizens-at-large who reside in the city, ~~and one member and shall be appointed by a vote of the city council during a regularly scheduled meeting~~¹. One Trustee shall be a City Council member and shall be appointed by the Mayor.
- B. The Trustees shall receive no compensation for their services.
- C. Term Limits. The Trustees shall serve for the following terms: the City Council Member shall serve a ~~one~~two-year term²; citizens-at-large shall serve four-year terms; provided however, for the initial appointed term, one citizen-at-large shall serve a four-year term, one shall serve a five-year term, and one shall serve a six-year term. Thereafter, the citizens-at-large shall serve four-year terms.
- D. Vacated seats shall be ~~filled~~appointed by a vote of the ~~Mayor, subject to confirmation by the City Council~~city council during a regularly scheduled meeting, for the remainder of any unexpired position.¹

~~E. The officers of the trust board~~

¹ City Council Rules of Procedure

² Ordinance No. 96-002, Article III

E. Removal. If a Trustee fails to attend two (2) consecutive meetings of the Board of Trustees, of which he/she has had proper advance notice in writing, without having been excused by the Chairperson of the Board of Trustees, the Trustee will be deemed to have forfeited his/her position and there shall be a vacancy in the position.³

F. Officers and Duties. The officers of the Board of Trustees shall consist of a ~~chairperson~~Chairperson, ~~vice-Vice chairperson~~Chairperson, and corresponding ~~secretary~~Secretary and will perform the following duties:

1. Chairperson. The ~~chairperson~~Chairperson shall ~~schedule meetings,~~ preside over the meetings, ~~and~~ represent the Open Space Conservancy Trust, ~~meet with the Park and Recreation director, meet when meeting~~ with the City Manager, or his/her designee, and City Council, ~~set up meetings, distribute materials, and.~~ The ~~e~~Chairperson shall also appoint ~~members~~Trustees and chairpersons ~~of to serve on ad hoc committees of the Board of Trustees,~~ all as necessary to further the purposes and objectives of the Trust.
2. The Vice ~~chairperson~~Chairperson shall serve as presiding officer in the absence of the chairperson and shall assume whatever roles and assist in whatever tasks the chairperson may direct.
3. The ~~secretary~~Secretary shall review, acknowledge receipt of, and respond to residents' letters with approval of the Trustees and in cooperation with the staff liaison.
4. The ~~Trustees as a whole~~Board of Trustees shall discuss and ~~vote upon~~elect officers at least once annually.

~~F~~G. Election procedures:

1. ~~1. — Each officer~~The Board of Trustees shall ~~serve~~elect a Chairperson, Vice Chairperson, and Secretary for a one year-term from among themselves.
 - a. Any Trustee may nominate a candidate; no second is needed.
 - b. To be elected, the nominee needs a majority vote of the Board of Trustees.
 - c. Elections will continue until a Chairperson, Vice Chairperson, and Secretary are elected by a majority vote of the Board of Trustees present.
2. Election of officers shall take place at the first regular Board Meeting after July 1 of each calendar year, or as soon as possible thereafter.

³ Ordinance No. 96-002, Article III

3. The chairperson may only ~~succeed himself/herself once.~~

~~G. Any Trustee who fails to attend~~serve two consecutive ~~regularly scheduled meetings of which he/she has had proper advance notice in writing, without having been excused by the Chairperson, will be deemed to have forfeited his/her position as~~ Trusteeterms.

H. Resignations ~~may~~shall be tendered in writing to the Mayor, Chairperson, and staff liaison.

III. Meetings

A. All meetings of the Trustees~~s~~Board of Trustees where a quorum of the Trustees ~~are~~is present shall be open to the public, ~~properly noticed, and conducted under Robert's Rule of Order.~~ pursuant to the Open Public Meetings Act (OPMA).

B. The Board shall meet at least ~~once a quarter~~semi-annually in January and July of each year. The calendar of meetings shall be set by the board for the next year at the last meeting of the calendar year. ⁴

C. Quorum. Five ~~members~~ Trusteess shall constitute a quorum.

D. ~~The Chairperson may call a special meeting as needed, with notice given to the members and public at least ten calendar days before the meeting~~Special Meetings. A special meeting is any meeting other than the semi-annual January and July meetings. Pursuant to the OPMA, notice shall be given at least 24 hours in advance specifying the date, time, and place of the meeting and the business to be transacted. A special meeting may be scheduled by the Chairperson, staff liaison, or at the request of a majority of the Board of Trustees.

E. Agendas. Agendas and corresponding materials shall be distributed to the ~~members~~ Trusteess at least 24 hours in advance of the meeting, but preferably six calendar days before the prior.

F. Meeting Cancellation. Any meeting may be canceled by a majority vote or consensus of the Board of Trustees. The Chairperson may cancel a meeting for lack of agenda items or absence of a quorum. The Mayor or City Manager may cancel a meeting due to adverse weather conditions or an emergency.

IV. Powers and Duties

A. Receive and hold title to real property, or interests in real property (such as conservation easements), transferred to the Trust for preservation as open space properties (collectively "Trust properties").

⁴ Ordinance No. 96-002, Article IV

- B. Ensure preservation of Trust properties as open space properties.
 - C. Prepare and recommend written policies to the City Council that are necessary to preserve Trust properties as open space properties, including, but not limited to, policies regarding public use of, maintenance of, and improvements to such properties.
 - D. At or before the regular meeting in July of each year, review the status of Trust and each of the Trust properties and report to the City Council on the condition of the various properties with any recommendations concerning how the Trust properties may be managed to preserve them as open space properties and any other recommendations on how the purposes of the ~~trust~~Trust could be better accomplished.
 - E. Exercise such other powers as may be necessary for carrying out the purposes of this Trust.
- V. Amendments
Amendments to these bylaws shall require a two-thirds majority vote of all ~~members~~Trustees (5 out of 7 voting to approve). Written notice must be given to the ~~members and public~~Trustees at least two weeks in advance of consideration of any amendment. All amendments will be filed with the City Clerk.
- VI. Bylaws Review
~~These~~The bylaws ~~are to~~should be ~~given a careful review~~carefully reviewed by the Board of Trustees every four years for possible amendments, ~~starting in 1996. This.~~ A periodic review does not preclude adoption of amendments during the interim.

JOB DESCRIPTION

TRUSTEE: OPEN SPACE CONSERVANCY TRUST

GOAL:

To preserve, protect, and maintain the City of Mercer Island's open space as designated by the Open Space Conservancy Trust.

JOB TITLE:

~~Member~~ Trustee, Board of Trustees of the Mercer Island Open Space Conservancy Trust

TIME COMMITMENT:

- Citizens: initially staggered terms of 4, 5, and 6-year terms followed thereafter by 4-year terms.
- City Council: ~~4~~2-year term
- Regular attendance at scheduled Board of Trustee meetings is required; meetings will be held at least semi-annually with other special meetings occurring as needed.

ROLES AND PURPOSES:

- Ensure preservation of trust properties as open space
- Prepare and recommend to the City Council policies and guidelines for maintenance, use and preservation of the Open Space properties.
- Review and report annually to the City Council status and condition of the Trust properties with any recommendations as to management.

DESIRABLE ABILITIES, SKILLS, AND INTERESTS:

- Interest in serving the City as a ~~Board of Trustee Member~~
- Interest in maintaining and enhancing the community's quality of life through the preservation of open space.
- Communication and listening skills
- Leadership ~~skill~~skills
- ~~Knowledge~~ Basic understand of ~~the~~ NW forest ecology and urban forest management practices ~~ical process~~
- Long- and short-range planning ~~skill~~skills
- Ability to work with user groups and the City Council
- Ability to contribute opinions at meetings and participate in group decision making process on issues of concern
- Willingness to commit the necessary time to the Board of Trustees for resolution

TRAINING:

Information about Trust, its properties and Board of Trustee operations will be provided by the staff liaison.

Pursuant to Washington State law, all Trustees must receive open public meetings training every 4 years (OPMA training concerning RCW 42.30).

All Trustees are required to sign the City of Mercer Island Code of Ethics Statement.