



PARKS & RECREATION COMMISSION STAFF REPORT

Item 3
October 5, 2023
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Parks and Recreation Commission Bylaws Update	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Adopt the revised Bylaws	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
STAFF:	Andrea Laron, City Clerk Ryan Daly, Recreation Manager	
COUNCIL LIAISON:	Craig Reynolds	
EXHIBITS:	Draft Parks and Recreation Commission Bylaws	

SUMMARY

The purpose of this staff report is to align the Parks and Recreation Commission Bylaws (Bylaws) with those of the other boards and commissions of Mercer Island and to seek the Parks and Recreation Commission's adoption of the revised Bylaws (Exhibit 1).

BACKGROUND

In 2019, the Parks and Recreation Commission adopted Bylaws in accordance with Mercer Island City Code 3.53.020, which reads, in part: "The parks and recreation commission shall determine the time and place of its meetings and other rules and regulations." The Bylaws were reviewed and/or amended each year thereafter. The most recently adopted version of the Bylaws were adopted in [July 2022](#).

Since the onset and sunset of the COVID-19 Pandemic, several internal procedures have been modified to meet current needs and address outdated or new practices. At the request of the City Clerk's office, all board and commission bylaws will be reviewed and updated to address these changes and to ensure consistency. Significant changes include:

1. City Council Rules of Procedure, City Code, and State Law

The Legislature recently amended the Open Public Meetings Act (OPMA), which requires a physical meeting location even if all meeting participants are remote. Additionally, appearances are now a requirement of all public meetings. The Bylaws were amended to address the changes in the OPMA and align with City Council Rules of Procedure, City Code, and state law.

2. Training and Elections

Training requirements were added to address Code of Ethics and the Open Government Trainings Act. The election process for the Chair and Vice Chair was also revised to align with the City Council election of the Mayor and Deputy Mayor.

3. Meetings and Agenda Preparation

Consistent with Council Rules of Procedure, sections on remote attendance, the “order of meeting agendas,” and printed agenda materials were added.

4. Parks and Recreation Commission Protocols

Like City Council, a section on Parks and Recreation Commission Protocols was added to address appearances, discussion, decisions, no surprises, and prohibited conduct.

5. Appendices

Consistent with the Council Rules of Procedure, appendices were added to address the following:

- Parliamentary Rules and Motions
- Parks and Recreation Commission Code of Conduct
- Parks and Recreation Commission-Staff Communication Guidelines
- How does the City use Nextdoor.com?

6. Housekeeping

Staff reviewed the Bylaws at length and language was updated throughout the document to correct scrivener errors, formatting, and reflect changes to staff titles, clarify references, gain consistency amongst the advisory board and commission bylaws, and align with City Council Rules of Procedure as appropriate.

RECOMMENDATION

Move to adopt the revised Bylaws