



**PARKS & RECREATION COMMISSION
STAFF REPORT**

**Item 6
July 7, 2022
Regular Business**

AGENDA ITEM INFORMATION

TITLE:	Parks and Recreation Commission Bylaws Review	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Review Parks and Recreation Commission Bylaws, provide input toward amendments.	

STAFF:	Ryan Daly (Recreation Manager)
COUNCIL LIAISON:	Craig Reynolds
EXHIBITS:	1. Parks and Recreation Commission Bylaws

SUMMARY

Under the Mercer Island Parks and Recreation Commission Bylaws (Exhibit 1) **Article VIII-Review of Bylaws** states: *“The Parks & Recreation Commission shall review bylaws annually at the regular meeting in July. Proposed amendments must be approved by a majority.”*

DISCUSSION

Tonight, the Parks and Recreation Commission will review and discuss proposed amendments to the Parks and Recreation Commission Bylaws. Staff has provided three recommended amendments for consideration; recommendations are also shown as track changes within Exhibit 1.

Staff Recommended Amendments:

1. Article II- Organization, Section 2. OFFICERS

A. Election Process

“At the Parks & Recreation Commission’s ~~May~~ June meeting, the following process is followed to elect new officers:...”

Staff Rationale: *Commissioner terms end May 31, this change would allow new members to vote on officers or to potentially serve as an officer.*

2. Article II- Organization, Section 3 COMMITTEES

The Parks & Recreation Commission may appoint various committees as needed.

Committees may be appointed by the Parks and Recreation Commission Chair at any time or be appointed by a majority vote of members present, assuming there is a quorum.

Committees are chaired by commissioners appointed by the officers, and committee

members may be a combination of commissioners or other appropriate volunteers. Due to the requirements of the Open Public Meetings Act (Chapter 42.30 RCW), a committee shall contain fewer members than a quorum of the whole Parks & Recreation Commission.

Selection of Committee Chairs and Members

Once a committee is created, ~~staff will distribute Committee Interest Forms to commissioners. Commissioners will return the forms to the Chair elect. The Chair elect, Vice Chair elect, and Staff liaisons~~ the Parks and Recreation Commission Chair will determine a committee chair and member appointments. ~~and announce them at the following meeting.~~ Committee chairs and members assume duties for a duration established by the Parks and Recreation Commission Chair ~~one year beginning with the regular June meeting.~~

Any standing committees will follow the above process annually at the May meeting. Chair and member appointments will be announced at the June meeting.

Staff Rationale: Align Bylaws with current practice.

3. Article III- Operations, Section 1. Meetings

Regular & Special Meetings

Regular meetings of the Parks & Recreation Commission convene at ~~6:30pm~~ 5:30pm on the first Thursday of each month at Mercer Island City Hall in the Council Chambers, ~~or to be convened remotely or within a hybrid meeting model as directed by the City Manager, and in consultation with Commission Officers.~~ Special meetings may be called...

Staff Rationale: Align Bylaws with current practice.

In addition to the staff recommended updates, Commissioners are encouraged to propose updates ahead of the meeting. Staff will compile Commissioner proposals into a matrix which will be provided to the Commission ahead of the meeting to allow for review, discussion, and to potentially act on.

RECOMMENDATION

1. Review Parks and Recreation Commission Bylaws, provide input toward potential amendments.
2. Approve Parks and Recreation Commission Bylaws as amended.