



OPEN SPACE CONSERVANCY TRUST STAFF REPORT

Item 4
October 15, 2020
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Review and Consider Update to OSCT Bylaws	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Review and provide staff direction.	

STAFF:	
COUNCIL LIAISON:	Lisa Anderl
EXHIBITS:	1. Amended Bylaws

SUMMARY

BACKGROUND

At the September 20, 2018 meeting, the Open Space Conservancy Trust Board of Trustees (“OSCT”) adopted its current Bylaws.

PROPOSED AMENDMENTS

Section I – Objection and Purpose

C. Correction to Typo

Section II – Organization

- A. At its February 4, 2020 meeting (see [AB 5657](#)), the City Council amended its appointment process from a Mayoral appointment to appointment by a full vote of the City Council.

The City Council member appointment remains unchanged and is made by the Mayor.

- C. Housekeeping. Councilmembers are appointed by the Mayor for two years.

Two-term limits is consistent with other board and commission members appointed by the City Council, as outlined in Title 3 of the Mercer Island City Code.

- D. Consistent with appointment process, Section II(A).

- E. Add “Removal” language consistent with other boards and commissions outlined in Title 3 of the Mercer Island City Code.

- F. Officers and Duties – Clarifying language added to define and separate the duties of officers and the responsibilities assigned to the staff liaison by the city manager.

Update to staff title.

- G. Election Procedures - Updated to clarify process and be consistent with term limits.

- I. Process improvement

Section III. Meetings

- A. Correction to verb relationship.

Ensures that OSCT meetings comply with the Open Public Meetings Act (“OPMA”) pursuant to [RCW 42.30](#)

- B. Consistent with Ordinance No. [96-002](#), provides flexibility to call special meetings as needed, and improves efficiency during a period of reduced staffing.
- C. Adds clarifying language.
- D. Adds language consistent with Ordinance No. 96-002 and defines special meetings pursuant to the OPMA.
- E. Adds clarifying language and complies with the OPMA agenda requirements.
- F. Meeting Cancellation – Added to clarify process and address cancellations deemed necessary due to an emergency.

Section IV. Powers and Duties

- D. Correction to typos

Section V. Amendments – Process correction. Amending the Bylaws does not require public participation. All meetings and agendas are noticed pursuant to the OPMA and meeting materials are available on the City’s website for public access.

Section VI. Bylaws Review – Housekeeping and clarifying language added.

Job Description

Housekeeping and clarifying language added.

Training requirements added pursuant to Washington State Law and [Chapter 2.6](#) of the Mercer Island City Code.

PROCESS

In accordance with Section V. Amendments, written notice was provided to the Board of Trustees and public two weeks in advance of consideration of the proposed amendments via legal notice in the Mercer Island Reporter on September 30 and the City’s website.

NEXT STEPS

A second reading and review is scheduled for the November 19, 2020 Regular Meeting. A two-thirds majority vote of all members (5 out of 7) of the Board of Trustees is required for adoption.

RECOMMENDATION

Review and provide staff direction.