



OPEN SPACE CONSERVANCY TRUST STAFF REPORT

Item (2)
October 17, 2024
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Open Space Conservancy Trust Bylaws Update	<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:	Adopt the revised Bylaws	

STAFF:	Andrea Larson, City Clerk
COUNCIL LIAISON:	Jake Jacobson
EXHIBITS:	1. Draft Open Space Conservancy Trust Bylaws

SUMMARY

At the City Manager’s direction the City Clerk’s office was tasked with updating the advisory board and commission bylaws to meet current needs and address outdated or new practices, while also ensuring consistency with the City Council Rules of Procedure.

BACKGROUND

Over the past year, revised bylaws have been reviewed and adopted by the Arts Council, Parks & Recreation Commission, Planning Commission, and Utility Board. The bylaws being presented to the Open Space Conservancy Trust are consistent with what was adopted by the other advisory boards and commissions.

Since the onset and sunset of the COVID-19 Pandemic, several internal procedures were modified to meet current needs and address outdated or new practices.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 were reviewed and amended to address these changes and to ensure consistency across the City’s boards and commissions as well as the City Council Rules of Procedure. The most recently adopted Open Space Conservancy Trust bylaws were adopted in November of 2020.

DISCUSSION

The proposed bylaws attached as Exhibit 1 were revised by staff and reviewed by the City Attorney’s office. The significant changes from the current bylaws include the following:

- 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 (Sections 2 and 3)**
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 (Sections 4 and 5)

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

4. Open Space Conservancy Trust Protocols (Section 6)

Like the City Council, a section on Open Space Conservancy Trust Protocols was added to address appearances, discussion, decisions, no surprise rule, and prohibited conduct.

5. Appendices A-D

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

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

The City Clerk, City Attorney’s Office, and staff liaisons to each of the City’s boards and commissions worked diligently over the last year to develop updated, effective, and consistent bylaws across all City appointed bodies. Staff recommend minimizing further revisions. The staff recommendation is to adopt the revised Bylaws at the July 18, 2024, meeting.

RECOMMENDED ACTION

Adopt the Open Space Conservancy Trust Bylaws as presented.