

**CITY OF SNOQUALMIE
PARKS AND EVENTS COMMISSION
BYLAWS**

ARTICLE I - NAME

The official name of the organization shall be the City of Snoqualmie Parks and Events Commission.

ARTICLE II – MISSION STATEMENT

Our mission is to enrich the quality of life in the community of Snoqualmie through the stewardship and enhancement of City parks, trails, recreational facilities, open spaces, and community events.

We provide advisement to the City Council, to the Parks Department, and to the Events Coordinator for the proper development and management of parks, trails, open spaces, recreational facilities and programs, and of community events within the City of Snoqualmie.

ARTICLE III – OFFICIAL MEETING PLACE

The official meeting place of the Commission shall be at City Hall in Snoqualmie, Washington; or in a predesignated City facility/meeting space; and/or by virtual attendance. All meetings shall be held except on such occasions, and at such times as the Commission may, by a majority vote of those present at any regular or special meeting, otherwise direct.

ARTICLE IV – ELECTIVE OFFICERS

Pursuant to the Snoqualmie Municipal Code, the Commission shall elect a Chair and Vice-Chair annually. In the absence of both the Chair and the Vice-Chair, members may, by majority vote of those present, elect a Chair Pro Tem who shall assume the duties and powers of the Chair. No member shall serve more than two (2) consecutive elected terms as Chair.

ARTICLE V – PROCEDURES

Robert's Rules of Order shall be used to provide the basis for meeting structure and official decisions shall be made by motion and vote of the Commission.

Motions shall be restated by the Chair before a vote is taken. Each member, including the Chair, shall have one vote and no proxies shall be allowed. A majority vote shall carry, and minority opinions shall be formally registered in the minutes. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting shall be deemed and taken as the action of the Commission.

ARTICLE VI – TRANSACTION OF BUSINESS

Regular attendance is expected of each Commission member at all regular and special meetings. If a member must miss a meeting, communication with the Chair or staff liaison shall occur prior to the meeting. If a member is absent from four (4) or more meetings in the span of twelve (12) calendar months (regardless of meeting frequency) a recommendation for removal from the Commission may be forwarded to the Mayor.

ARTICLE VII - AMENDMENTS

These Bylaws may be amended at any meeting by the affirmative vote of the Commission, provided that the proposed amendments have been submitted in writing at a previous meeting.