Clark County
Parks Advisory Board Bylaws

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By: PAB Standards Sub-Committee

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Clark County Parks Advisory Board Bylaws

ARTICLE I-NAME

The name of this advisory board shall be the Clark County Parks Advisory Board (PAB).

ARTICLE II-PURPOSE

It is the purpose of this document to provide bylaws for the operation of the Clark County PAB which are consistent with section 2.61 of Clark County Code (Current through Ordinance 2015-11-24 passed November 24, 2015) which it was created under.

The Board is subject to the Open Meeting Act of the State of Washington and shall conduct its meetings in accordance with the provisions thereof.

ARTICLE III-DUTIES AND RESPONSIBILITIES

The Clark County Parks Advisory Board, with access to staff support services, shall advise and make recommendations to the Board of County Councilors (BOCC), which will include but not be limited to the following:

1. Advise and make recommendations to Clark County staff and the County Councilor's relating to acquisition, planning and development of Clark County parks.
2. Maintain communication with other organizations, associations and citizens regarding Clark County parks to facilitate opportunities, build advocacy and communicate PAB actions and activities.
3. Advocate to decision makers and the public for parks purposes.
4. Advise Clark County staff and the BOCC on the selection of design consultants, new park designs and locations.
5. Recommend appropriate policies to be adopted by the BOCC which establish:
    - Criteria for park land acquisition, development and improvement.
    - Criteria for the function of approved park developments.
    - Rules and regulations governing the use of park facilities.
6. Participate in the review of the biennial county budget for the parks division.
7. Participate in the screening selection for the administrative official responsible for parks administration.

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8. Review proposals for changes in the structural organization and/or functions of the parks division.
9. Recommend development, adoption, and revision, as necessary, of the Clark County comprehensive parks, recreation and open space plan, policies and standards. The parks plan will be included as a required element of the Clark County comprehensive growth management plan.
10. Serve as members and representatives of the county on any regional or specialized parks advisory commissions or committees when appointed by and approved by the Board Of County Councillors (BOCC) or its designee.
11. Guide and support any fund development efforts including grant applications and facility sponsorships.
12. Participate in any specialized studies and analyses regarding the standards or systems of providing parks, trails, and open space to residents and visitors.
13. Attend and testify at public meetings, hearings and other speaking engagements as necessary.

ARTICLE IV-MEMBERSHIP

1. Number

The Board shall consist of seven (7) voting members as outlined in Clark County Code 2.61.010 – 2.61.070 Parks Advisory Board.

Section 2. Classification of Members

(a) Voting Members. The Clark County PAB will consist of seven voting members, who reside within the boundaries of Clark County, and who are appointed by the BOCC to serve without compensation.

(b) Ex-Officio Members. Each school district with territory within the boundaries of unincorporated Clark County, and the Parks Foundation of Clark County, may be represented at all board meetings; they may take part in all discussions of matters before the PAB, but shall not have a vote.

Section 3. Selection / Qualifications

Representation on Board. In filling vacancies, the BOCC has committed consideration to ensure representation of the broad range of interests related to parks in the community:

(a) Board members should be knowledgeable about one (1) or more aspects of Clark County parks (e.g., trails, sports leagues, etc.) or

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be willing to become appropriately knowledgeable and conversant about parks and issues.

(b) Board members should be broadly representative of the different neighborhoods and areas served by Clark County parks.

(c) Board members should be representative of the diversity within our community.

Section 4. Term of Office

The term of office for Clark County PAB members is three (3) years. The term of office begins the first Monday in January. Vacancies will be filled for the remainder of the unexpired term. The BOCC may remove members from office at will.

Section 5. Ethics-Conflict of Interest

No Conflict of Interest. No member of the Clark County parks advisory board shall be employed in connection with parks services, including parks construction and planning, or otherwise employed by Clark County in a paid capacity, during his or her term on the board.

ARTICLE V-MEETINGS

Section 1. Meetings

The regular public PAB meeting is held the second Friday of the month; a minimum of quarterly. Special meetings may be held as often as the board deems necessary. All meeting dates agendas, and minutes will be posted on the Clark County website.

Section 2. Location

Meetings typically will be held at the **Luke Jensen Sports Complex**- Bud Van Cleve Community Room located at 4000 NE 78th Street, but can be held at other locations, as properly noticed.

Section 3. Procedures

All meetings shall be open to the public in accordance with the Washington Open Public Meeting Act (RCW 42.030.020). A majority of the number of voting Board members shall constitute a quorum for the transaction of any business, but four

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(4) affirmative votes are required to approve any action of the board. Attendance may be via electronic means (conference call, Skype etc.).

ARTICLE VI - VACANCIES

The PAB shall find that a vacancy exists upon:

(a) Receipt of a resignation in writing from one of its members or

(b) A member has an attendance problem as defined in the Clark County PAB Attendance Policy and the board votes to terminate the member.

a The member has two un-notified absences in a row ("un-notified" means the member did not contact the Chair / one of the Co-Chairs before the meeting to indicate their anticipated absence);
b The member has three notified absences in a row;
c The member misses one third of the total number of board meetings in a twelve-month period;

Upon determination that a vacancy exists the Chair / Co-Chairs will report that vacancy to the Clark County Parks Department Manager who will notify the BOCC of the vacancy and request the recruitment process be initiated.

ARTICLE VII-OFFICERS

The Clark County PAB will elect officers each year in December. Positions should include a Chairman, Vice Chairman (or optionally Co-Chairs) and a Secretary. PAB may determine if it requires other officers and elect them as necessary. The secretary shall have charge of all records and shall keep accurate and complete minutes of all meetings. The term of office for each officer shall run until the subsequent election; provided, that vacancies shall be filled for the remaining term of office

ARTICLE VIII-SUBCOMMITTEES

The PAB Chair or Co-Chairs, with the advice of the Board, may appoint standing and ad-hoc committees concerned with specific problems or areas of interest to the board. These sub-committees will be governed by the PAB Sub-Committee Bylaws adopted April 8th, 2016.

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ARTICLE IX-PARLIAMENTORY AUTHORITY

Robert's Rules of Order, Newly Revised for small groups, shall be the parliamentary authority for all matters not covered under these Bylaws.

ARTICLE X-AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the PAB, provided that the proposed amendment has been introduced in writing at least two weeks prior to a regular meeting of the Advisory Board. Amendment of the bylaws shall require the affirmative vote of at least four of the members of the Parks Advisory Board

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