

JEFFERSON COUNTY PARKS AND RECREATION DISTRICT No. 2

BYLAWS/OPERATING PROCEDURES

ARTICLE I: NAME AND PURPOSE

1. The name of this organization shall be “Jefferson County Parks and Recreation District No. 2” and may also be referred to as “Brinnon Parks and Recreation District” (herein the “District”).
2. The District is a Special Purpose District and a Junior Tax District, distinct from and located within the boundaries of Voting Precinct No. 204 of Jefferson County, WA. (herein the “Brinnon Community”).
3. The District shall be governed by the Open Public Meetings Act, the Appearance of Fairness Act, the Conflict of Interest Doctrine, and all RCW’s and WAC’s pertaining to Junior Taxing Districts and Parks and Recreation Districts,
4. The purpose of the District shall be to provide an inclusive and accessible environment conducive to defining, documenting and acquiring the social, recreational, inspirational, economic development, safety and security needs of the Brinnon community, while respecting and retaining the rural atmosphere and protecting the natural environment.
5. The District’s Board of Commissioners (herein the “Board”) shall be responsible for the planning and the administration, operation, maintenance, repair, improvement, and protection of District's assets in a manner representative of and consistent with achieving the needs and desires of the Brinnon Community.
6. The district shall have such powers as are necessary to carry out the purpose for which they are created (RCW 36.69.130).

ARTICLE II: COMMISSIONERS

1. Any elected, re-elected, or appointed Commissioner must be a resident of the Brinnon Community.
2. There shall be five (5) Commissioner positions (RCW 36.69.070).
3. Each Commissioner position shall be staggered, and the term of any vacancy filled by appointment shall be limited to the term of the successor (RCW 36.69.090).
4. Three (3) Commissioners shall constitute a quorum. While a quorum shall be required to conduct the business of the Board, lack of quorum shall not impede the public's opportunity to provide input to the Board during a regularly scheduled meeting.
5. Three consecutive unexcused absences or a total of six unexcused absences within a year from Regular and/or Special Meetings, shall result in vacation of the position upon unanimous vote of approval by the Board. The nature of such absences as “excused” or “unexcused” shall be taken into account prior to the vote.
6. Commissioner resignations shall be presented in writing to the Secretary of the Board.
7. Commissioners that have resigned or have vacated their positions shall return all items and documents related to the Commissioner’s position.
7. Any vacancy shall be filled by unanimous approval of the Board and shall result in the appointment of a new Commissioner by the Chairperson to complete the term of the position.(RCW 36.69.100).

8. Nominations for vacated positions shall be made by any Commissioner or resident of Brinnon following the Board's approval that the position has been vacated.
9. The Board shall elect a Chairperson, Vice Chairperson, Secretary, and Treasurer (herein collectively "Officers") each year at the Annual Meeting (RCW 36.69.120).
10. Commissioners shall receive no compensation for their services but shall be entitled to receive necessary expense for attending board meetings or when otherwise engaged on district business (RCW 36.69.110). Compensation must be included as part of the Annual Budget Plan and pre-approved by the Board.

ARTICLE III: MEETINGS

1. All District meetings shall be open to the public, and attendance by community members shall be encouraged.
2. All correspondence related to District issues between any Commissioner and any member of the public is subject to review by the Board and admission to the public record. Such correspondence must include the originators name and address.
3. The Board shall schedule and announce monthly meetings (herein "Regularly Scheduled Meetings") and annual meetings (herein "Annual Meetings"). The Board shall provide public notice of such meetings (RCW 36.69.120).
4. The following format shall generally apply to Regularly Scheduled Meetings:
 - a. Call to Order
 - b. Roll Call
 - c. Adjustments to Agenda
 - d. Reading and approval of the minutes of the last Regular Scheduled Meeting
 - e. Reading and approval of the minutes of the last Special Meeting or Emergency Meeting, if the Board had held one since the last Regularly Scheduled Meeting
 - f. Treasurers Report
 - g. Committee Reports
 - h. New Business
 - i. Old Business
 - j. Public Comments
 - j. Agenda for Next Meeting
 - k. Adjournment
5. After adjournment of a meeting, the Commissioners shall remain available to hear any unofficial public comments from members of the community, and the Commissioners may limit such post-adjournment comments to five minute durations.
6. Special Meetings may be called by the Chairperson, or a majority of the Board in attendance at a Regularly Scheduled meeting, or upon the request of 25% of community members present at any Regularly Scheduled Meeting. The scheduling of a Special Meeting shall be approved by majority vote of the Board. The Board shall give public notice of such Special Meetings.
6. The Annual Meeting shall be held concurrently at the Regularly Scheduled Meeting in June of each year.
7. The agenda for each Regularly Scheduled, Special, and Annual Meeting shall be distributed to each Commissioner and posted at the meeting place no later than three (3) days prior to upcoming meetings. Agenda's shall clearly denote allowances for public comments.

8. Emergency Meetings may be called by any Commissioner to address any significant impediment to the security of our community or the District's assets.

ARTICLE IV: VOTING

1. All Board voting shall be done by voice except for specific motions or the election of Officers and Commissioners to fill vacancies, where the Board has the option to vote aloud or by secret ballot.
2. Absent Commissioners may vote by proxy, as long as the vote is personally signed and provided to the Secretary before the meeting.

ARTICLE V: COMMITTEES

1. The Board may form committees to conduct specific aspects of the District's business (herein "Committees") and the Chairperson may appoint, following a majority vote, Commissioners to serve on such Committees.
2. The Board shall, by majority vote, define such specific aspects of the District's business to be conducted by the Committee and delegate specific authority to the appointed Commissioner(s).
3. Each Committee shall, by majority vote, hire and fix the compensation of any persons necessary for the operation of the Committee's delegated tasks. Forecasted expenses by a committee shall be approved by the Board or included in the Annual Budget Plan.

ARTICLE VI: FIDUCIARY RESPONSIBILITY

1. The Board shall practice due diligence to protect the District's assets, property, and financial integrity.
2. The Board shall administer the District's business and operate District facilities in a financially responsible manner. The Board shall not, except in the event of an Emergency, deplete funds so as to jeopardize Operating Expenses, as identified in the Annual Budget (RCW36.69.160 & 170).
3. **Operating expenses shall include but may not be limited to the following:**
 - a. **Utility Services**
 - b. **Compensation for any service providers and employees of the District**
 - c. **Facility liability, professional liability, and any other purchased insurance policies**
 - d. **Licenses and Permits**
 - e. **Regular maintenance of District facilities including scheduled replenishment of facility supplies and equipment, not to exceed budgeted allotments.**
 - f. **Administrative support to include activities such as Website Support, Postage, PO Box, Office Equipment, Office Rent, etc.**
4. Expenditures made during an emergency situation shall be approved at an Emergency Meeting or at the next Regularly Scheduled Meeting.
5. An Annual Budget Plan shall be developed by the District's Treasurer and presented for review and approval by the Board before being submitted to the County for review and approval.
6. The Annual Budget shall provide for a reserve fund, the purpose of which shall be to accrue sufficient means to acquire items and services identified as necessary and desirable, as well as to address unanticipated but necessary expenses.

7. The Board shall support and encourage activities by members of the Brinnon community to raise funds for the purpose of supporting the District's goals. The Board shall respect and abide by conditions placed on money donated to the District which was raised by such fundraisers held on behalf of the District by members of the public.
8. No dues, other than levy taxes, shall be collected on behalf of the District or collected on its behalf by the Jefferson County.
8. Participation and attendance at public events sponsored by the District shall be generally free of charge to members of the public, however the Board may establish charges for certain uses of District facilities or resources.
9. The Board shall apply for grants, levies, and all other revenue sources only upon final public presentation and approval, by majority vote, of all relevant documents.
10. The Board shall, by majority vote, hire and fix the compensation of any persons necessary for the operation of the District's business.
11. The Board shall pay District debts and obligations promptly with full public disclosure of pertinent details and compliance with standard accounting practices.

ARTICLE VIII: PARLIAMENTARY AUTHORITY AND GOVERNING STANDARDS

1. The Board may use either the Democratic Rules of Order or the Robert's Rules of Order Newly Revised for Small Assemblies to provide guidance on relevant procedures.
2. The Board may, by majority vote, request that a person vacate a meeting in the event of disruptive behavior by that person.
3. All meetings shall be recorded via audio and/or video media, and such recordings shall be made available to each Commissioner. Such recordings shall be used in drafting and approving the minutes of each meeting.
4. The Board may, by majority vote, adjust the agenda of Regularly Scheduled Meetings to include issues not included on the public notice published before the meeting.
5. The Board shall establish and maintain a system of electronic mail, wherein each Commissioner shall have a secure individual electronic mail address in addition to a group electronic mail address shared by all Commissioners which shall function as a means for all Commissioners to receive and respond to public comments. All such communication shall be disclosed at each general meeting.
6. The Board shall provide information to local newspapers regarding the District's business (herein "Press Releases") after approving the Press Release by majority vote. The Board also may delegate the drafting and issuance of Press Releases to a Committee, and such Committee may, if duly authorized by the Board, draft and issue Press Releases without prior approval of the Board.
7. No Commissioner shall represent the Board or the District in any capacity to any party without prior authorization; such prior authorization shall be established by the Board's majority vote.
8. No Commissioner shall act as an agent of the District or otherwise bind the District in contract without prior authorization; such prior authorization shall be established by the Board's majority vote.

ARTICLE IX: AMENDMENTS TO BYLAWS

1. The Bylaws shall be adopted only by unanimous vote of the Board.
2. The Bylaws shall be amended only by unanimous vote of the Board.
3. Proposed amendments to the Bylaws shall be read aloud at the Regularly Scheduled Meeting in which such amendments are proposed, and the Board shall then explain the justification for and potential consequences of such proposed amendments. Such proposed amendments shall not be adopted at such Regularly Scheduled Meeting if 25% of the community members present vote to table such proposed amendments until the next Regularly Scheduled Meeting, and such vote of community members present shall be taken prior to adoption of any such proposed amendments to the Bylaws.

ARTICLE X: DISSOLUTION

In the event of dissolution of the District, all District assets shall be liquidated and the Board shall determine, by majority vote, the details of subsequent distribution, which shall exclusively go to non-profit organizations located in Jefferson County, whose endeavors are in accord with the District's purpose. Such distribution shall be executed exclusively on the public record and in accordance with law.

Adoption of these bylaws herewith presented for approval by the Commissioners of the Jefferson County Parks and Recreation District No. 2 this __ day of ____.

Nicole Black, Position No. 4, President

Bud Schindler, Position No. 1, Vice President

Doug Hixson, Position No. 5, Secretary

Sue Bettinger, Position No. 3, Treasurer

Jacque Booth, Postion No. 2