

CITY OF SEATTLE
BOARD OF PARKS AND RECREATION
COMMISSIONERS
OPERATING PROCEDURES
Previous Revision Adopted February 24,
2022

I. Definitions

- A. The Board of Parks and Recreation Commissioners, herein referred to as the “Board,” is established under Ordinance 126380 on June 28, 2021.
- B. Seattle Parks and Recreation shall herein be referred to as “SPR”.

II. Membership

- A. The Board of Parks and Recreation Commissioners is a 15-member community advisory board, serving three-year terms. The composition of the Board is eight members appointed by the Mayor and confirmed by City Council; including four at-large members, three members from other City Boards/Commissions, and one member from the Get Engaged Program. The remaining seven members represent each of the Seattle City Council Districts and are appointed by the City Council.
- B. The Mayoral and City Council appointments may serve two three-year terms; the Get Engaged position may apply for one of the regular three-year terms after their one-year term ends.
- C. Appointments are made in the following manner:
 - 1. The four citywide positions are nominated by the Mayor and confirmed by the City Council (positions 1-4);
 - 2. The three members from other City Boards/Commissions positions are appointed by the Mayor and confirmed by the City Council (positions 5-7); and
 - 3. The seven members representing each City Council District are appointed by the City Council (positions 8-14).
 - 4. The 15th position is appointed through the Get Engaged program for a one-year term.
- D. If a position is vacated, it will be filled and their term will expire three years after their start.
- E. The Board elects the Co-Chairs annually, with the term of office beginning April 1 and ending March 31.
 - 1. Nominations are solicited by staff, with staff contacting all Board members to determine their interest in serving as Co-Chair. Staff bring forward the names to the Board for a vote.
 - 2. The terms for each officer are one year, with the possibility of re-election.
 - 3. If at the conclusion of their second one-year term, either the Chair or Vice-chair desire to run for the same position that they hold, they must take one year off.

III. Meetings

- A. The Board shall generally meet twice a month. Meetings may be cancelled due to inclement weather and other just causes.

- B. All Board meetings, formal or informal, involving a quorum or more, will be open to the public and subject to review by the whole Board, in accordance with the Washington State Open Public Meeting Act (RCW42.30).
- C. Civil discourse is expected from all at Board meetings and the Chair has the authority to recess or adjourn a meeting should conditions occur which prohibit reasonable discussions.

IV. Attendance

- A. If a member is unable to attend a scheduled Board meeting, they should advise the Coordinator at least one full day ahead.
- B. A member who is unable to attend a scheduled Board meeting due to extenuating circumstances, may make arrangements to participate virtually if the technology is available for that meeting.
- C. Members who miss three or more regular meetings in a row without good cause should discuss their ability to meet Board commitments with the Chair(s) and Superintendent.

V. Responsibilities

- A. The Board shall act in an advisory capacity to the Mayor, City Council, Seattle Parks and Recreation, and other City departments in respect to park and recreation matters and shall have the following specific responsibilities as defined in Section 3.26.030 of the Seattle Municipal Code (SMC):
 1. To consult with and make recommendations to the Superintendent of Parks and Recreation and other City departments and officials with regard to the development and amendment from time to time of the City's parks and recreation comprehensive plan and capital improvement program;
 2. To consult with and make recommendations to the Superintendent of Parks and Recreation regarding policies for the planning, development and implementation of policy concerning the City's recreation program;
 3. To consult and make recommendations to the Superintendent regarding policies for the planning, development and use of all of the City's park and recreation facilities;
 4. To consult with the Superintendent on matters pertaining to the proposed annual budget of SPR during the period of its preparation and from time to time thereafter;
 5. To convene meetings in various neighborhoods in the City to enhance participation from those who may not have the ability to get across town and to solicit broader participation and interest in park and recreation issues.

6. To meet from time to time with local, regional and national park and recreation agencies and, when possible, attend park and recreation meetings and seminars in order to keep informed of new trends in policy, programs and park facilities' development
 7. To provide advice to the Mayor, City Council, and Superintendent of Parks and Recreation, and to provide oversight of the projects, programs, and services undertaken jointly by the City and the Seattle Park District, pursuant to the Interlocal Agreement between The City of Seattle and the Seattle Park District.
- B. In accordance with SMC 3.26.030 and their stated willingness to serve the public, Board members will be as active as able in parks and recreation matters with impacted groups. The Superintendent, Mayor and/or City Council may appoint Board members to groups such as citizen advisory councils, liaison committees, foundations, and special committees or task forces.
- C. Board members will be asked from time to time to serve on subcommittees of the Board to focus more closely on topics that are too complex or time-consuming to discuss at regular Board meetings. The Board will work with staff to determine members of these subcommittees.

VI. Operations

- A. The Board shall adopt rules and administrative procedures consistent with the City Charter and applicable ordinances.
- B. The Board, and any standing or special committees it creates, shall be organized and operated under the Roberts Rules of Order Newly Revised.
- C. A quorum shall be as follows:
1. A quorum of the 15-member Board shall be eight or more members provided, however, that in the event of Board vacancies the quorum shall be altered.
 2. If there are one or two vacant seats (13-14 members) the quorum shall be seven or more members; and
 3. If there are three or four vacant seats (10-11 members) the quorum shall be six or more members.
- D. The Board shall review and be as cognizant as possible of previous policies and resolutions and actions of the Board and the Department. Such procedural choices as are allowed under Roberts Rules shall be determined by a quorum of the Board.
- E. Per the SMC Section 3.26.040, the Superintendent will provide administrative support staff and services. Regular and special meetings and public hearings will be recorded, and such recordings will be available to Board members and to other persons. The Superintendent, or their assigned representative, will attend all scheduled Board meetings. The Superintendent will ensure that minutes are taken at the meetings either directly or from the recordings and transcribed and distributed to all Board members within 3-7 days before the following meeting whenever possible. Recordings are to be retained for one year from date of a meeting, unless otherwise directed by the Board.

- F. At least seven days prior to scheduled Board meetings, the Executive Committee will set the agenda with the Superintendent. If a Board member has or knows of an item for the agenda, the Chair should be notified as soon as possible. The Superintendent, or their assigned representative will send out to each Board member the latest agenda for the subject meeting. Reports, recommendations, and supplementary information will be sent out in advance with the agenda whenever possible, otherwise they will be provided prior to the start of the meeting. For certain larger or more complex issues, plans or projects staff will submit to Board members a written briefing in advance of the meeting where the issue is presented.
- G. A copy of the Board minutes and resolutions shall be kept by the Superintendent at the Department headquarters for 10 years, posted to the Department's web page, and the signed copy sent to the City Archivist for permanent retention.
- H. Depending on the complexity of the issue and whether matters of public safety are involved, Board officers and staff will determine the number of meetings devoted to each agenda item. The Board's review will include a staff briefing and may include a public hearing and Board recommendation.

VII. Ethics

- A. Members of the Board shall comply with Seattle's Code of Ethics (SMC Section 4.16.070). A member of the Board experiencing a conflict of interest shall abstain from voting on the matter and keep out of any deliberation on the matter. The member shall not discuss the matter in question privately with any other members. The reason for abstaining from voting, for good and sufficient reason, shall be announced to the Board for the record.
- B. Whenever a vote is taken on a matter after a public hearing has been held, no member shall be entitled to vote on the issue unless the member has heard all of the oral testimony and read all of the written testimony. Provided, however, that a member not present at a hearing at which oral testimony was presented may listen to or watch the official recording of the hearing and, after so advising the presiding officer, may participate in the vote.
- C. Subject to limitations that may be requested by the head of the office involved, Board members will consider that they have free access to the Mayor and his/her staff, the City Council, the Superintendent and his/her staff, other government offices, the news media, and the public. However, when Board members are acting in their capacity as such, either directly or indirectly, they will endeavor to keep the whole Board advised of the matters of discussion.

VIII. Public Testimony

- A. Persons speaking before the Board will sign-in on the public testimony sheets and identify themselves for the record as to name, email, and organization, if appropriate. This information becomes a part of the public record.
- B. The Board shall hear from the public at the regularly scheduled Thursday meeting during the

Public Comment period on items that have not had or are not scheduled for a public hearing. Individuals will be allowed two minutes to speak. A maximum of 10 minutes testimony will be heard at the beginning of the meeting; additional non-public hearing testimony will be heard after regular agenda items have concluded and just before “Old/New Business”. If there are more individuals testifying after the regular agenda is completed, speakers will be limited to one minute.

C. The Board may hold a Public Hearing at a regularly scheduled Thursday meeting on issues or topics including:

- New or updated policies or rules or changes of use (e.g., Smoking Ban in parks)
- Permanent change in operating hours for a park
- Major park plans (e.g., Parks and Open Space Plan)
- Major issues or projects or programs (e.g., Dogs Off-Leash Area Study)

The Public Hearing shall be publicized at least 10-days in advance (by staff) through a news release and/or blog post on the department website and an advertisement in the Seattle Daily Journal of Commerce (DJC).

D. The following rules shall be observed during a Public Hearing:

1. An initial presentation of background information from Department staff or BPRC staff may be allowed 20 minutes unless otherwise authorized by the Chair of the meeting. This briefing is to be followed by a public hearing and the Board’s discussion and recommendation to the Superintendent.
2. During the public hearing, individuals will be allowed up to two minutes each to speak.
3. Speakers shall be advised that testimony is being recorded and a public record.

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