



# BYLAWS

January 2019

Words used shall have the following meanings: "Park: means an area of land with or without water, developed or undeveloped, but used for public recreational purposes, including landscaped tracts, picnic grounds, playgrounds, athletic fields, recreation centers, camps, foot, bicycle and bridle paths, motor vehicle drives, wildlife sanctuaries, museums, zoological and botanical gardens, facilities for bathing, swimming, boating, hunting, and fishing, as well as other recreational facilities for the use and benefit of the public. "Board" means board of Park Commissioners.

## RULES OF BUSINESS

The Manson Park and Recreation District Board shall adopt rules for transaction of business and shall keep a written record of its meetings, resolutions, transactions, findings, and determinations, which record shall be a public record.

## MINUTES

All official actions, resolutions and decisions of the Board shall be reflected in the minutes and upon request circulated by the Secretary to all interested parties.

## RECREATIONAL ACTIVITIES

The Board shall initiate, direct, and administer recreational activities, and shall select and employ properly qualified employees as it may deem desirable.

## FACILITIES

The Board shall improve, operate, and maintain parks, playgrounds, and other recreational facilities, together with all structures and equipment useful in connection therewith.

## RULES AND REGULATIONS

The Board shall promulgate and enforce reasonable rules and regulations deemed necessary in the operation of parks, playgrounds, and other recreational facilities.

## BUDGET

The Board shall each year submit to the board of county commissioners for approval a proposed budget for the following year in the manner provided by law for the preparation and submission of budgets by elective or appointive county officials.

*In Parks We Play*

## **CONTRACTS**

The Board may enter into contracts with any other municipal corporation, governmental or private business.

## **BYLAW CHANGES**

Additions, deletions, corrections, or changes may be made to the Bylaws by the Board, if after three consecutive readings; they are passed by a majority of the Board.

## **COUNSEL**

All questions of law shall be referred by the Board to the Chelan County Prosecuting Attorney or the Attorney General of the State of Washington for opinion.

## **BOARD, COMPOSITION**

The Board of Commissioners shall consist of 5 members, who will serve without compensation. Commissioners must live within the boundaries of Manson precinct A and B.

## **BOARD, TERMS**

The Board of Commissioner members will be voted on at a regular primary election in September. If there are more than two candidates for any office; otherwise, the election will be held at the generic election. Any duly registered person in Manson A or B shall be eligible to vote. The term of office will begin in January of the following year. Four positions on the Board will be four (4) year terms and one position will be a two (2) year term.

## **BOARD, VACANCIES**

A vacancy in any office because of death, resignation, disqualification or otherwise, shall be filled by the Board until the next election.

## **OFFICERS, TERMS**

During the January meeting after the next year's budget has been set, the Board shall elect from its members a Chairman and a Vice Chairman. Each shall serve for a period of one year and thereafter until their respective successors shall have been elected. The chairman term limit is three years. The Vice Chairman shall serve in the absence of the Chairman and until a new chairman is elected if a vacancy occurs. If at any meeting of the Board neither the Chairman nor the Vice Chairman is present, the members present shall elect a chairman pro-tem to conduct the meeting.

## **MEETINGS, SCHEDULE**

The Board shall hold regular public meetings at least monthly. These will be held on a day and at a time agreed to by a majority vote of the board. The Manson Park and Recreation District Board of Commissioners will comply with all provisions of the Washington State Open Meetings Law.

## **MEETING, QUORUM**

A majority of the Board shall constitute a quorum for the transaction of business. If a quorum is not met within 15 minutes from the scheduled meeting time, the meeting will be rescheduled.

## **MEETINGS, NOTICE AND AGENDA**

On or prior to the third day preceding a regular or special board meeting, the Director will provide to each member a notice of the meeting and an agenda containing a summary of all matters then known to require attention. The Board may consider any other matter brought before it by any member of the Board, but it shall not be obliged to consider matters which are not contained in the agenda or not brought before it by a member. No action may be taken in a special meeting on any item not contained on the notice and agenda of said special meeting. No new business may be introduced after 10 p.m., whether on the agenda or not, of any regular or special board meeting.

## **RULES OF ORDER**

Except as modified by the Bylaws or Rules of Procedure, all meetings of the Board including Hearing Committees thereof, shall be conducted in accordance with the current edition of "Robert's Rules of Order".

## **RULES OF PRACTICE AND PROCEDURE**

The Board shall adopt rules of "practice and procedure". The affirmative vote of not less than three (3) members of the Board shall be required for the adoption of any rule. The adoption of such rules shall conform to the notice and filing requirements of RCW 36.93.200.

## **PARTICIPATION BY CHAIRMAN**

The Chairman may make or second any motion and present and discuss any matter as a member and shall be entitled to vote on all matters.

## **VOTING**

Unless requested by a member, the Chairman need not take a roll call vote. In the absence of objection, the Chairman may order a motion unanimously approved. Any member not voting on roll call in an audible voice shall be recorded as voting in favor of the motion, unless the member requests that he or she be recorded as abstaining from voting.

## **COMMITTEES**

Any committee shall consist of two (2) or more members selected impartially by the Chairman, who shall also appoint from the members of such a committee, a chairman. Any Board member shall have the right to be a member of any committee unless he is disqualified by reason of his interest in the subject matter of the proceeding under consideration.