

WASHINGTON COUNTY PARKS AND RECREATION
ADVISORY BOARD BYLAWS

PURPOSE OF THE WASHINGTON COUNTY PARKS AND RECREATION ADVISORY BOARD

The Washington County Parks and Recreation Advisory Board members will agree to provide the following services:

1. To recommend park and recreation policies, procedures, and ordinances pertinent to development, maintenance, and administration of County Parks in accordance with the County 2000 Strategic Plan.
2. To promote the interest and participation of all county residents.
3. To provide input for updating and implementing the Master Plan for Scoggins Valley Park/Henry Hagg Lake, and by interpreting the wishes of the community for inclusion in the Master Plan.
4. To recommend priorities in park development in conjunction with the County 2000 Strategic Plan.
5. To encourage participation by local agencies and special groups concerned with park and recreational matters.
6. To maintain open lines of liaison and communication with the community, other park boards, and all levels of governmental activity concerned with park and recreational developments.
7. To assist the Washington County Commissioners in communicating to the community and to the public at large, detailed reports on monetary expenditures made in park improvements and maintenance programs.
8. To review and recommend expenditures for the park and endeavor to obtain matching funds and/or donated labor whenever feasible in development or maintenance programs.
9. To review and make recommendations to the Washington County Commissioners on park fees and schedules.

The following rules are designed to provide effective procedures in carrying out the order of the Washington County Commissioners - as the Board, to advise them on the development, maintenance, and administration of Washington County Parks.

ARTICLE I - NAME

1.1 Name:

WASHINGTON COUNTY PARKS AND RECREATION ADVISORY BOARD

ARTICLE II - RULES OF ORDER

2.1 Rules of Order:

Issues of procedure not addressed by these bylaws shall be by the latest edition of "Roberts Rules of Order".

ARTICLE III - BOARD MEETINGS

3.1 Regular Meetings:

Meeting dates will be decided by the Board. Notice of meeting and planned agenda will be made, by mail or telephone, at least one week before the meeting. Condensed reports of the meeting will be sent to those members absent and excused within one week of the meeting. A notation of absentees and their addresses will be made by the Secretary.

3.2 Special Meetings:

Special meetings may be called by the Chairman, or on request of two or more members of the Board. Official notification will be sent out by the Secretary, by phone call or letter, of any Special Meeting requests.

3.3 Quorum of Meetings / Vote:

Quorum required for transacting business will consist of five (5) Parks and Recreation Advisory Board members. Any action by the Parks and Recreation Advisory Board shall require a vote of the majority of members present at the meeting.

ARTICLE IV - BOARD APPOINTMENTS

4.1 Appointments:

Members of the Board will be appointed by the Washington County Board of Commissioners. The nine (9) members of the Washington County Parks and Recreation Advisory Board will typically be representative of the community geographically, as well as in the fields of interest and occupation.

4.2 Term of Appointment:

Appointments will be as provided by Washington County Code Chapter 2.20 - Parks and Recreation Advisory Board, Section 2.20.040 - Appointments and Terms, or as it may be amended. Board members whose term of office has expired will continue to serve until replaced.

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4.3 Authority:

The duties of the Washington County Parks and Recreation Advisory Board members are to study plans, problems, and procedures pertinent to Washington County Parks, and make recommendations to the Board of Washington County Commissioners. The Commissioners make the final decisions.

4.4 Vacancies:

If a vacancy occurs on this Board, at the next regular Parks and Recreation Advisory Board meeting the following steps will be taken:

- 4.4.1 The Parks and Recreation Advisory Board will be asked to review applications for vacant positions solicited through the County Administrator's Office.
- 4.4.2 The Parks and Recreation Advisory Board may make recommendations to the Washington County Board of Commissioners on applications received to fill vacancies.
- 4.4.3 To fill any vacant position(s) on the Parks and Recreation Advisory Board, the Director of Support Services will forward all applications received to the Washington County Board of Commissioners with Advisory Board recommendations.
- 4.4.4 The Washington County Commissioners will select and appoint new members to the Parks and Recreation Advisory Board.

4.5 Dismissals:

Any Board member with three (3) consecutive unexcused absences from regular meetings shall be deemed removed from the Board, and the vacancy shall be filled as described in Article IV, Section 4.4.

ARTICLE V - COMMITTEES

5.1 Committees (Ad-hoc Subcommittees):

Committees will be formed when necessary.

5.2 Selection of Committees (Ad-hoc Subcommittees):

Committee Chairpersons will be appointed by the Chair of the Parks and Recreation Advisory Board.

5.3 Committee Membership (Ad-hoc Subcommittee):

Ad-hoc Subcommittee members will serve in an advisory capacity only, and have no official jurisdiction. Ad-hoc Subcommittee members do not need to be a Parks and Recreation Advisory Board member and can be appointed by the Chair as necessary.

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ARTICLE VI - OFFICERS

6.1 Election of Officers:

The Board will elect a Chair and Vice-Chair each year at the first regular meeting after June 30th. Candidates will be members of the Board. The term of office will be for one year, ending June 30, or until new officers are elected.

6.2 Duties of Officers - Chair:

The Chair will preside at all Board meetings and may excuse absences of members. The Chair will have such other powers and duties as may be prescribed by the Board.

6.3 Duties of Officers - Vice-Chair:

The Vice-Chair will have all the powers and perform all the duties of the Chair during the absence of the Chair, and perform such other duties as may be required by the Board.

6.4 Duties of the Secretary:

The Washington County Facilities Manager, or his/her designee shall be the Parks and Recreation Advisory Board Secretary.

- 6.4.1 The Secretary will keep the minutes and records of all Parks Advisory Board meetings,
- 6.4.2 Record attendance at Parks Advisory Board meetings,
- 6.4.3 Keep records of all official Parks Advisory Board business,
- 6.4.4 Give notice of meetings to the Board members and public,
- 6.4.5 The Secretary will keep a roster of Board members and their terms.
- 6.4.6 And perform such other duties as the Board may require.

ARTICLE VII - GENERAL POLICIES

The following general statements of policy will be the policy of the Washington County Parks and Recreation Advisory Board:

8.1 Legal Actions:

This Board will be represented by the Office of County Counsel.

8.2 Liaisons:

The policy of this Board will be to maintain a favorable liaison with County Officials, and staff members who may be requested for assistance, in development, maintenance, and administration.

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Chapter 2.20

PARKS AND RECREATION ADVISORY BOARD

Sections:

- 2.20.010 Created.
- 2.20.020 Duties.
- 2.20.030 Meetings.
- 2.20.040 Appointment--Terms.
- 2.20.050 Appointment--Vacancy.
- 2.20.060 Residency.
- 2.20.070 Compensation

2.20.010 Created. There is created the county parks and recreation advisory board. (Ord. 38 §1, 1966)

2.20.020 Duties. The parks and recreation advisory board shall be responsible to the board of county commissioners of the county. It shall have the duty of advising the board of county commissioners and the director of parks and recreation of the county concerning the acquisition, development, maintenance and operation of county park and recreation areas, facilities and programs. It shall have the further duty of formulating plans and making recommendations to the board of county commissioners concerning future county park and recreation development. (Ord. 38 §2, 1966)

2.20.030 Meetings. The parks and recreation advisory board shall meet monthly, at such times and places as it shall determine. A majority of its members shall constitute a quorum for the consideration of matters before it. The board may hold public hearings from time to time on such matters as it deems advisable. (Ord. 38 §3, 1966)

2.20.040 Appointment--Terms. The parks and recreation advisory board shall consist of nine members, who shall be appointed for terms of three years. The members of the initial board, who shall be appointed by resolution and order, shall have terms as follows: Three shall hold office for a period of one year, three for a period of two years, and one for a period of three years. (Ord. 177 §2, 1975)

2.20.050 Appointment--Vacancy. The board of county commissioners shall, by resolution and order, appoint members to the advisory board as vacancies occur. Regular terms of office shall expire on June 30, but members shall serve until their successors are appointed. (Ord. 38 §5, 1966)

2.20.060 Residency. Members appointed to the advisory board shall be residents of the county. Should a member fail to meet this qualification during his term of office, he shall be deemed removed from the board and the board of county commissioners shall appoint a successor to fill his unexpired term. The board of commissioners shall similarly appoint a successor for any member who resigns or is otherwise removed from the board. (Ord. 38 §6, 1966)

2.20.070 Compensation. The members of the advisory board shall serve without compensation. The county department of parks and recreation shall, however, provide clerical and technical assistance to the advisory board. (Ord. 38 §7, 1966)

Chapter 2.24

ADMINISTRATIVE FEE SCHEDULE

Sections:

- 2.24.010 Findings.
- 2.24.020 Provisions enacted.
- 2.24.030 Tract or lot indexing fee.
- 2.24.040 Plat approval and recording fees.
- 2.24.050 Vacation fee.
- 2.24.060 Mining location notice filing fee.
- 2.24.070 Proof of labor affidavit filing fee.
- 2.24.080 Certificate of ownership issuance fee.
- 2.24.090 Administration and enforcement.

2.24.010 Purpose. The 1979 Oregon Legislature has adopted SB 608 which concerns fees paid to public officials and amends, among other statutes, ORS 205.340, 205.350, 271.230, 517.030, 517.220 and 517.290. SB 608 authorizes the county governing body to set by ordinance the fees formerly provided in the above-mentioned statutes. (Ord. 222 §1(A), 1979)

2.24.020 Provisions enacted. The board of county commissioners of the county does enact the following provisions set out in this chapter which set fees for the services described in ORS 205.340, 205.350, 271.230, 517.030, 517.220 and 517.290. The provisions set out in this chapter may be referred to and pleaded as the "Senate Bill 608 fee setting ordinance." Ord. 222 §1(B), 1979)

2.24.030 Tract or lot indexing fee. After the county clerk indexes records already made, as described in ORS 205.340, the fee for indexing every tract or lot of land

RECEIVED
FEB 16 1992
FACILITIES MANAGEMENT

FILED

FEB 19 1992
Boyer Thomas

IN THE BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, OREGON

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ORDINANCE NO. 38 (21)

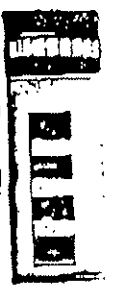
CREATING THE COUNTY PARKS AND
RECREATION ADVISORY BOARD, AS-
SIGNING RESPONSIBILITY, AND PRO-
VIDING FOR APPOINTMENT AND RE-
PLACEMENT OF MEMBERS

The Board of County Commissioners of Washington County, Oregon,

ordains:

1. There is hereby created the Washington County Parks and Recreation Advisory Board.
2. The Parks and Recreation Advisory Board shall be responsible to the Board of County Commissioners of Washington County. It shall have the duty of advising the Board of County Commissioners and the Director of Parks and Recreation of Washington County concerning the acquisition, development, maintenance and operation of county park and recreation areas, facilities and programs. It shall have the further duty of formulating plans and making recommendations to the Board of County Commissioners concerning future county park and recreation development.
3. The Parks and Recreation Advisory Board shall meet monthly, at such times and places as it shall determine. A majority of its members shall constitute a quorum for the consideration of matters before it. The Board may hold public hearings from time to time on such matters as it deems advisable.
4. The Parks and Recreation Advisory Board shall consist of seven (7) members, who shall be appointed for terms of three (3) years. The members of the initial Board, who shall be appointed by resolution and order, shall have terms as follows: three shall hold office for a period of one (1) year; three for a period of two (2) years; and one for a period of three (3) years.
5. The Board of County Commissioners shall, by resolution and order, appoint members to the Advisory Board as vacancies occur. Regular terms of office shall expire on June 30, but members shall serve until their successors are appointed.
6. Members appointed to the Advisory Board shall be residents of Washington County. Should a member fail to meet this qualification during his term of office, he shall be deemed removed from the Board and the Board of County Commissioners shall appoint a successor to fill his unexpired term. The Board of Commissioners

DISTRICT ATTORNEY FOR WASHINGTON COUNTY
MILLAMORE, OREGON



1 shall similarly appoint a successor for any member who resigns or is otherwise
2 removed from the Board.
3 7. The members of the Advisory Board shall serve without compensation. The
4 county Department of Parks and Recreation shall, however, provide clerical and
5 technical assistance to the Advisory Board.
6 8. This ordinance shall be effective thirty days after the date of its enactment.
7 ENACTED this 12 day of April, 1966.

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, OREGON

Wayne S. King
Chairman
Patricia Brickley
Recording Secretary

13 Guerin, aye
14 Masters, aye
15 Nyberg, aye
16 Vandyke, aye

DISTRICT ATTORNEY FOR WASHINGTON COUNTY
HILLSBORO, OREGON

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DEC 6 1995

AGENDA

WASHINGTON COUNTY BOARD OF COMMISSIONERS

Agenda Category Consent - Department of Support Services

Agenda Title ADOPTION OF WASHINGTON COUNTY PARKS ADVISORY BOARD BYLAWS

Presented by Robert E. Deis, Director, Department of Support Services

SUMMARY (Attach Supporting Documents if Necessary)

The Washington County Parks and Recreation Advisory Board was created by the Board of Commissioners to advise on park and recreation policies and procedures for the County Parks in accordance with the County 2000 Strategic Plan. Members of the Parks and Recreation Advisory Board are appointed by the Washington County Board of Commissioners, and meet on a monthly basis to consider issues relevant to the County Parks. However, the Parks and Recreation Advisory Board has been working without the benefit of Bylaws. Because the Parks and Recreation Advisory Board is established by County ordinance rather than state law, the Board of Commissioners has discretion to establish quorum and voting requirements.

The Washington County Parks and Recreation Advisory Board members have developed formal bylaws and are now asking for approval and formal adoption by your Board at this time. The Bylaws outline the procedures to be used for Parks and Recreation Advisory Board meetings, Parks and Recreation Advisory Board appointments, committee formulation, the election and duties of officers, and general policies. The implementation of the recommended Bylaws will facilitate the operation of the Parks and Recreation Advisory Board, and provide a common point of reference for administrative questions associated with the functions of the Parks and Recreation Advisory Board.

A copy of the recommended Bylaws is attached for your review.

DEPARTMENTS' REQUESTED ACTION:

The Support Services Department requests that the Washington County Board of Commissioners approve and adopt the attached "Washington County Parks and Recreation Advisory Board Bylaws" as developed by the Washington County Parks and Recreation Advisory Board, and approved at their meeting of October 20, 1995

COUNTY ADMINISTRATOR'S RECOMMENDATION:

I concur with the Department's requested action.

	AYE	NAY	AB
PETERS	X		
CHRISTY	X		
KATSON	X		
DUYCK	X		
ROGERS	X		

APPROVED WASHINGTON COUNTY
 BOARD OF COMMISSIONERS
 MINUTE ORDER # 95-568
 DATE 12-12-95
 BY [Signature]
 CLERK OF THE BOARD

Agenda Item No. 17
 Date: December 12, 1995