

Chapter 3.62

PARKS AND COMMUNITY SERVICES BOARD

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3.62.010 Parks and community services board established.

There shall be a parks and community services board of the city of Bellevue.

- A. *Membership and Appointment.* The parks and community services board shall consist of seven members appointed by the mayor following the consent of a majority of the city council. Board members shall be appointed without respect to political affiliation and shall serve without compensation. The council liaison may recommend appointment of a nonvoting ex-officio member.
- B. *Eligibility.* Members of the parks and community services board must be residents of the city of Bellevue.
- C. *Terms of Office.* The term for all positions on the board shall be four years. Each position shall expire on May 31st of the last year of the term. The expiration date of the terms of the positions on the board shall be staggered so that no more than four positions expire in the same year.

No person shall serve more than two consecutive terms, provided a person appointed to fill an unexpired term of less than two years is eligible to serve two successive four-year terms, and provided further, a person who is ineligible to serve for having served two consecutive terms may again serve after two years have elapsed from the end of the second such term.

D. *Vacancies, Removal of Board Members, and Filling of Unexpired Terms.*

1. The position of a member of the parks and community services board shall become vacant upon such member ceasing to be a resident of the city.
2. Members of the board may be removed at any time by the mayor, upon approval of a majority of the city council, for neglect of duty, conflict of interest, unexcused absence from three consecutive regular meetings

of the board, or for any reason deemed sufficient by a majority of the council. The decision of the council shall be final and there shall be no appeal.

3. Vacancies occurring for reasons other than the expiration of a term shall be filled for the unexpired portion of the term by appointment by the mayor upon approval of a majority of the council.

E. *Ethical Standards.* Board members shall be held to high ethical standards and shall at all times comply with the provisions of Chapter [3.92](#) BCC, as they exist now or may be hereafter amended. (Ord. 6241 § 2, 2015.)

3.62.020 Officers.

A chair, vice chair and such other officers as the board deems necessary shall be elected annually from its members. The chair shall preside at meetings; the vice chair shall preside at meetings in the absence of the chair. (Ord. 6241 § 2, 2015.)

3.62.030 Meetings.

A. The board shall meet at least once a month, with the exception that, critical or time-sensitive work permitting, the board may recess for either the month of August or December.

B. All meetings shall be open to the public; provided, the board may hold executive sessions as permitted by law. Board business shall be conducted in compliance with the requirements, as applicable, of the Open Public Meetings Act, Chapter [42.30](#) RCW, and the Public Records Act, Chapter [42.56](#) RCW, as they exist now or may be hereafter amended.

C. A majority of the membership shall constitute a quorum. Action may be taken by a majority of the members present when a quorum exists.

D. Affirmative votes from a majority of members present and voting shall be necessary to carry any proposition. A member who fails to vote without a valid disqualification is declared to have voted in the affirmative.

E. *Remote Participation.*

1. Board members are encouraged to attend meetings in person when practicable. A member may participate remotely using approved teleconferencing equipment. Any member who wishes to participate in a meeting remotely must notify the presiding officer and the staff liaison of their intent no later than 12:00 p.m. the day prior to the meeting. If more than three members provide timely notice of their intent to participate remotely, the staff liaison will determine who may participate remotely and who may not, and will notify the members.

2. The presiding officer must be physically present for a meeting. If the presiding officer is unable to be physically present, the presiding officer must pass the presiding officer role to a board member who is physically present at the meeting.
3. No more than three members may participate remotely during any one board meeting. Such remote participation will be considered attendance at the meeting and shall be counted toward determination of a quorum.

F. *Public Participation.*

1. Public comment shall be limited to matters relating to city of Bellevue government and to subject matters encompassed within the power and duties of the board.
2. Public comment may not be used for the purpose of assisting a campaign for election of any person to any office or for the promotion or opposition to any ballot proposition.
3. Persons participating in board meetings must not engage in speech or conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting. Disruptions may include and are not limited to:
 - a. Addressing the board while the board is in session without the permission of the presiding officer;
 - b. Failure of a speaker to comply with the allotted time established for that speaker's public comments or to speak on topic during a comment period that is limited to a topic;
 - c. Failure of a speaker to comply with the rules in this code or in the board bylaws concerning public comment;
 - d. Using an allotted comment period for purposeful delay, including remaining silent or engaging in other activity without conveying a discernible message;
 - e. Whistling, hand clapping, stomping of feet, shouting or other outbursts from members of the public who have not been recognized by the presiding officer for public comment or testimony;
 - f. Speech or other expression by an individual who has not been recognized by the presiding officer for public comment who is expressing themselves in a volume louder than a low, conversational level appropriate for communication between persons seated next to each other in the board meeting room, or whose speech or other expressions are audible by others;
 - g. Standing in a location that obstructs the view of meeting attendees, unless speaking as recognized by the presiding officer;
 - h. Approaching board members or city employees who are staffing the meeting while the board meeting is in progress, unless permitted to do so by the presiding officer; and
 - i. Affixing a banner or sign to walls or structures in the board meeting room or holding or placing a sign in a way that endangers others or obstructs the free flow of pedestrians or the view of others attending a board meeting.

4. Persons participating in board meetings must also not engage in the following conduct, which may subject them to criminal sanctions in addition to the enforcement of these requirements:
 - a. True threats of violence, that purposefully or recklessly place a person in fear of bodily harm, death, or other violence;
 - b. Use of obscene language or gestures; or
 - c. Assault or attempted assault.
5. *Ejection From Meeting.* Where speech or conduct results in actual disruption of the board meeting, or is in violation of subsection (F)(4) of this section, the presiding officer may issue a verbal warning to the person and/or may (a) terminate the person's individual comment period and direct their microphone be turned off; (b) direct security personnel to assist the person to the person's seat; or (c) order the person to leave the meeting room for the remainder of the meeting and have the person removed from the meeting room by security personnel if the person does not leave.
6. *Exclusion From Future Meetings.*
 - a. Repeated disruptions, or violations of subsection (F)(4) of this section, may result in the person being excluded from participating in public comment or from attendance at one or more future board meetings.
 - b. In deciding whether to issue a notice of exclusion and the terms and length of the exclusion, the presiding officer shall consider the seriousness and number of the disruptions or violations, their impact on the orderly conduct of board meetings, whether the conduct threatens public safety, and the person's record of conduct at meetings. The presiding officer may issue an exclusion from participating in public comment, or from attendance, at future board meetings for up to 60 calendar days.
 - c. If the presiding officer issues an exclusion to any person for future meetings, the exclusion shall be in writing and shall inform the person of the specific reasons for the exclusion and the specific terms and length of the exclusion. The written notice shall advise that if the person desires to address the board during the period of exclusion, they may submit written comments which will be received by the staff liaison and provided to each of the board members.
 - d. The notice shall be filed with the city clerk, who shall mail it to the person's last known address, if any, or to the person's email address if the city clerk has an email address but does not have a mailing address. The city clerk shall also post the notice on the door of Room 1E-113 in City Hall and on the board's web page and provide a copy of the notice to all board members and city council members. The notice is effective when posted on the door of Room 1E-113 and shall remain posted during board meetings for the duration of the exclusion period.
7. The decision of the presiding officer to eject a person from public comment or attendance at a board meeting may be overruled by a majority vote of those board members in attendance at the meeting from which the person was ejected. If the presiding officer issues an exclusion from public comment or attendance

at future meetings, that decision may be overruled by a majority vote of those board members in attendance at the next regular board meeting following the filing and posting of the exclusion notice or by a majority vote of the city council at the next regular council meeting following the filing and posting of the exclusion notice.

8. Any person excluded from participation in future public comment periods or from attendance at future board meetings may appeal the exclusion by submitting a written appeal stating the bases for the appeal to the city clerk within six business days after notice of the exclusion is posted on the door of Room 1E-113. Upon receipt of a written appeal, the city council shall consider the appeal at its next regularly scheduled open public meeting. The person's exclusion from public comment periods or from attendance at board meetings shall remain in effect during the council's consideration of the appeal. (Ord. 6752 § 4, 2023; Ord. 6662 § 4, 2022; Ord. 6516 § 4, 2020; Ord. 6241 § 2, 2015.)

3.62.040 Council communications.

Formal communications with or feedback to the council shall represent the official majority and/or minority opinions of the board, and not those of individual board members. Board members wishing to express an individual opinion shall provide their comments at the public comment opportunities on the meeting agenda. (Ord. 6241 § 2, 2015.)

3.62.050 Bylaws and procedures.

The board shall adopt bylaws and procedures not inconsistent with any requirements established in the Bellevue City Code for the conduct of its meetings and hearings, setting of times of hearings, and giving of notice to the public. (Ord. 6241 § 2, 2015.)

3.62.060 Staff support.

The parks and community services department shall provide technical and administrative support for the board. (Ord. 6241 § 2, 2015.)

3.62.070 Powers and duties.

The board shall act in a policy advisory capacity to the city council. With respect to city parks and community services facilities and programs, the board may hold public hearings and shall conduct studies, perform analyses, and prepare reports requested by the city council. The board shall review, advise, and make recommendations to the council on policies regarding parks and open space and community services issues such as:

A. Master planning and planning for parks, public spaces and public plazas;

- B. Long-range planning, including participation with the planning commission in preparing, reviewing and recommending comprehensive plan updates and subarea plans; provided, that the planning commission shall review and make final recommendations to the city council on all matters which will be adopted by the council as part of the comprehensive plan;
- C. Design for development and redevelopment;
- D. Natural resources and environmental stewardship;
- E. Capital improvement program (CIP) project prioritization;
- F. Recreation opportunities for a wide range of interests, ages and abilities; and
- G. Cultural diversity.

In addition, the board:

- H. Shall encourage utilization of parks and recreational activities.
- I. May participate in community outreach activities assigned by city council;
- J. May provide the public with opportunities for involvement in the board's activities;
- K. May recommend particular concepts for inclusion in the city's vision, subject to approval by council;
- L. May research and provide suggestions regarding new matters or initiatives that council may wish to consider;
- M. Shall provide at least quarterly communication to the council, highlighting major activities, future work plans, changes in work plans, and any policy direction requested;
- N. Shall cooperate and coordinate with other council-appointed boards, commissions, committees and task forces as appropriate; and
- O. Shall perform other duties directed by the city council. (Ord. 6241 § 2, 2015.)

3.62.080 Limitations.

The board shall have no powers or duties related to the following activities:

- A. Advocacy on behalf of the city or the board without express council permission;
- B. Supervision of staff, administrative operations, or maintenance; and
- C. Regional issues not specifically assigned to the board by the city council. (Ord. 6241 § 2, 2015.)

The Bellevue City Code is current through Ordinance 6758, passed October 16, 2023.

Disclaimer: The city clerk's office has the official version of the Bellevue City Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.bellevuewa.gov](http://www.bellevuewa.gov)

[City Telephone: \(425\) 452-6800](tel:(425)452-6800)

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