

# MEMORANDUM



Bellevue Parks &  
Community Services

**Date:** March 12, 2024

**To:** Parks & Community Services Board

**From:** Karen Phu – Assistant City Attorney, City Attorney's Office

**Subject:** Updates to the Parks and Community Services Board bylaws  
Board action requested

**Action Requested:** The Parks & Community Services Board will vote on adoption of updated bylaws.

## BACKGROUND / ANALYSIS

At the February 13th Board meeting, staff presented an overview of Ordinance 6752 amending the Bellevue City Code (BCC) for the Council's advisory boards and commissions regarding (1) the rules for remote participation by board and commission members and (2) the rules of decorum for public comment. Due to this Ordinance and resulting changes to Chapter 3.62 BCC governing the Parks and Community Services Board, the Board is required to update corresponding sections of its bylaws. In addition, staff recommended amending the Order of Business in the bylaws to remove the second oral communications period to be consistent with the City Council's rules and to reflect the current operations of the Board. These changes to the bylaws are tracked in **Attachment A**.

Following discussion on its February 13th meeting, the Board directed staff to bring back the updated Bylaws for final action to vote on adoption at the Board's next regular meeting. The final updated Bylaws for adoption are included as **Attachment B**.

## POLICY ISSUES

On August 7, 2023, the City Council adopted Ordinance 6752 amending the Bellevue City Code provisions for all the Council's advisory boards and commissions, including Chapter 3.62 BCC governing the Parks and Community Services Board. These amendments modify the rules for remote participation by Board members and rules for public participation.

BCC 3.62.050 provides: "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."

Pursuant to Art. XVI of the Board Bylaws, adoption of the updated Bylaws requires two-thirds of the membership to vote in favor.

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## **STAFF RECOMMENDATION**

Staff recommends adopting the updated Bylaws.

## **OPTIONS**

Option 1: Adopt the updated Bylaws.

Option 2: Do not adopt the updated Bylaws and provide alternative direction.

## **NEXT STEPS**

If adopted, the Board's bylaws will be in conformance with Ordinance 6752 and BCC 3.62.030.E and F.

## **ATTACHMENTS**

- A. Updated Bylaws - redline
- B. Updated Bylaws – clean for adoption