

# MEMORANDUM



Bellevue Parks &  
Community Services

**Date:** March 12, 2024

**To:** Parks & Community Services Board

**From:** Camron Parker – Assistant Director, Parks & Community Services

**Subject:** Regular Meeting Day Change Proposal  
Board direction requested

**Direction Requested:** Staff seek direction to bring back the updated Bylaws for final action to vote on adoption at the Board's next regular meeting.

Due to recent changes in the City Council's meeting day shifting from Mondays to Tuesdays, the Parks & Community Services Board's regular monthly meeting day will now be changed from the second Tuesday to the third Wednesday of every month, starting in April. The proposed change is reflected in the below update to the "Regular meetings" section of the Parks & Community Services Board bylaws.

The process to amend is directed in Article XVI of the bylaws. Once proposed and discussed at a regular meeting, the vote to change takes place at the next regular meeting. Amendments will not be valid unless two-thirds of the membership of the board vote in favor of amending the Bylaws.

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## ARTICLE V - Meetings

Public notice of meetings or of hearings before the Board shall be provided as required by law. Noticing of special meetings and public hearings is provided by the Deputy City Clerk.

- A. Regular meetings. The regular meetings of the Board shall be held at 6:00 pm on the ~~second Tuesday~~ third Wednesday of each month; unless there is critical or time-sensitive work, the Board may recess for the month of August or December.

Regular or continued meetings that fall on a holiday shall be rescheduled by the Board.

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