

MEMORANDUM



Bellevue Parks &
Community Services

DATE: July 7, 2026

TO: Parks & Community Services Board

FROM: Camron Parker, Assistant Director
Parks & Community Services

SUBJECT: Annual Election of Chair and Vice-Chair
Board action requested

At your July 15 meeting, the Board will elect a Chair and Vice-Chair to serve until June 2027. Chair Clima will facilitate the election process and continue to run the remainder of the meeting.

Chair and Vice-Chair elections follow direction from [Bellevue City Code 3.62.020](#) regarding membership, appointment, and terms for the Parks & Community Services Board:

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.

The [Parks & Community Services Board's Bylaws](#) (Article II.B) state:

Election of Officers. The Board shall elect a Chair and Vice-Chair, and any other officers the Board deems necessary, for a term of one year at their first regular meeting in June of each year, or as soon thereafter as feasible based on seating of newly-appointed members. The election process shall be in accordance with *Robert's Rules of Order Newly Revised*.

Since the board's meeting in June was a Special Meeting in a retreat format, the election for board leadership was deferred to the July regular meeting.

Board members are free to nominate and elect the Chair and Vice-Chair officers from any of the board members, assuming the nominated board member accepts the nomination. Also, as always, the Board Chair votes along with other Board members. Remember that a Board member cannot abstain from voting; a failure to vote will be counted in the affirmative ([BCC 3.62.030.D](#)).

Chair and Vice-Chair Roles and Responsibilities

The roles of the chair and vice chair are described in the board's bylaws (linked above). The main responsibilities include:

Serve as the Presiding Officer of Meetings

- The Chair leads board meetings.
- The Vice Chair will lead meetings if the Chair is unable to attend the meeting in person or at all (Article 3, Section A and B)
- The Chair can eject and exclude people from meetings if they cause a disruption (Article 7, Section E 5, 6 and 7)
- The Chair helps run public hearings (Article 7, Section C)
- The Chair can create committees (Article 2, Section C)

Attend Pre-Meeting

- The Chair and Vice Chair collaborate with staff on the agenda (Article 5, Section A)
- About two weeks before the monthly board meeting, the Chair and Vice Chair meet with staff and any presenters during a Board Prep Meeting.
- After the prep-meeting and before the board meeting, staff will create a version of the agenda with notes to help the Presiding Officer facilitate the meetings.

Help Draft Quarterly Memos to Council

- Every three months, staff work with the Chair and Vice Chair to draft the memo to Council that summarizes what the board has done in the past quarter. That memo is then put in a meeting packet so the board can review it and then approve it.

Participate in Presentations to the City Council

- When the board has a recommendation to Council (like a park name or master plan), the Chair or Vice Chair will join Park Staff to help present that recommendation to City Council during their Council Meetings which takes places Tuesday nights at 6 p.m. In preparation, the Chair and/or Vice Chair may attend an additional meeting and review PowerPoint slides and talking points.

Attend Community Meetings

- The Chair, Vice Chair and any board member attend additional community meetings and events within the purview of the Parks & Community Services Board.

Help with Board Member Selection

- City Council Liaisons often ask Chairs to help review applications and interview candidates to fill vacant board seats.

Attend Additional Trainings

- The Chair or Vice Chair may need to attend training about the latest best practices for leading meetings such as discussions about first amendment rights.

Board Election Process

(Summarized from *Robert's Rules of Order*)

Nominations for Chair

- Chair calls for nominations by saying, "Nominations are now in order for the office of Parks & Community Services Board Chairperson."
- Any Boardmember, including the Chair, can nominate another Boardmember.
- A "second" to the nomination is not required.
- The nominated Boardmember may decline or accept the nomination.
- Nominations continue until all Boardmembers who wish to nominate have done so.
- Chair closes nominations by asking, "Are there any further nominations for Parks & Community Services Board Chairperson?" (pause) "If not, nominations are closed."

Voting

- **Candidates are voted on in order of nomination.**
- Chair begins the voting process by saying, "I call for a vote in favor of _____ for Board Chair. The vote may be by a voice vote or roll call vote, whichever is needed to ensure all votes are recorded accurately."
- If the majority votes for the initial candidate, the Chair declares that person elected. If the majority votes no, the Chair declares that candidate not elected and moves on to the next nominee.

Repeat the process for Vice-Chair.

IF YOU ABSTAIN FROM VOTING – YOUR VOTE COUNTS AS "YES":

Per Bellevue City Code, affirmative votes from a majority of members present and voting shall be necessary to carry any proposition, including elections. A member who fails to vote without a valid disqualification is declared to have voted in the affirmative.

IN CASE OF A TIE:

If voting proceeds through all of the nominees and NONE of the nominees receives a majority vote, the Chair may reopen nominations to take any additional nominations. Reopening nominations requires a motion. If no additional nominations are forthcoming, the Chair will call for a revote on the original nominees. If additional nominations are made, they are added to the existing list of nominees.

When repeated balloting is necessary, the names of all nominees are kept on the ballot in the order in which they were originally presented.