



City Attorney's Office

DATE: November 19, 2025

TO: Parks and Community Services Board

FROM: Camron Parker, Assistant Director, Parks & Community Services
Karen Phu, Assistant City Attorney, City Attorney's Office

SUBJECT: Updates to the Parks & Community Services Board bylaws

REQUEST OF THE PARKS AND COMMUNITY SERVICES BOARD

ACTION



DIRECTION



INFORMATION ONLY



The Parks & Community Services Board (Board) will review proposed updates to the Board's Bylaws (**Exhibit A**). Staff seek direction to bring back the updated Bylaws for final action to vote on adoption at the Board's next regular meeting.

SUMMARY

The updated Bylaws presented tonight propose the following updates:

- Amending the rules of decorum for public comment to extend the maximum exclusionary period from 60 days to 180 days and clarifying the process to appeal an exclusion, consistent with Ordinance [6864](#) and BCC [3.62.030](#) (as revised).
- Amending the rules for membership on the Board limiting service to two consecutive terms on any City of Bellevue advisory board/commission, consistent with Ordinance [6865](#) and BCC [3.62.010](#) (as revised).
- Additional minor non-substantive and formatting updates.

BACKGROUND / ANALYSIS

Amendments to the rules of decorum for public comment

In 2023, the Bellevue City Council updated its rules of decorum for public attendance and participation during Council and board/commission meetings. These rules were intended to provide for the orderly conduct of public meetings.

This year, the City Council has expressed an interest in updating these rules to increase the maximum exclusion period for violations of the rules of decorum from 60 days to 180 days, consistent with other local governments. In addition, the City Council wanted to revise and clarify the process to appeal any exclusionary period at the next council meeting, provided it is at least 3 business days from the receipt of a timely written appeal. This ensures staff will have sufficient time to perform necessary administrative functions, such as including the appeal as an action item in any agenda, making/distributing copies of the appeal to councilmembers, and providing sufficient time for councilmembers to consider the appeal.

Ordinance 6864, adopted on September 23, 2025, amended the Bellevue City Code for the Council's advisory boards and commissions, including the Parks & Community Services Board. The amendments that apply to the Board are codified at BCC 3.62.030(F)(6)(B), increasing the exclusionary period to 180 days, and BCC 3.62.030(F)(8), clarifying the appeal process to contest/review any exclusionary period that may be ordered.

The Board is required to amend its bylaws to reflect the Ordinance and Code amendments. Staff have proposed amendments to the Board's Bylaws at Art. VII, Sec. E(6)(B) and E(8) respectively, to conform with these updates. See Exhibit A.

Amending the rules for membership on the Board

The City Council has also sought to create more opportunities for broader community participation in council advisory boards and commissions. Specifically, the Council intends to limit service on any board/commission to two consecutive terms. Previously, after two full terms, a person was prohibited from serving on the same board/commission until there had been, at a minimum, a two-year break in service. However, said individual would be allowed to immediately serve on a different board/commission without needing to observe any two-year break.

Ordinance 6865, also adopted on September 23, 2025, similarly amended several provisions of the Bellevue City Code for the Council's advisory boards and commissions. The amendments that apply to the Board are codified at BCC 3.62.010(C), limiting service on any board/commission to two consecutive terms.

While these requirements will likely be captured in any confirmation motion as provided for in Art. II(A)(4), Staff recommend that the Board revise its Bylaws to memorialize the limitations. To that end, Staff have proposed amendments to the Board's Bylaws, proposing a new Art. II(A)(5) and (6), to conform with these updates. See Exhibit A.

Additional updates.

Last, in developing updated bylaws for the Board's consideration, Staff observed certain formatting changes that should be corrected for purposes of consistency, uniformity, and readability. These formatting changes are also identified in the attachments. See Exhibit A.

POLICY ISSUES

On September 23, 2025, the City Council adopted Ordinance 6864 and Ordinance 6865, amending the Bellevue City Code provisions for all the Council's advisory boards and commissions, including Chapter [3.62](#) BCC, which applies to the Parks & Community Service Board.

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 Bylaws, a two-step process is required to amend said bylaws. After this meeting, if direction is given, final revisions will be presented at the Board's next regular meeting. Amendments require two-thirds of the membership to vote in favor of amending the bylaws.

ATTACHMENTS

- A. Proposed updated Parks & Community Services Board bylaws – redline