MEMORANDUM

Bellevue Parks & Community Services

DATE: June 18, 2025

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 June 18 meeting, the Board will elect a Chair and Vice-Chair to serve until June 2026. 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*.

You are free to nominate and elect the Chair and Vice-Chair officers at your discretion. 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).

Please see the following page for a more detailed explanation of the nominating/voting process.

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 may occur but 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.