

220 – Board and Administration

1.0 Purpose

The purpose of this policy is to inform the public and Tukwila Pool Metro Park District (District) officials and employees of the legal and administrative requirements relating to the operation of the District by the District Board of Commissioners (Board).

2.0 Scope

This policy was developed by the requirements of the following by-laws and Codes:

- By-laws of the Tukwila Pool Metro Park District.
- Revised Code of Washington (RCW) 35.61 – Metropolitan Park Districts

3.0 Policy

3.1 Organization of Board of Commissioners

3.1.1 Government: The government of the District is vested in the Board of Commissioners. The members of the Board constitute the corporate authority.

3.1.2 Number: The Board is comprised of five (5) members elected by the voters residing in the City of Tukwila.

3.1.3 Terms: The terms shall be 6 years.

3.1.4 Vacancies: Any vacancies shall be filled by the TPMPD Board pursuant with RCW 42.12.070.

3.1.5 Compensation: Duly elected and appointed commissioners of the Tukwila Pool Metropolitan Park District may be compensated pursuant to RCW 35.61.

3.1.6 Selection of Board Officers: During the last regular meeting in December the Board will select a President and Clerk of the Board.

3.1.6.1 President: The President of the Board will preside at each Board Meeting and ensure the meeting is conducted in accordance to the published agenda. The President may sign on behalf of the Board any contract, resolutions and other instruments that were approved by the Board. In the President's absence, the Clerk will preside at the Board Meeting.

3.1.6.2 Clerk: The Clerk shall assume the responsibilities and duties of the President in the absence or disability of the President. The Clerk shall review the TPMPD Board minutes prior to agenda submission and be the primary Auditing Officer for reviewing and signature of weekly vouchers. The Clerk shall be the designated TPMPD Board representative to the TPMPD Tukwila Pool Advisory Committee.

3.1.7 Appointed Officers: The Board shall appoint Officers to represent the district as directed by the Board. These officers include:

3.1.7.1 Executive Director: The Executive Director is appointed to represent the District in all operational matters and otherwise as needed.

3.1.7.2 Attorney: The Attorney is appointed to represent the District in all legal matters.

3.1.8 Standing Committees: The Board will establish the following standing committees to conduct the affairs of the board. The President may nominate members of the standing committees. Members are appointed by the Board.

3.1.8.1 Tukwila Pool Advisory Committee (TPAC): The Board will establish a Tukwila Pool Advisory Committee that is comprised of five members. Terms of the members will be staggered and are for two-years.

3.1.8.2 Finance Committee: The Finance committee shall be comprised of two TPMPD Board Members and the Executive Director. One TPAC member may also be appointed at the request of TPAC. The President may nominate other Committee members as desired.

3.1.9 Ad Hoc Committees: The Board may establish temporary ad hoc committees to conduct the affairs of the Board. The President may nominate members of Ad Hoc committees. Members are appointed by the Board.

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3.2 Primary Functions of Board of Commissioners

- 3.2.1** The board shall have the powers and authority as authorized in RCW 35.61- Metropolitan Park Districts.
- 3.2.2** The Board shall establish the District's goals and objectives and revise if necessary annually.
- 3.2.3** The Board shall adopt policies and rules as necessary for the operation of its facilities.
- 3.2.4** The Board will approve and certify the District tax levy for the upcoming year prior to the date set by the County Assessor.
- 3.2.5** The Board will approve the Annual Budget no later than December 31st.

3.3 Meetings of the Board of Commissioners

- 3.3.1 Time and Place:** The Board will set the monthly meeting schedule and publish the schedule as required by the Washington State Open Public Meetings Act.
- 3.3.2 Quorum:** A majority of members of the TPMPD Board shall constitute a quorum.
- 3.3.3 Telephonic Attendance:** The Commissioners may electronically attend the Board of Commissioners meetings by telephone or digital means if necessary, however this does not meet the standard of "actual attendance".