

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R75-09

**DEFINING CITIZEN ADVISORY COUNCILS TO ADVISE AND SUPPORT
METRO PARKS TACOMA PROGRAMS**

WHEREAS, Metro Parks Tacoma seeks to provide quality programs and services to all its customers and residents; and

WHEREAS, Metro Parks Tacoma wishes to utilize the input and expertise of a broad base of community members for guidance in the development of its programs and services, including but not limited to Citizen Advisory Councils; and

WHEREAS, Board of Park Commissioners has committed to work with citizen advisory councils to research, define, and recommend solutions to community needs; and


WHEREAS, the adopted strategic plan presents an opportunity to define advisory councils in accordance with Metro Parks priority businesses and programs; and

WHEREAS, in the past varying by-laws and structures have been adopted for advisory councils which are now outdated; and

WHEREAS, it is deemed in the best interest of Metro Parks Tacoma and its programs for advisory councils to align with priority programs, adopt a revised charter, and have a clear agenda crafted by the Board of Park Commissioner; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to adopt the charter for advisory councils as is detailed herein. The by-laws contained in this Resolution rescind Resolutions SR115-01 adopted on 12/17/01 and any other Resolutions relating to the creation and function of an advisory council.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma on Sept. 14, 2009.

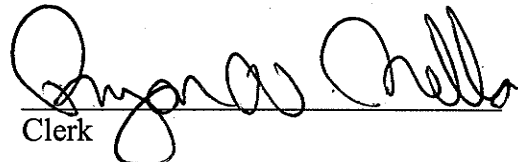


President

ATTEST:



Secretary



Clerk



Exhibit A to Resolution R

CHARTER FOR CITIZEN ADVISORY COUNCILS OF METRO PARKS TACOMA

SECTION 1. DEFINITION OF CITIZEN ADVISORY COUNCILS: Only those groups formally appointed by the Board of Park Commissioners are to be named citizen advisory councils. Citizen Advisory Councils are quasi-governmental entities whose memberships are appointed for the purpose of aiding the Board of Park Commissioners by reviewing and recommending policy and program decisions that influence broader areas of mission-led interest instead of specific facilities or services.

SECTION 2. FUNCTION OF CITIZEN ADVISORY COUNCILS: The Citizen Advisory Councils are charged with :

1. Identifying research data needed for effective decision-making related to advancing the organization's mission.
2. Aiding the Board of Park Commissioners in evaluating and recommending public opinion opportunities in order to engage the broadest and most representative voices in agency decision-making.
3. Investigating issues or projects of importance to the Board of Park Commissioners.
4. Evaluating programs and service provided by Metro Parks Tacoma.
5. Advocating for support, involvement or funding as a representative of the agency in the community.
6. Contributing to the budget development process.
7. Contributing to agency project and program planning efforts.

The following councils are reaffirmed or created by this Resolution:

Culture & Heritage Advisory Council: will address needs, direction and decisions related to the facilities and services in the Metro Parks Tacoma inventory which celebrate our heritage, culture, and community living.

The Culture and Heritage Advisory Council advises and supports the arts and cultural program through identifying community needs and resources related to the program; aids in a city-wide design to meet program outcomes; and facilitate venues that support the program. This council will focus on inclusion, sense of belonging and expression of culture, heritage and community life. Members will help define and

promote the key result area of “preserving cultural and historic places for enjoyment and learning.”

Active Lifestyles & Community Wellness Advisory Council : will address needs, direction and decisions related to the facilities and services in the Metro Parks Tacoma inventory which promote active lifestyles and community wellness.

The Council advises and supports the organized, scheduled activities of the wellness and active lifestyles program to combat health issues and obesity fostered through inactivity; aid in a city-wide design to meet program outcomes; and facilitates venues that support the program. This council shall help meet the key result area of “providing a variety of recreational programs and amenities that encourage citizens to be active.”

Nature and Environment Advisory Council: will address needs, direction and decisions related to the facilities and services in the Metro Parks Tacoma inventory which address environmental education, zoological and wildlife conservation, open space, garden management and our neighborhood, community and regional parks in order to foster our role as environmental stewards.

The Council fosters communication, understanding, and effective actions that advance environmental education programs and services for the benefit of the people that we serve. The council will be organized to provide representation from Metro Parks, community, and regional interests in environmental education. This group will help meet the key result areas of “providing safe and clean neighborhood parks and facilities to visit and enjoy” and “protecting and enhancing the natural environment for enjoyment and learning.”

Business & Responsive Agency Advisory Council: will address needs, direction and decisions related to agency operations such as business planning, financial sustainability, revenue develop and quality assurance activities of the organization.

The Council advises and makes recommendations concerning financial management and general business practices for Metro Parks Tacoma. This supports the key result area of “providing an accountable, innovative, efficient agency responsive to economic, community and employee needs.”

SECTION 3: MEMBERSHIP OF CITIZEN ADVISORY COUNCILS:

The Board of Park Commissioners appoints members to Citizen Advisory Councils. The councils will consist of no fewer than seven members or more than thirteen members. Effort will be made to assure a diverse representation from the community. Advisory council members serve without compensation.

Each advisory council will review applications and interview prospective members and forward recommendations to the Board for review and appointment. Building a bank of potential advisory candidates is encouraged.

A minimum of one Park Board Commissioner and one Metro Parks Tacoma staff member shall be assigned to each Advisory Council.

SECTION 4: TERM OF OFFICE OF MEMBERS:

The term of office for advisory council members shall be three years, with a maximum service not to exceed two consecutive terms. Newly organized councils may stagger terms.

Nomination of an advisory council member for a consecutive term may be made by a majority of the council's members, without advertising the position, and forwarded to the Board of Park Commissioners for appointment.

SECTION 5: OFFICERS.

Each advisory council shall elect a chairperson, chair-elect, and a secretary to serve one-year terms. The chair elect shall succeed the chair. Officers may serve no more than two consecutive years in the same capacity.

Chair: Shall work with the staff/Board liaisons to establish and track progress on the council agenda.

Chair Elect: Shall facilitate in the absence of the Chair and lead Council recruitment efforts.

Secretary: Shall inform Board members of meetings, approve , distribute, and maintain meeting minutes.

SECTION 6: MEETINGS AND MINUTES:

Each council will hold a minimum of six meetings per calendar year. A regular meeting time and place will be established. Special meetings may be called by the Chair or by any three members of the Advisory Council upon personal notice being given to all members or written notice being mailed to each member in order to ensure receipt at least 72 hours prior to the date set for such meeting.

Support staff or a designated committee member will take minutes and submit them for the Council Secretary to review and forward. A copy of the minutes shall be forwarded to the secretary of the Board of Park Commissioners, or designee, and the Community Development Office for public records management. All minutes shall be submitted a minimum of 10 days after approved.

SECTION 7: VACANCY OR REMOVAL:

Advisory councils may fill mid-term vacancies on an interim basis, either from applications for prior openings or by recruitment. The council shall forward the recommendation to the Board of Park Commissioners for review and appointment.

Any member with more than three unexcused absences in a 12-month period may be reviewed by the council and may be removed by a majority vote of the council.

Recruitment efforts for Council membership shall be facilitated by the Chair-Elect in each council. The Chair-Elect may request Metro Parks resources to assist through their Council's staff representative.

SECTION 8: ORGANIZATION AND PROCEDURE:

All advisory council members shall be voting members. Advisory councils shall follow Roberts Rules of Order in conducting business.

Each advisory council shall prepare an annual action plan with goals, projects and timelines that have been identified for research and recommendation. Updates to this action plan shall be recorded with the minutes after each meeting.

Advisory Councils shall be scheduled to make presentations to the full Board of Park Commissioners periodically to status the completion of a project and/or recommendations. The Board Commissioner assigned to each Advisory Council shall provide updates during the Committee Reports as needed. A written annual report shall be submitted each year (by January 20th for the previous year) to the Board of Park Commissioners through the secretary to the Board. This report will be evaluated at the Board Retreat and may influence changes to the annual action plan.

The Advisory Council shall offer a minimum of one public meeting throughout the year to solicit feedback from the broader public and other citizen support groups in order to define and advance the mission led strategic direction of the council.

SECTION 9: AVAILABLE RESOURCES AND CONFIDENTIALITY

Staff members will attend council meetings and provide the councils with pertinent information to make informed decisions and recommendations. Participation from other staff member liaisons or committee chairs of other citizen groups who support specific facilities and programs, such as Foundations, Friends Groups, Partners, Networks, and Affiliates is encouraged. Minutes from the Advisory Council will be shared with these related groups.

All related groups may request to attend Advisory Council meetings to add expertise to the Advisory Council's decision making process.

All information discussed and recommended by Citizen Advisory Councils should be considered preliminary and confidential and only released in an official manner by the agency once adopted by the Board of Park Commissioners.