

## **GREENWAY ADVISORY COMMITTEE BY-LAWS**

**As Amended and Restated October 19, 2006**

### **ARTICLE I: NAME**

The official name of the committee is "Greenway Advisory Committee."

### **ARTICLE II: PURPOSE**

#### **Section 1:**

The Greenway Advisory Committee was established by the Bellingham City Council to provide citizen advice to the City Council and the Parks and Recreation Department regarding the use of Greenway Levy funds to acquire and develop parks, trails, open space and other recreational projects within the City and its adjacent Urban Growth Area.

#### **Section 2:**

The Committee shall have the authority and responsibilities as set forth in City Council Ordinance 2006-09-096.

#### **Section 3:**

The Committee may provide an annual written report and verbal presentation to City Council.

#### **Section 4:**

The Committee may establish subcommittees to address specific projects or proposals within the scope of the Greenway Levy program. The Committee may, in addition to regular meetings, conduct field trips in executive or open session.

### **ARTICLE III: MEMBERSHIP**

#### **Section 1:**

The Greenway Advisory Committee shall consist of eleven members appointed by the Mayor subject to confirmation by the City Council. Members shall serve without compensation.

#### **Section 2:**

The Greenway Advisory Committee may invite the Parks and Recreation Advisory Board to send one of its members to attend meetings and executive sessions as a liaison to the Committee. Representatives of other groups with greenway interests may attend regular meetings, exclusive of executive sessions, or participate in projects of the Committee.

Section 3:

The Greenway Advisory Committee may make recommendations to the Mayor for re-appointment and replacement of its members. In considering recommendations for replacement of Committee members, the Greenway Advisory Committee will strive for balance and diversity in composition of the Committee, including diversity among geographic areas of the City. Members are to be appointed for three-year terms and may not serve more than two consecutive terms. Any vacancy in membership on the Committee shall be filled in the same manner as the original appointment, with the replacement filling the remainder of the unexpired term.

Section 4:

Regular meeting attendance is important for timely purchase of property and for advising city decision-makers. Unexcused absence from more than two consecutive meetings will result in termination of a member's appointment. Absence from more than four meetings, for ANY reason, in any calendar year also will result in termination of a member's appointment. Absence will be excused for reasonable reasons by calling the Greenway Program staff prior to the scheduled meeting. Staff will maintain an attendance sheet for easy reference.

Section 5:

Six seated Committee members shall constitute a quorum for the official conduct of business of the Committee, and no official action can be taken without a quorum.

Section 6:

Members are expected to visit sites being considered for purchase or improvement before making recommendations, when feasible.

Section 7:

Members are expected to participate in at least one volunteer work party at a Greenway site, or the equivalent, per year.

ARTICLE IV: OFFICERS

Section 1:

The officers of the Greenway Advisory Committee shall consist of the Chair and the Vice-Chair. Parks and Recreation staff shall provide the function of the Secretary.

Section 2:

The terms of the officers will be for one calendar year beginning at the January meeting each year. Nomination and election of officers will take place at the regular December meeting, with

officers assumed at the following January meeting. Officers may be re-elected for no more than three consecutive terms.

Chair – The Chair shall preside at all meetings of the Greenway Advisory Committee. The Chair shall have the privilege of discussing all matters before the Committee and is a voting member.

Vice-Chair – The Vice-Chair shall assume the duties of the Chair when the Chair is absent.

Secretary – The designated Secretary shall keep a record of the meetings and record all official actions, give notices to members and the public of the meetings, and perform other duties as may be agreed with the Committee.

## ARTICLE V: MEETINGS

### Section 1:

The Committee shall hold at least one regular meeting each month on such date, time and place as shall be fixed by the Committee at its regular place of meeting. All meetings of the Committee shall be public meetings; provided that, to the extent necessary or appropriate, the Committee shall consider the selection of sites and the acquisition of real property confidentially in executive session when public knowledge regarding such consideration would cause a likelihood of increased price.

### Section 2:

Before the Committee may convene in executive session, the presiding officer must publicly announce the executive session to those attending the meeting by stating: (1) the purpose of the executive session, and (2) the time when the executive session will end. If the executive session is not over at the stated time, it may be extended only if the presiding officer announces to the public at the meeting place that it will be extended to a stated time. If the Committee concludes the executive session before the time that was stated it would conclude, it shall not reconvene in open session until the time stated, unless all members of the public present at the beginning of the executive session are informed that the Committee is returning to open session. Persons other than the members of the Greenway Advisory Committee may attend the executive session at the invitation of the Committee. Those invited should have some relationship to the matter being addressed in the closed session, or they should be attending to otherwise provide assistance to the Committee.

### Section 3:

The Chair, or a majority of members, may call special meetings at any time they deem it necessary or desirable. Special meetings shall be publicized as any other meeting.

ARTICLE VI: AMENDMENTS

Proposed amendments to these by-laws must be submitted in writing at a regularly scheduled meeting and cannot be voted upon until the next regularly scheduled meeting.

Approved by the Greenway Advisory Committee on October 19, 2006.

Chair: Kemmi B Merritt

Vice-Chair: Steven Caldwell