

## 220 – Board and Administration

### 1. Purpose

The purpose of this policy is to Inform the public and William Shore Memorial Pool 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. Scope

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

- By-laws of the William Shore Memorial Pool District as adopted on 8-25-2009.
- Revised Code of Washington (RCW) 35.61 – Metropolitan Park Districts

### 3. Policy

#### 3.1. Organization of Board of Commissioners

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

**3.1.2. Number:** The Board is comprised of five members. Two City of Port Angeles Councilmen and two Clallam County Commissioners. The Board selects by nomination and motion the fifth Commissioner who is required to be a registered voter living within the District boundaries.

**3.1.3. Terms:** There is no terms of the four ex officio Commissioners. The fifth Commissioner, which is appointed by the four Commissioners, term is four years and may serve two consecutive terms.

**3.1.4. Vacancies:** Any vacancies shall be filled by the appropriate legislative body.

**3.1.5. Compensation:** Commissioners shall receive no compensation for their services.

**3.1.6. Selection of Board Officers:** During the first regular meeting in January the Board will select a President and Clerk of the Board.

**3.1.7. 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 Presidents absence, the Clerk will preside at the Board Meeting.

**3.1.8. Appointed Officers:** The Board shall appoint an Attorney to represent the District in all legal matters

**3.1.9. Appointment of Citizen Advisory Committee:** The Board will establish a Citizen's Advisory Committee that is comprised of seven members. Terms of the members will be staggered and serve 3 year terms and can serve two consecutive terms

#### 3.1.10. Ad hoc Committees

The Board may establish ad hoc committees to conduct the affairs of the Board. The President shall nominate the members of the ad hoc committees and appointed by the Board. Ad hoc committees that have been established include:

- **Finance Committee:** This committee shall be comprised of at least one Citizen Advisory Committee member, two Board members, Executive Director and the District Accountant. The President may nominate other committee members as desired.

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- **Strategic Planning Committee:** This Committee shall be comprised of at least two Board members, two Citizen Advisory members, Executive Director, Aquatics Manager and the District Accountant. The President may nominate other committee members as desired.

### 3.2. Primary Functions of Board of Commissioners

- 3.2.1. The board shall have the powers and duties 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 31<sup>st</sup>.

### 3.3. Meetings of the Board of Commissioners

- 3.3.1. **Time and Place:** The Board will meet monthly on the fourth Tuesday of the month in the Clallam County Commissioners Board room at 3pm.
- 3.3.2. **Quorum:** Three Board Commissioners shall be considered a Quorum.
- 3.3.3. **Telephonic Attendance:** The Commissioners may attend the Board of Commissioners meetings by telephone if necessary.