

PAB Sub-Committee Bylaws

Purpose

This document provides a consolidated reference for the creation and operation of subcommittees of the Clark County Parks Advisory Board (PAB) which was organized under section 2.61 of Clark County Code.

The function of these standing subcommittee is to tackle, as a smaller group, detailed planning or evaluation and recommendations for a specific area, e.g. Business / Financial / Grants. Any recommendations of sub committees need to be approved by PAB, since PAB is the body that is accountable, before being referred to staff or BOCC.

STRUCTURE

PAB Chair (or Co-Chairs) may assign Sub-Chair responsibilities for standing sub-committees:

- Business / Financials / Grants
- Marketing / Partnerships
- Parks
- Sports
- Trails / Open Space / Intertwine

PAB Chair (or Co-Chairs) may also create temporary sub-committees as required to meet short term objectives.

MEMBERSHIP

Sub-committees may consist of PAB members, community representatives appointed by the PAB, Clark County Staff, Consultants, or subject matter experts.

While there is no legal requirement that a PAB member serve on a subcommittee, every effort should be made to include at least one PAB member as a liaison to or a member of each subcommittee created

PAB Chair (or Co-Chairs) and Clark County Parks Manager shall be ex-officio members of all sub-committees and as such shall be notified of all committee meetings.

MEETINGS

- Standing sub-committees are required to meet at least twice a year. The first annual meeting will be to set specific goals and objectives for the coming year.

- Any meetings of Parks Advisory Board (PAB) sub-committees shall be held in accordance with all applicable sections of the Washington state and Clark County laws.
- Sub-committee meetings are typically work sessions that do not require formal process or minutes; however meeting decorum should be followed.
- Any recommendations to PAB from sub-committees should be in written format.
- All members of the PAB shall be entitled to attend meetings of the sub-committees.
- Any sub-committee meeting where a quorum of the Parks Advisory Board attends becomes an open public meeting and must be noticed following applicable state law. Two weeks advance notice must be given to Parks Staff to meet this requirement.
- Minutes shall be taken of any meetings which are public meetings (open to the public) pursuant to the provisions of this section, and shall be promptly recorded and made available for public viewing.

CONFLICT OF INTEREST

No member of any sub-committee shall participate in the voting upon, or recommendation to the PAB of any matter in which the member has a financial interest.

AMENDMENT

These bylaws may be amended at any regular meeting of the Parks Advisory Board, provided that the proposed amendment has been introduced in writing at least one week prior to a regular meeting of the Advisory Board. Amendment of the bylaws shall require the affirmative vote of four of the members of the Parks Advisory Board.