

Magnuson Park Advisory Committee

Operating Procedures

The Committee

Name and Authority

The Name of the Committee is the Magnuson Park Advisory Committee. The Committee is approved by the Superintendent of Parks and Recreation in consultation with the Park Board of Commissioners.

Mission

The Magnuson Park Advisory Committee will provide a forum for interested community members to be involved in the planning and development of Warren G. Magnuson Park and the Sand Point Historic District, and, to advise the Seattle Department of Parks and Recreation on the stewardship of Warren G. Magnuson Park for the benefit of current and future generations.

Responsibilities

The Magnuson Park Advisory Committee shall act in an advisory capacity to the Superintendent of Parks and Recreation in respect to planning, development, construction, management and operation of facilities and activities within Warren G. Magnuson Park and the Sand Point Historic District, including the following specific responsibilities:

- A.** To consult with and make recommendations to the Superintendent of Parks and Recreation with regard to the development and amendment of planning documents for Warren G. Magnuson Park and Sand Point Historic District;
- B.** To consult with and make recommendations to the Superintendent of Parks and Recreation regarding the Magnuson Park Supplemental Use Management Guidelines;
- C.** To hold public meetings open to the public on a regular basis and conduct open houses whenever necessary on issues and topics of widespread interest, in order to foster public interest in Warren G. Magnuson Park and Sand Point Historic District reuse and activities.
- D.** To promote public engagement and support the use of the Park to meet a broad variety of interests, whenever possible.
- E.** To, from time-to-time, establish subcommittees or task forces consisting of Committee members plus additional community representatives as appropriate to advise on special matters such as shoreline development or facility construction; and
- F.** To make recommendations on the acceptance of gifts and bequests located within Warren G. Magnuson Park and Sand Point Historic District properties.

Process for Making Recommendations

The Magnuson Advisory Park Committee shall make recommendations to the Superintendent of Seattle Parks and Recreation, in writing, clearly stating the recommendation being made, and providing a clear and concise rationale for the recommendation. The Superintendent will respond to the Magnuson Park Advisory Committee's written recommendation, in writing, by the next scheduled Magnuson Park Advisory Committee meeting or within 14 days, whichever is the longer period. If the Superintendent does not agree with the recommendation, the Superintendent will provide a written rationale for his decision to not approve the Committee's recommendation. The decision of the Superintendent is final.

As deemed necessary by the Superintendent of Seattle Parks and Recreation, recommendations made by the Magnuson Park Advisory Committee to the Superintendent will go before the Board of Park Commissioners for their consideration. In keeping with City Council Ordinance 96453 establishing the Board of Park commissioners, recommendations of the Magnuson Park Advisory Committee regarding planning, development and use policies will be presented to the Board of Park Commissioners for their consideration. Formal review of City Council ordinances pertaining to Warren G. Magnuson Park and Sand Point Historic District will remain the sole responsibility of the Board of Park Commissioners.

Members

Representation

Membership on the Committee will be 13 volunteer members appointed as follows:

- 3 Members representing Park owners:
 - Park Board Commissioner appointed by the Park Board
 - Solid Ground appointed by same
 - University of Washington appointed by same
- 1 Member who is a resident of Sand Point Housing (or future housing) appointed by residents
- 3 Members representing park tenants:
 - 1 member representing sports interests, appointed by the tenants
 - 1 member representing arts and cultural interests, appointed by the tenants
 - 1 member representing water related recreation interests, appointed by the tenants
- 4 Members representing community interests
 - 1 member appointed by the Northeast District Council representing neighborhood interests
 - 1 member appointed by MESA (Magnuson Environmental Stewardship Alliance)
 - 1 member appointed by Friends of Magnuson Park Liaison Committee
 - 1 member appointed by the Presidents of View Ridge, Windermere North Community Assoc. Laurelhurst Community Association and Hawthorne Hills Community Assn.
- 2 members representing Park users from neighborhoods not represented by above organizations
 - All members appointed by the Superintendent of Parks and Recreation representing environmental interests and sports field user organizations

Each of the represented organizations will also appoint an alternate to serve in the absence of their regular appointed representative.

Terms and vacancies

- Each member will be appointed for an initial term of three years, staggered, with set beginning and ending dates.
- Should a member resign or fail to serve for any reason, a replacement member shall fill the vacancy for the remainder of the unexpired term, and, may apply for subsequent terms.
- Initial terms of members are as follows:

Pos #	Name	Appointing Authority	Term Begins	Term Expires
1		Solid Ground	2009	2010
2		UW	2009	2011
3		Park Board*	2009	2012
4		Housing Resident	2009	2011
5		Park Tenants	2009	2010
6		Park Tenants	2009	2011
7		Park Tenants	2009	2012
8		NE Council	2009	2011
9		MESA	2009	2012
10		FOM	2009	2010
11		Community Orgs.	2009	2011
12		Parks	2009	2011
13		Parks	2009	2012

Officers and term of office

The Chair and Vice-chair will be appointed at the beginning of each year by the Superintendent.

Duties of Officers

- Chair – The Chair will preside over all meetings of the Magnuson Park Advisory Committee, establish the agenda and the order of business of the Committee in consultation with the members of the Committee, as well as, the Superintendent of Parks and Recreation or designated Park staff, appoint any subcommittees, cancel any meeting if deemed appropriate, and perform such other duties as may be expected of the Chair.
- Vice-Chair – The Vice-Chair shall preside at meetings of the Magnuson Park Advisory Committee when the Chair is not present at such meetings. The Vice-Chair shall perform such other duties as are assigned by the Chair.
- Secretary – The Secretary shall cause to have the minutes of all meetings of the Magnuson Park Advisory Committee taken and records and correspondence of the Committee, including these Operating Procedures, and amendments thereto or restatement thereof, kept. The Secretary

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shall certify as to the adoption of the minutes of any meeting and as to the authenticity of any other document adopted by the Committee. The Secretary shall chair any subcommittee charged with considering amending or restating these Operating Procedures.

Meetings

Regular Meetings

The Magnuson Park Advisory Committee shall meet once per month during the course of the calendar year. The Committee will meet on the second Wednesday of each month at 6:00 p.m., in the Magnuson Park Bldg 30 Conference room unless the Chair announces a different time of day/location at least 72 hours before the start time of the regularly scheduled meeting. Such meetings will be conducted according to Robert's Rules of Order, newly Revised, to the extent they are not inconsistent with the Operating Procedures. All regularly scheduled meetings shall be public meetings.

Special Meetings

Specially scheduled meetings of the Magnuson Park Advisory Committee may be called for any purpose by the Chair or any 7 members of the Committee. The Committee at the next regular scheduled meeting will have the option to confirm or disaffirm any action taken at a special meeting, and if they disaffirm, the action is undone.

Voting

Each member of the Magnuson Park Advisory Committee shall have one vote and each vote must be exercised, including that of the Chair. An abstention or failure to vote by a member, or the appointed alternate, present at the meeting shall be deemed to be a vote against the proposition. Proxies shall not be permitted.

Quorum

At any regularly or specially scheduled meeting of the Magnuson Park Advisory Committee, 7 members, or their appointed alternates, must be present for a quorum to be constituted. It shall take a simple majority of those members present at a meeting at which a quorum is present to pass a motion. In the event a quorum is present at the roll call for any meeting, then a quorum shall be deemed constituted for the entirety of the meeting until and unless only one member s present.

Attendance

It is anticipated that serving on the Magnuson Park Advisory Committee will require a time commitment of a minimum of 4 hours a month. This may increase depending on the number of issues the Committee deems necessary to address in any given month. Should a member miss three consecutive meetings without due cause, they may be asked by the Committee Chair to resign their seat.

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Amendments

The Operating Procedures may be amended at any time upon consideration of any proposed amendment by a subcommittee appointed by the Chair for that purpose and then upon affirmative vote by no fewer than 9 of the members, or the appointed alternates, of the Magnuson Park Advisory Committee. Final approval of any proposed amendment will be made by the Superintendent of Seattle Parks and Recreation.

Evaluation

The Magnuson Park Advisory Committee will operate for one year. At the end of this initial term, Committee members will evaluate how well the Committee functioned and how effective the Committee was in carrying out the responsibilities as outlined in these Operating Procedures. The evaluation will be discussed with the Superintendent and any major recommended changes will be implemented as approved by the Superintendent.

Approved this _____ day of _____, 20____

By: _____
Superintendent of Seattle Park and Recreation

By: _____
Magnuson Park Advisory Committee