

## **Formal Procedures of the Parks & Recreation Board**

Effective: January 25, 2012

### **A. Citizens' Communications**

Citizens wishing to speak to the Board must sign in on the sheet provided. There will be checkboxes for each of the following categories to assist the Board in understanding which process to follow. There are three categories of citizens' communications, and each has a different treatment.

1. Topic Not an Agenda Item. Citizens sign in for "Citizen Communication" to speak, for a maximum of 3 minutes each, in the order in which they signed up. Citizens may not donate their time to another speaker. Board may restrict the number of speakers with a topic not on the agenda to ten (10).
2. Topic on Agenda as Briefing. Citizens sign in checking "Briefing" to speak, for a maximum of 3 minutes each, after the Board receives a briefing on an issue. . Citizens may not donate their time to another speaker. Board may restrict the number of speakers on briefings to five (5).
3. Topic on Agenda as Action Item. Citizens sign in checking "Action" and speak, for a maximum of 3 minutes each, after the staff presentation on that particular item. Citizens speak in the order they signed up. Citizens may sign up to donate their time to another speaker. Board may restrict the number of speakers to ten (10).

### **B. Briefings**

Board Liaison, the Director and the Chair will vet proposed briefing topics with PARD staff and staff of other affected departments to determine the appropriate timing for a briefing, or whether an action item is needed due to timing of other required approvals and/or actions. Liaison will encourage staff to make a presentation to the appropriate PARB Committee (Navigation or Land, Facilities and Programs Committee) before meeting with the full PARB for an action item so that the Committee can make a formal recommendation to the full Board.

Briefings will be ten (10) minutes each, with an additional maximum fifteen (15) minutes discussion possible per item. If PARB requires further information or discussion, PARB will request staff to follow-up with additional information or return to the next meeting with the information that is needed.

### **C. Action Items**

Board Liaison, the Director and the Chair will vet proposed action items with PARD staff and staff of other affected departments to determine the appropriate timing for PARB action. The appropriate PARB committee shall meet to take action prior to the item appearing before the full PARB for action. Exceptions to this process shall be posted as exceptions and the Chair of the appropriate PARB committee shall be informed prior to the posting.

Board Liaison will follow through with PARB actions within three (3) days after the Board meeting, and copy the Board Members on the distribution of the final memo, resolution, or other documents that reflect the Board action.