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**COMMUNITY ADVISORY COUNCILS**

<b>Policy No.:</b>  200.015	<b>Resolution No.:</b>  RR35-25	<b>Date Approved:</b>  7/14/25	<b>Equity Note Review:</b> <b>10/23/2024</b>  <b>Supersedes the following Resolutions &amp; Policies:</b>	53-82, 65-82, 94-82, 96-82, 109-83, 6-86, 80-86, 50-87, 14-88, 47-89, 48-89, 121-92, 32-93, 132-93, 166-93, 176-96, 110-97, SR115-01; R75-09; RR20-14 and any other resolution relating to the creation and function of an advisory council; Policy for Creating Common By-Laws for Citizen Advisory Councils
<b>Date procedures adopted by the Executive Director:</b>		<b>Procedure revision date:</b>	<b>Procedures approved by the Executive Director:</b>	

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**POLICY:** (Adopted by the Board of Park Commissioners)

**Purpose:** This policy authorizes Community Advisory Councils to utilize the input of a broad base of community members who are appointed to provide guidance in various operations of the District. Advisory Councils provide expertise to the Board of Park Commissioners and staff in order to add depth to the District’s community outreach, ensure quality service, and provide accountability to the community. Advisory Councils serve as valued thought partners with Commissioners and staff as members are asked to help vet ideas and programs, make recommendations as needed, and serve as ambassadors to the community. Commissioners and staff – and ultimately the public they serve – benefit from the Advisory Councils’ diverse perspectives and knowledge as a result of this consistently deeper level of engagement.

Related Policies:

- 200.016 – Public Engagement
- 552.007 – Alternative Workforce Engagement

**Policy Requirements:**

Section I. **DEFINITION:** Community Advisory Councils are quasi-governmental entities whose memberships are appointed for the purpose of aiding the Board of Park Commissioners and staff by reviewing select aspects of Park District operations.

Section II. **FUNCTION:** Community Advisory Councils are charged with:

1. Examining topics or projects of importance to the Board of Park Commissioners, including those delegated to staff.
2. Evaluating plans, policies, programs, services, parks, capital projects, and facilities and providing recommendations, which may include supporting, opposing, or suggesting changes to a presented topic.
3. Identifying data needed for effective decision-making related to advancing the organization’s mission.
4. Aiding the Board of Park Commissioners in evaluating and recommending public opinion opportunities in order to engage the broadest and most representative voices

in agency decision-making.

5. Advocating for support, involvement, and/or funding as a representative of the agency in the community.
6. Contributing to the budget development process.
7. Contributing to agency project and program planning efforts.

Topics to be explored may be requested by the Board of Park Commissioners, Parks Tacoma staff, and a majority of the members of an Advisory Council.

The following councils are reaffirmed or created by this Policy:

**Arts & Heritage Advisory Council.** Engages and advises on topics related to public assembly and public art, park heritage and living history, and visual and performing arts. Key areas of focus include programs, facilities, and services in the Park District inventory that celebrate arts, heritage, and cultural expression.

**Active Lifestyles & Community Wellness Advisory Council.** Supports active lifestyles and community wellbeing by promoting places, programs and events offered by Parks Tacoma. The council advises on the developmental process of providing a variety of programs and events that encourage community engagement and an active recreational lifestyle.

**Nature & Environment Advisory Council.** Engages and advises on topics related to nature and the environment. Key areas of focus include environmental education, zoological and wildlife conservation, open space, and garden and parks management in order to foster our role as environmental stewards, protecting and enhancing the natural environment for enjoyment and learning.

**Business & Responsive Agency Advisory Council.** Engages and advises on topics related to the financial sustainability, operational efficiency, and overall business health of the Park District. Key areas of focus include business planning, revenue development, financial management, operational efficiency and effectiveness, government transparency, and adapting to evolving economic conditions.

Section III. MEMBERSHIP: The Board of Park Commissioners appoints members to Community Advisory Councils. The Councils will consist of no fewer than seven voting members and no more than thirteen voting members. Effort will be made to assure diverse representation from the community, including but not limited to professional, educational, and life experience. Advisory Council members are volunteers who serve without compensation.

Each advisory council will review applications and interview prospective members and forward recommendations to the Board for review and appointment. Building a bank of potential Advisory Council candidates is encouraged.

A minimum of one Park Board Commissioner and one Parks Tacoma staff member shall be assigned as liaisons to each Advisory Council. Commissioners are encouraged to rotate the assignments every two years for maximum exposure to all perspectives.

Section IV. TERM OF OFFICE OF MEMBERS. The term of office for advisory council members shall be three years, with a maximum service not to exceed two consecutive terms. Exceptions must be requested by a majority of the Advisory Council and approved by the Executive Director if reappointment is deemed to be in the best interest of the District. Newly organized councils may stagger terms.

Nomination of an advisory council member for a consecutive term may be made by a majority of the council's members, without advertising the position, and forwarded to the Board of Park Commissioners for appointment.

Section V. OFFICERS. Each advisory council shall elect at least one chairperson, a vice chair, and a secretary to serve one-year terms. Councils may choose co-chairs in lieu of a chair and vice chair. Officers should serve no more than two consecutive years in the same capacity; exceptions must be requested by a majority of the Advisory Council and approved by the Executive Director if deemed to be in the best interest of the District. The Chair(s) shall work with the Board and staff liaisons to establish and track progress on the Council agendas. The Chair(s) shall coordinate reports and presentations to the Board as needed. The Secretary shall ensure that meeting minutes are accurately taken and distributed.

Section VI. MEETINGS AND MINUTES. Each council will hold a minimum of six meetings per calendar year. A regular meeting time and place will be established. Special meetings may be called by the Chair or by any three members of the Advisory Council. Notice must be provided at least 72 hours prior to the date set for such meeting. Site visits and field trips are welcome.

Support staff or a designated committee member will take minutes and submit them for the Council Secretary to review and forward.

Section VII. VACANCY OR REMOVAL. Advisory councils may fill mid-term vacancies on an interim basis, either from applications for prior openings or by recruitment. The Council shall forward the recommendation to the Board of Park Commissioners for review and appointment.

An Advisory Council member may be removed by vote of the Board of Park Commissioners for violating Policy 552.007 (Alternative Workforce Engagement) or for having more than three unexcused absences in a 12-month period. .

Recruitment efforts for Council membership shall be facilitated by the Chair(s) or designees in each council. The Chair(s) may request Metro Parks resources to assist through their Council's staff representative.

Section VIII. ORGANIZATION AND COLLABORATION. All advisory council members shall be voting members. Advisory Councils may follow Roberts Rules of Order or other agreed-upon meeting protocols in conducting business. Votes are encouraged in order to record official recommendations and positions to be shared with the Board and staff. Minority reports reflecting dissenting views may be included in such reports.

Advisory Council Chairs or their designees are encouraged to confer as needed in order to collaborate on shared topics of interest. Joint meetings of Councils may be scheduled for improved efficiency and effectiveness when topics are of interest to more than one Council.

Each Advisory Council is encouraged to prepare a dynamic workplan with goals, projects and timelines that have been identified for research and recommendation. Updates to the workplans shall be recorded in the minutes.

Advisory Council representatives shall be scheduled to make presentations to the full Board of Park Commissioners to seek and receive assignments, share findings and recommendations, or for other topics as needed. The Board Commissioner assigned to each Advisory Council shall provide updates during the Committee Reports. An annual report shall be submitted each year, and the format will be agreed upon by Councils and staff.

The Advisory Councils, in consultation with appropriate marketing and communications staff members, may consider opportunities to solicit feedback from the broader public and other community support groups in order to define and advance the mission-led strategic direction of the council. These feedback solicitations should complement any community engagement being performed by staff.

Section IX. AVAILABLE RESOURCES AND CONFIDENTIALITY. Staff members will attend Council meetings and provide pertinent information to make informed recommendations. Participation from other staff member liaisons or committee chairs of other community groups who support specific facilities and programs, such as Foundations, Friends Groups, Partners, Networks, and Affiliates is encouraged. Minutes from the Advisory Council will be shared with these related groups.

All related groups may request to attend Advisory Council meetings to add expertise to the Advisory Council's deliberative process.

All information discussed and recommended by Advisory Councils should be considered preliminary and only released in an official manner by the agency once adopted by the Board of Park Commissioners, unless otherwise noted.

Section X. The Board of Park Commissioners authorizes the Executive Director to update the necessary procedures within three months to implement these policies.