

BYLAWS FOR JEFFERSON COUNTY PARKS AND RECREATION DISTRICT No. 1
and as it pertains to the
LAUREL B. JOHNSON COMMUNITY CENTER

ARTICLE I
NAME AND PURPOSE

1. The name of our organization shall be Jefferson County Parks and Recreation District No. 1.
2. The property to be managed by our organization, on behalf of the residents and landowners of our District, shall be known as The Laurel B. Johnson Community Center, located at 923 Hazel Point Road, Quilcene, Washington 98376.
3. The purpose of our non-profit organization shall be to provide an inclusive and accessible environment, conducive to meeting the social, recreational, inspirational, economic development, safety and security needs of our community on the Toandos Peninsula, while retaining the rural atmosphere and protecting our natural environment, in a meaningful way.
4. Our Board of Commissioners shall be responsible for the operation, maintenance, repair, improvement and protection of our District's property and all assets thereof, in a manner representative of, and consistent with, achieving the identified and prioritized needs and desires of our community.
5. The membership of our organization shall be the Toandos Peninsula community, and comprised of the residents and landowners whose properties lie within the boundaries of our District.

ARTICLE II
COMMISSIONERS

1. Any elected, re-elected, or appointed Commissioner must be a resident of property within the boundaries of our District, who is also registered to vote in our District.
2. There shall be five (5) Commissioner positions.
3. The term of office shall be four (4) years, with each position staggered, and the term of any vacancy filled by appointment to be limited to the term of the successor.
4. Three (3) Commissioners shall constitute a quorum. While a quorum shall be required to conduct the business of our Board, lack of quorum shall not impede the public's opportunity to provide input to our Board during time allotted to a scheduled Meeting.
5. Three consecutive unexcused absences, or a total of six unexcused absences within a year, by any Commissioner, from Regular and/or Special Meetings, shall result in automatic vacation of the position, and shall lead to the nomination, election and appointment of a replacement by the remainder of the Board, at their earliest opportunity. Nominations may be allowed in anticipation of a vacancy in order to best maintain the representation of, and service to, our community, by our Board.
6. Resignations shall be presented in writing to the Secretary, with any District assets, including but not limited to:
 - A. Any keys to the facility
 - B. Any supplies, equipment, or tools
 - C. All relevant documents that demonstrate the activities of the Board
7. Any vacancy shall be filled by election from eligible candidates, by our Board, and shall result in the subsequent appointment of a new Commissioner.
8. Our Commissioners shall elect their Chairperson each year at the Annual Meeting.
9. Our Commissioners shall have the authority to hire and fix the compensation of any persons whom they in their discretion may determine to be necessary for the conduct of the business and fulfillment of responsibilities to our organization, including but not limited to, a building manager, a recording secretary/treasurer, janitorial and grounds maintenance personnel, and other special service providers.

ARTICLE III
MEETINGS

1. All meetings of our organization shall be open to the public, and attendance by our community members shall be encouraged.
2. There shall be regularly scheduled and announced meetings, with the date, time and place determined by, and at the convenience of, our Commissioners, as agreed upon at our Annual Meeting.
3. For the purposes of a Regular Meeting, the following format shall apply:
 - a. Call to Order
 - b. Silent Roll Call
 - c. Reading of the Minutes of the last Regular Meeting
 - d. Distribution of the Minutes of the last Special Meeting, with a reading at the request of a majority of the Board, and/or a report regarding any Emergency Meeting
 - e. Committee Reports
 - f. Commissioners' Reports
 - g. Old and unfinished Business
 - h. New Business
 - i. Public Input (as time allows)
 - j. Adjournment
4. The Board shall remain available to hear 5 minute public comments from members of our community.
5. Special Meetings may be called anytime they may be required, by the Chair, a majority of the Board in attendance, or upon the request of 25% of those community members present at any Regular Meeting.
6. The Annual Meeting will be concurrent with our Regular Meeting scheduled for May of each year.
7. An agenda for each Regular, Special, and Annual Meeting will be distributed to our Commissioners, and a copy will be posted at the meeting place by 5pm at least 3 days preceding the meeting. Anticipated opportunities, and requests, for public input on agenda items will be noted by inclusion of the symbol *** (3 asterisks).
8. Emergency Meetings may be called by the Chair, or a majority of the Commissioners, to address circumstances including, but not limited to:
 - A. Any detriment to the security of our community or our facility
 - B. Any significant impediment to the structural integrity of our facility
 - C. Replacement of the dishwasher, stove or refrigerator
 - D. Repairs to the electrical service to prevent harm to our facility
 - E. Repairs to the water, septic, and heating systems

ARTICLE IV
VOTING

1. Unless otherwise required by a majority, all voting shall be by voice, with exceptions for the election of officers and Commissioners to fill vacancies, when ballots shall be provided.
2. Voting by proxy shall be allowed, in accordance with Robert's Rules of Order, in the case of excused absences.

ARTICLE V
COMMITTEES

1. Committees may be formed to assist in the accomplishment of the goals of our organization.
2. A Committee may be comprised of only one person.

