

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Philip Morley, County Administrator

FROM: Raina Randall, Deputy Clerk of the Board

DATE: January 17, 2012

SUBJECT: Amending the Gardiner Community Center Guidelines for Operation

STATEMENT OF ISSUE:

The Board of Directors of the Gardiner Community Center requested the Guidelines for Operation be amended.

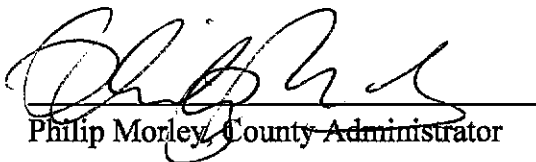
ANALYSIS:

Members of the Gardiner Community Center Board of Directors are on occasion absent for long periods of time due to vacations and other personal time. During the members absence, the Board of Directors would like to amend the bylaws to allow temporary appointments to the Gardiner Community Center Board of Directors so that there will be a quorum and business may continue as scheduled.

RECOMMENDATION:

Approve the Resolution to amend the Guidelines for Operation for the Gardiner Community Center Board of Directors.

REVIEWED BY:


Philip Morley, County Administrator

1/10/12
Date

STATE OF WASHINGTON
County of Jefferson

In the Matter of Amending the Gardiner }
Community Center Guidelines for Operation }
(Repeals & Replaces Resolution No. 64-07) }

RESOLUTION NO. _____

WHEREAS, on November 13, 1979 the Jefferson County Board of Commissioners approved Resolution No. 106-79 which adopted the Gardiner Community Center Guidelines for Operations; and

WHEREAS, on July 16th, 2007 the Jefferson County Board of Commissioners approved Resolution No. 64-07 which amended the Gardiner Community Center Guidelines for Operations; and

WHEREAS, the Gardiner Community Center Board of Directors has requested a section be added to the Guidelines of Operation regarding Temporary Appointment of another person during a period of absence of another member; and

NOW, THEREFORE BE IT HEREBY RESOLVED, by the Board of County Commissioners that the Guidelines of Operation be revised as requested by the Gardiner Community Center Board of Directors and that these revised Guidelines are adopted as "Attachment A" to this resolution; and

BE IT FURTHER RESOLVED, that this resolution repeals and replaces Resolution No. 64-07.

APPROVED AND ADOPTED this 17th day of January, 2012.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

ATTEST:

John Austin, Chair

Phil Johnson, Member

Raina Randall
Deputy Clerk of the Board

David Sullivan, Member

GUIDELINES FOR OPERATION OF THE GARDINER COMMUNITY CENTER

ARTICLE I.

NAME AND OBJECTIVES

- (1) The name of this organization is the Gardiner Community Center Board of Directors.
- (2) The purpose of this Board of Directors is to organize the operation of the community center, promote center activities for the well-being of the community, and to oversee operation of the community center's program.
- (3) In conjunction with its duties the Board of Directors shall attempt to develop and promote opportunities for recreation, citizenship, education and other social activities for the people of the community.

ARTICLE II.

COMPOSITION OF MEMBERSHIP AND TERM

- (1) The Board of Directors shall be composed of seven members of the Community appointed by the Jefferson County Board of Commissioners and shall sit on the Community Center Board at the pleasure of the Board of County Commissioners.
- (2) The Community Center Board members will normally remain on the Board for a three year, period. At the end of each three-year period the Board of County Commissioners shall designate a new Community Center Board of Directors.
- (3) Absenteeism – If, in the opinion of the Community Center Board, a member's absences or pattern of absences has seriously disrupted the operation of the Board, the Board shall recommend to the Board of County Commissioners that said member be removed from the Board "for cause". The decision of the Board of County Commissioners will be final.
- (4) Temporary Appointment – If a Board member is going to be absent for two months or more a Temporary Director may be appointed to act during the period of absence. The Community Center Board shall notify the Board of County Commissioners of the temporary appointment for the Commissioners' approval.

ARTICLE III.

OFFICES AND DUTIES

- (1) The members of the Community Center Board shall elect a president, vice-president, secretary, treasurer and any other officer as deemed appropriate. If advisable the duties of any two officers, except president and secretary, may be combined. Elections shall be held annually.
- (2) President shall preside at all meetings of the Board of Directors of the Gardiner Community Center.

GUIDELINES FOR OPERATION OF THE GARDINER COMMUNITY CENTER

(3) Vice-President shall sit for the president in his or her absence and be in charge of rentals and scheduling and publishing the calendar to the Board and other concerned agencies..

(4) Secretary shall keep a record of the proceedings of all meetings of the Board, be custodian for all correspondence and records other than those kept by the treasurer, and shall write all correspondence and notices of meetings.

(5) Treasurer shall once each month present to the Board of County Commissioners an account for all monies received from community center activities. The account shall be in a manner as directed by the said Board of County Commissioners and all funds received by the Treasurer shall be deposited in accord with directions received from the Board of County Commissioners.

ARTICLE IV.

MEETINGS

(1) Notice of all Community Center Board meetings shall be given one week in advance. Such notice shall be posted on the bulletin board at the community center and at such other places as would adequately notify the community of such meetings.

(2) All meetings of the Community Center Board shall be open to the public.

(3) Meetings shall be held on a regular basis as required at a time and place convenient to both the Community Center Board and the public.

(4) A record shall be made of all Community Center Board meetings, and that record shall be transcribed and submitted to the Jefferson County Board of Commissioners within one (1) week of the date of meeting,

ARTICLE V.

MISCELLANEOUS

(1) Roberts Rules of Order shall apply for the conduct of all Community Center Board meetings.

(2) These guidelines for operation of the Gardiner Community Center may be amended only by resolution of the Jefferson County of Commissioners. Recommendations for changes would be submitted to the Board where such change would allow the Community Center Board to more efficiently and effectively perform its function.

cc: Gardiner CC } 7/17/07
Treas.

STATE OF WASHINGTON
COUNTY OF JEFFERSON

In the Matter of Amending the Gardiner }
Community Center Guidelines for }
Operation (Repeals & Replaces }
Resolution No. 106-79) }

RESOLUTION NO. 64-07

WHEREAS, on November 13, 1979 the Jefferson County Board of Commissioners approved Resolution No. 106-79 which adopted the Gardiner Community Center Guidelines for Operation; and

WHEREAS, the Gardiner Community Center Board of Directors has requested a section be added to the Guidelines of Operation regarding absenteeism and that a small editorial correction be made to the title of Article I; and

NOW THEREFORE BE IT HEREBY RESOLVED, by the Board of County Commissioners that the Guidelines of Operation be revised as requested by the Gardiner Community Center Board of Directors and that these revised guidelines are adopted as "Attachment A" to this resolution; and

BE IT FURTHER RESOLVED, that this resolution repeals and replaces Resolution No. 106-79.

APPROVED this 16th day of July, 2007.



ATTEST

Julie Matthes, CMC
Julie Matthes, CMC
Deputy Clerk of the Board

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Phil Johnson
Phil Johnson, Chairman

David Sullivan
David Sullivan, Member

John Austin
John Austin, Member