

Magnuson Park Advisory Committee

Overview and 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 and operations 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 the 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 Parks and Sand Point Historic District;
- B.** To consult with and make recommendation to the Superintendent of Parks and Recreation regarding the Magnuson Park Supplemental Use Guidelines;
- C.** To hold 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, wherever 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 location within Warren G. Magnuson Park and Sand Point Historic District properties.

Process for Making Recommendations

This Magnuson Park Advisory 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 in writing to the Magnuson Park Advisory Committee's written recommendation by the next scheduled Magnuson Park Advisory Committee meeting or within 60 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 not to 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 shall 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.

In addition to the protocols outlined for communicating with the SPR Superintendent, MPAC will also hear concerns and request from various groups and members of the public. When asked to support an initiative or make a decision around any proposal, MPAC will not provide a response immediately. Instead, the general practice will be to receive the presentation of a proposal and then make a decision (by vote) no sooner than the next scheduled meeting. This will allow MPAC members to obtain additional information and speak with their constituent groups for additional feedback and perspectives. For more details, please see the addendum on the final page.

Members

Representation

Nominations from key constituent groups shall be received by November 1st of the year that the term expires, with final appointments made by the Superintendent by December 15th. . Terms begin on January 1st of the following year. Membership on the Committee will be 13 volunteer members appointed as follows:

- 1 member representing Park Board
- 3 members representing the following neighboring property owners:
 - Mercy Housing Northwest
 - Solid Ground
 - University of Washington
- 2 members who are Sand Point residents appointed by residents. Preferably, there will be at least one representative for each housing organization.

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- 2 members representing park business tenants.
- 5 members representing community interests:
 - 1 member appointed by MESA (Magnuson Environmental Stewardship Alliance).
 - 1 member appointed by Friends of Magnuson Park
 - 1 member appointed by the Presidents of View Ridge, Windermere North Community Association, Laurelhurst Community Association, and Hawthorne Hills Community Association member appointed by the Magnuson Community Center Advisory Committee.
 - 1 member appointed by the Sand Point Elementary PTA.
- 2 members representing Parks users from neighborhoods not represented by above organizations
 - 1 member appointed by the Athletics Advisory Council with Seattle Parks and Recreation
 - 1 member appointed by Audubon Society or other environmental advocacy group.

Each of the represented organizations will also appoint an alternate to serve in the absence of their regular appointed representative. The Superintendent will review and appoint the nominees.

Terms and Vacancies

- Each member will be appointed for a three-year term with set beginning and end 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.
- Current terms served can be found in the annual slate document.
- If a group responsible for appointing a member to a specific seat fail to appoint someone, that seat may be removed at the discretion of the SPR Superintendent.

Officers and term of office

The Chair and Vice-Chair will be appointed at the beginning of each year by the Superintendent. These roles may rotate between members when there is no one to volunteer to take them on for a full calendar year. The Secretary duties can rotate between members or be taken by one volunteer who does not need to be appointed 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 other such duties as may be expected of the Chair.

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- 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 other such 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 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 previous three years' meeting minutes shall be posted on the Magnuson Park web site. The Secretary shall chair any subcommittee charged with considering amending or restating these Operating Procedures. The Secretary position is elected by the MPA each October. Term begins January 1st of each year.

Meetings

Regular Meetings

The Magnuson Park Advisory Committee shall meet once every other month during the calendar year in January, March, May, July, September, and November. In these months, the Committee will meet on the second Wednesday 6:00 p.m., in the Magnuson Park Building 30 Conference Room and/or via an online platform, 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 version, 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 only an abstention from the vote. Proxies shall not be permitted. A majority of actual votes cast is required to pass a motion, regardless of abstentions.

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 is present.

Attendance

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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.

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 evaluate annually 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.

Magnuson Park Advisory Committee

Operating Procedures Addendum

Policy Guidelines for “Letter of Support” Process and Scheduling

1. MPAC requests that organizations requesting a possible letter of support from the Committee, (i.e. for a grant request, letter of support) contact the MPAC Chair approximately 6 weeks in advance of when they may want a letter. MPAC meets on the second Wednesday of every month, except for August when there is no meeting. Contacting the MPAC Chair near the end of a month should allow groups to be considered for the upcoming MPAC agenda.
2. If the Chair agrees, and the upcoming agenda has time available, this allows for the organization to come to the MPAC meeting and briefly present on their request. The Chair may ask the organization to also submit a brief written summary of the request, to be forwarded to the committee prior to the meeting.
3. The committee would then vote on the request at the meeting in the following month, so one month later. This allows members time to consider the request and possibly research it, if it involves something they are not familiar with. (Given the broad range of MPAC membership, this is possible.) The committee can also agree to provide more time for consideration and discussion.
4. Not giving an organization time on the agenda, or not having a vote on a letter of support, or voting to not write a letter of support, does not mean MPAC is expressing a lack of of the requesting organization. It may mean that their work is not a priority for MPAC at the current time, or that we are unable to accommodate their request on the schedule.

Possible Policy Guideline for “New Item” Voting Process

When MPAC is asked to vote on a new policy or item, it must be on the agenda. This would allow time for discussion and questions before a vote.