

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). *X changed 5.9.23. Addendum attached.*
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.

ARTICLE VI  
FIDUCIARY RESPONSIBILITY

1. Our Board shall practice due diligence to protect the financial integrity of our organization and our District's assets, which are recognized as being comprised of the facility, land, water resource, and all out-buildings, supplies, equipment and appurtenances thereof.
2. In recognition of these responsibilities, and the implications of previous decisions and actions by prior Boards, the appointment of an Historian shall be allowed, to upon request advise our Board on all matters before it. The Historian will become familiar with all documents of public record pertaining to our District, our facility and our organization, in order to provide context and perspective to the Board's deliberations. To facilitate this endeavor, the Historian shall maintain an index of all documents, and ensure that the documents are maintained in a secure, efficient and accessible manner.
3. Our Board shall perform our District's business and operate our facility in a financially responsible manner, ensuring that, except in the event of an emergency situation, sufficient funds remain in the treasury to ensure on-time and full payments of all normal operating expenses, as identified in the approved Budget at each Annual Meeting. Normal operating expenses shall include, but not be limited to:
  - A. Utility services
  - B. Fuel for the heating system and generator
  - C. Salaries and fee payments for any scheduled service providers and employees of the District
  - D. Facility liability and professional liability insurance policies
  - E. Licenses and permits
  - F. Scheduled replacement of facility supplies and equipment
4. Emergency expenditures, to address immediate repair needs of our facility, shall be preceded by an Emergency Meeting, and the manner of payment to expeditiously effect those repairs and the manner that any funds shall be reimbursed, may be determined at that time at the discretion of our Board, whose decisions will be made public and reported at the next Regular Meeting.
5. A Reserve Fund is encouraged, to accrue sufficient means to acquire items and services identified as necessary and desirable, as well as to address unanticipated but necessary expenses, on behalf of our community.
6. The Board shall support and encourage activities by members of our community to raise funds for the purpose of supporting our organization's goals.
7. No dues shall be collected in addition to the taxes that may be levied upon properties on behalf of our District and collected on its behalf by the County.
8. Memberships, which may accord various benefits to the holders, may be sold to provide a predictable funding base for our organization, above and beyond providing for the normal budgeted operating expenses of our District.
9. All agreements and relationships that shall be entered into with our organization shall include a written contract which states all terms that describe any and all obligations, or lack thereof, pertaining to any goods or services which will be provided by any entity, for the benefit of our organization. This shall include volunteer activities, donations and contributions. These documents may be simple acknowledgements of receipts of goods and services that were not solicited with expectations. Should any dispute arise regarding compensation, the terms agreed to in any relevant documents shall prevail, unless special dispensation is agreed upon by a majority of our Board. Our Board shall be responsible for approving all pertinent document forms for these purposes.

ARTICLE VIII  
PARLIAMENTARY AUTHORITY  
&  
GOVERNING STANDARDS

1. The rules contained in the current Robert's Rules of Order Newly Revised shall guide our meeting procedures in all cases to which they are applicable.
2. All RCWs pertinent to Parks and Recreation Districts shall apply to and direct the activities of our organization.
3. Our Commissioners are subject to the Open Meetings Act; they and any committee members, or staff of our organization are subject to the Public Records Acts. All correspondence on P&R issues with any member of the Board is subject to review.
4. Our Commissioners are further subject to the Appearance of Fairness and Conflict of Interest Doctrines.

ARTICLE IX  
AMENDMENTS

1. The Bylaws may be amended by agreement of a majority of the Board.
2. Notice will be given at one Regular meeting, and published in all announcements pertaining to the next (second) Regular Meeting. The draft version of the Amended Bylaws shall be read at the Regular Meeting following the announcements, at which time they may be accepted, or further revised and adopted with the approval of a quorum of the Commissioners; or further revisions may be addressed in a Special Meeting, with notice and announcements repeated, for adoption at the next (third) Regular Meeting.

ARTICLE X  
DISSOLUTION

In the event of the dissolution of our organization, the assets of our District shall be liquidated and the Commissioners shall determine the manner of their distribution to other non-profit community organizations located in South East Jefferson County, whose endeavors are in accord with the stated objectives of this organization. This distribution shall be executed in accordance with all governing regulations.

[Signature] Chairperson

Date 06-13-06

[Signature] Commissioner

Date 6-13-06

[Signature] Commissioner

Date 6-13-06

[Signature] Commissioner

Date 06/13/06

[Signature] Commissioner

Date 6/13/06

Debbi A. Murphy Secretary

Date 6/13/06

Witnesses:

[Signature]

BYLAWS FOR JEFFERSON COUNTY PARKS AND RECREATION DISTRICT NO.1  
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LAUREL B. JOHNSON COMMUNITY CENTER  
ADDENDUM

ARTICLE III.7 - REVISED in its entirety - May 09 2023 to read as follows:

*An agenda for each Regular, Special, and Annual Meeting will be distributed to our Commissioners, and a copy will posted electronically on the toandos.org site by 5pm at least 3 days preceding the meeting.*