

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

**RESOLUTION 2025-03**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, ADOPTING A CITIZEN ADVISORY COMMITTEE POLICY FOR THE DISTRICT'S POLICY MANUAL**

**WHEREAS**, the Bainbridge Island Metropolitan Park & Recreation District has in place a District Policy Manual that includes board, operational, and personnel policies that the Board of Commissioners adopts by resolution when new policies are needed or current policies require revision; and

**WHEREAS**, most recently the citizen advisory committee policy was included in the board policies adopted by Resolution 2017-25 on December 21, 2017; and

**WHEREAS**, when the board adopted revised board policies in Resolution 2025-02 on January 16, 2025 the intent was to move the citizen advisory committee policy from board policies to operational policies; and

**WHEREAS**, it has been deemed necessary by the board to make revisions to the citizen advisory committee policy which were discussed at the January 16, 2025 board meeting,

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that the citizen advisory committee policy, a copy of which is attached hereto as Exhibit "A", be adopted and included in the District's Policy Manual.

**PASSED** by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 20th day of February, 2025, the undersigned commissioners being present.

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

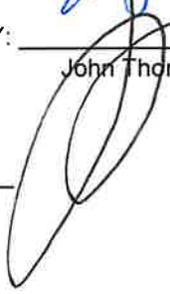
BY:   
Tom Goodlin

BY:   
Dawn Janow

BY:   
Jay C. Kinney

BY:   
John Thomas Swolgaard

ATTEST:   
Kenneth R. DeWitt



**Policy Name:** Citizen Advisory Committee  
**Section:** 3000 Operational: 3100 Administrative  
**Policy Number:** 0000

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**Purpose:** To set forth the process for the formation and functioning of a citizen advisory committee.

**Reference:** None applicable

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**Policy:**

The Executive Director, a citizen, or a Board member may recommend to the Board of Commissioners the formation of a citizen advisory committee for a specific purpose. At the discretion of the Board a committee shall be established by motion of the Board, which motion shall include the nature (standing or ad hoc), and purpose, and which motion may include the duration, number of citizen members (number must be an odd number not less than five), expected deliverable(s) (report, recommendation, etc.), the Board member(s) who will serve as liaison(s), and other guidance and parameters.

The Executive Director shall solicit citizens to serve as committee members and recommend members and a Chair to the Board for approval. The Executive Director may appoint a Park District staff member as a non-voting foreperson of the committee. The Board may appoint up to two of its members as non-voting liaisons to the committee.

The committee, through its Chair, shall report to the Executive Director, who shall provide directions to the committee consistent with the Board's establishing motion, and who shall provide the Board with periodic updates on the committee's work. If a policy matter arises, the Executive Director shall bring it to the attention of the Board.

The committee may be extended by motion of the Board. The committee shall terminate in accordance with the Board's establishing motion or subsequent motion of the Board.