
225 – Board Vacancy Process

1.0 PURPOSE

To establish a process for the Des Moines Pool Metropolitan Park District Board of Commissioners to fill commissioner vacancies.

- pursuant to RCW 35.61.050, RCW 42.12.070 and Article 4.2 of the Des Moines Pool Metropolitan Park District Bylaws, the Board of Commissioners is responsible to fill vacancies within ninety days of the date the vacancy occurs.
- in order to facilitate an orderly and fair appointment process, the Board of Commissioner deems it appropriate to adopt procedures for filling vacancies for the board,

2.0 Process

1. In the event of a vacancy for any of the reasons listed in RCW 42.12.010, the District General Manager will post notice of the vacancy and the following process for applying to fill the vacancy to the District’s website, social media and local news sources within 14 calendar days of the occurrence of the vacancy.
 - a. Applicants will need to provide a letter of intent,
 - b. Applicants must meet requirements of being a “qualified person” per RCW 42.04.020
 - c. The General Manager shall set the initial deadline for applications in consultation with the Board Chair.
 - d. The General Manager may extend the deadline if necessary.
2. The Board will review all letters of intent and may conduct interviews prior to selecting the candidate.
3. If no letters of intent are submitted prior to the deadline or the extended deadline, the Board members and general manager may directly recruit interested individuals.
4. Interviews, if held, will be conducted in an open public meeting.
5. The Board may evaluate candidates in executive session pursuant to RCW 42.30.110(1)(h).
6. The Board shall make the decision to appoint a person to fill the vacancy in an open public meeting.
7. The appointed individual will take the oath of office as soon as possible after appointment.
8. The appointed individual shall complete open public meeting and open public records training within 90-days of the appointment..

9. Pursuant to RCW 42.12.070 (6) the person who is appointed shall serve until a qualified person is elected at the next election at which a member of the governing body normally would be elected (odd numbered years). The person elected shall take office immediately and serve the remainder of the unexpired term.

10. REFERENCES

101 District (Des Moines Pool M.P.D.) Bylaws, Article 4.2

RCW 35.61.050 Composition of Board – Election of Commissioners – Terms – Vacancies

RCW 42.12.010 Causes of Vacancies

RCW 42.12.070 (6) Filing Nonpartisan Vacancies

RCW Dispositions, Chapter 29A.24 Filing for Office

RCW 42.04.020 Eligibility to Hold Office