



CITY OF LYNNWOOD ARTS COMMISSION

**AGENDA
APRIL 15, 2014 6:30PM
LYNNWOOD RECREATION CENTER**

10. CALL TO ORDER

20. ROLL CALL

	Position 1, Vacant	Chris Boyer, Council Liaison
	Position 2, Vacant	Sarah Olson, Staff Liaison
	Craig van den Bosch, Chair	Nick Parr, Program Staff
	Kathleen Moore	Janiene Lambert, City Center Project Manager
	Paul Richards, Secretary	Tanner Boyle, Public Works
	Kay Wood	
	Adam Segalla	

30. APPROVAL OF MINUTES – March 18, 2014

40. COMMISSIONER REPORTS

50. COUNCIL LIAISON REPORT

60. STAFF REPORT

70. CITIZEN COMMENTS

80. BUSINESS ITEMS

80.1 Streetscape Plan Update (City Center)

80.2 City Hall Project Plan (Public Works)

80.3 By-Laws & Rules

80.4 Library Update & Art Donation

90. FUTURE BUSINESS

100. ADJOURNMENT

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**City of Lynnwood Arts Commission
Advisory Commission**

Bylaws

Adopted XXX

ARTICLE I: Authority - Name

The Arts Commission of the City of Lynnwood was established by the City Council by adoption of Ordinance 1605 (Chapter 2.26 LMC) and operates under authority of that ordinance and Chapter 2.24 LMC.

ARTICLE II: Purpose and Mission

The Commission is an advisory board of the City of Lynnwood whose duties as set forth in LMC 2.26 to advise and recommend to the mayor and city council in regards to the display of art in public places within the city of Lynnwood, means of furthering appreciation of art within the city, and to perform such other duties as the mayor may direct.

The mission of the Arts Commission is to support the arts to enrich the quality of life in Lynnwood by:

- Providing visual, performing, cultural and educational arts programs;
- Forming partnerships with businesses, schools, community organizations and individuals;
- Developing and maintaining the public art collection;
- Supporting the arts with public and private funds;
- Promoting the arts and its benefits.

Comment [vU1]: This would be a good area of focus for our discussion to see if we need to add anything else to the list.

Comment [vU2]: For the furthering and integration of the arts into their practices and activities

Comment [vU3]: Helping to direct and support the arts with public and private funds

Comment [vU4]: Should we state how we are promoting the arts and its benefits or is this bullet point redundant because the previous points are the ways in which we promote these arts?

ARTICLE III: Members

The Arts Commission for the City of Lynnwood consists of seven (7) members who are appointed by the Mayor and confirmed by the City Council. Commissioners shall be appointed for a term of three years (or fulfillment of an unexpired term).

Residency Requirement

At the time of nomination and continuing uninterrupted thereafter while serving on the Arts Commission, at least five (5) Commissioners must live within Lynnwood City Limits and be a registered voter. No more than two (2) positions are open to anyone with a Lynnwood address who meets one of the following criteria: Volunteer history with the City of Lynnwood; Work for an organization that serves the City of Lynnwood; ~~has~~Has children that attend school in the City of Lynnwood; or Owns and operates a business in the City of Lynnwood.

Comment [vU5]: I would actually like to actively pursue getting a business owner or someone from the community college or high school that is affiliated with the arts to serve on the committee if possible.

Appointment

Commissioners are appointed by the Mayor with approval of the City Council. Vacancies shall be filled for an unexpired term in the same manner as the original appointment.

Resignation

Whenever a Commissioner is no longer qualified to serve, or is unable to fulfill the responsibilities of a Commissioner and desires to resign, then a resignation may be tendered in writing to the Mayor.

Attendance

Commission members commit to attending a minimum of 75% of all regularly scheduled meetings, workshops, special meetings and events. Commission members whose attendance does not conform to these requirements, taking into account any unique circumstances that may affect attendance based on discussion between the Staff Liaison and the Chair, may be recommended to the Mayor for removal from the Commission by formal action of the Commission at a regular meeting.

Removal

The Arts Commission may recommend to the Mayor the removal of any Commissioner who misses twenty-five percent (25%) or more of the regularly scheduled, meetings workshops, special meetings and events within any twelve (12) month period without being excused by the Chair.

Recommendations for removal to the Mayor must be adopted at a meeting of the commission.

ARTICLE IV: Officers

The elected officers of the Arts Commission include a Chair and a Secretary. Their duties are:

The Chair shall preside over the Arts Commission and exercise all the powers incidental to the office which includes: preside at all meetings, appoint all committees, be a spokesperson for the Commission, and authorize calls for any special meetings.

The immediate past Chair shall serve as Vice Chair and perform the duties of Chair in his/her absence.

During the absence, disability or disqualification of the Chair or Vice Chair, the commissioners shall elect a temporary chair for the meeting.

A presiding officer shall retain the full right as a member of the Arts Commission to vote to deliberate and vote on all issues coming before the Arts Commission and to propose and second motions.

The Secretary shall keep a true and accurate account of all proceedings of the Commission Meetings.

Elections of officers shall take place annually in the month of December. Nominations shall be made from the floor. The election shall follow immediately thereafter. Nominee receiving a majority vote shall be declared elected.

Comment [vU6]: We will need to elect a vice chair.

Comment [vU7]: The current by laws specify January.

The elected officers shall immediately assume their positions at the conclusion of the elections and shall serve one (1) year.

Vacancies in elective offices shall be filled immediately by regular election procedure for the unexpired portion of the term.

ARTICLE V: Meetings

The regular meetings of the Commission shall be held on the third Tuesday of every calendar month at a time set in advance by the Arts Commission.

Special meetings may be called at any time by the Chair or, in the Chair's absence, by the Vice-Chair. Notice of special meetings shall be provided to each member at least 24 hours in advance. The notice shall specify the time and place of the special meeting.

All meetings of the Arts Commission will be open to the public and held in a designated City facility.

A quorum is required for the transaction of business at all meetings. A quorum consists of a majority of the members of the Commission.

A City of Lynnwood staff designee shall serve as a liaison and ex-officio member of the Arts Commission.

Except as provided by these bylaws, Roberts Rules of Order (as amended) shall govern the conduct of all commission meetings.

ARTICLE VI: Committees

The Commission may create standing and ad hoc committees as necessary. Commission Members may volunteer for standing or ad hoc committees. If there are no volunteers, the Chair of the Arts Commission shall appoint the members of each committee, not to exceed three (3) members.

Committees shall complete assigned tasks expeditiously and report findings, in writing, to the entire Arts Commission.

No standing or special committee shall have the power to commit the Arts Commission to the endorsement of any action, plan or program without its submission to the body of the Arts Commission.

ARTICLE VII: Conduct

Any commissioner having a direct or indirect interest in or who would benefit from any matter of business must disclose this interest and, if deemed inappropriate by that the commissioner or required by law or city policy or ordinance, must refrain from participating and voting on the matter at hand.

Comment [vU8]: There are a lot of rules to follow for Roberts rules of order. How strict are we with these rules, where and when are they specifically applied in our meetings? Here it says.. "as amended" which ones are we using? Here is a list I found:
<http://www.robertsrules.org/>

Guidelines

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
 - Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
 - Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
 - The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone
 - The member moving the "immediately pending question" is entitled to preference to the floor!
 - No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
 - All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
 - The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!
- ### The Rules
- Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
 - Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
 - Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
 - Orders of the Day** (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
 - Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made

Comment [vU9]: Could we have an example of what this would look like?

Comment [vU10]: Are these two different things? For instance, I am on the Celebrate committee and other such committees, but if the Arts Commission wants to create a committee to focus specifically on Shakespeare in the Park would that be a good example of creating a committee vs serving on a committee outside of the commission as the second sentence implies?

Any Arts Commissioner has a right to express personal views and opinions pursuant to our Constitutional guarantees of freedom of speech. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that the member is not speaking as a representative of the City, or as a member of the Arts Commission.

Comment [vU11]: I wonder if we should bring up decorum or if that is implied in the Robert's Rules and we can make sure to incorporate that into our meetings. Wondering if we should consider a clause in this article that helps direct tone and keep conversation congenial and productive.

ARTICLE VIII: Amendments

These Bylaws may be amended at any regular meeting by majority vote provided the proposed amendment(s) has been presented in writing and that a quorum is present.

Comment [SO12]: Is there a concern that 30-days notices needs to be retained?

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- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time

- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

