

City of Lynnwood Arts Commission
Bylaws

To Be Adopted June 17, 2014

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.

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 children that attend school in the City of Lynnwood; or Owns and operates a business in the City of Lynnwood.

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.

Unofficial Members

The Commission may appoint community members on Ad Hoc committee, work with community member volunteers on programs and projects or allow students to participant in a non-voting role on 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 unless the past Chair's term is expiring in which case, the commission shall nominate an elect a Vice Chair.

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.

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.

The order of business at a regular meeting shall be as follows:

10. Call to Order
20. Roll Call
30. Approval of Minutes
40. Commissioner Reports
50. Council Liaison Report
60. Staff Report
70. Citizen Comments
80. Business Items
90. Future Business
100. Adjournment

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 the commission or required by law or city policy or ordinance, must refrain from participating and voting on the matter at hand.

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.

ARTICLE VIII: Amendments

These Bylaws may be revised or amended at any regular meeting by majority vote provided that notification of the proposed amendment(s) have been presented in writing at least 10 days prior to the vote and that a quorum is present.