

# City of Sandy

## Agenda

### Arts Commission Meeting

**Meeting Location:** City Hall- Council Chambers,  
39250 Pioneer Blvd., Sandy, Oregon 97055

**Meeting Date:** Wednesday, October 24, 2018

**Meeting Time:** 6:00 PM



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**1. PLEDGE OF ALLEGIANCE**

**2. ROLL CALL**

**3. CHANGES TO THE AGENDA**

**4. PUBLIC COMMENT**

**5. PRESENTATION**

**6. OLD BUSINESS**

**7. NEW BUSINESS**

- 7.1. OnBoarding New Members to Arts Commission 3 - 17  
None  
[On-Boarding Arts Commission Members - Pdf](#)
- 7.2. Determination of Chair and Vice Chair 18  
Discuss, nominate and appoint a Chair and Vice Chair  
[Determination of Chair and Vice Chair - Pdf](#)
- 7.3. Drafted By-Laws 19 - 24  
Review, Consider and Edit as needed then adopt at a subsequent meeting.  
[By-Laws - Draft - Pdf](#)

**8. CONSENT AGENDA**

8.1. Arts Commission Minutes - None

**9. ADJOURN**



## Staff Report

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**Meeting Date:** October 23, 2018

**From** Kim Yamashita, City Manager

**SUBJECT:** On-Boarding Arts Commission Members

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**Background:**

City Manager Yamashita, will cover general house keeping, email, ICompass, Commission roles, Staff Roles and other items as well as offer time for Q&A.

**Recommendation:**

None

**Code Analysis:**

None

**Budgetary Impact:**

None

# Becky Hawley

## ART COMMISSIONER

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WHERE INNOVATION MEETS ELEVATION

**Sandra Jordan**

**ART COMMISSIONER**

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# Marcia Morrow

## ART COMMISSIONER

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# Adam Triplett

## ART COMMISSIONER

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# Lou Sennick

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# Pamela Smithsted

## ART COMMISSIONER

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Lea Topliff

ART COMMISSIONER

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WHERE INNOVATION MEETS ELEVATION

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## Staff Report

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**Meeting Date:**

**From** Zach Chamberlin, Arts Commission Coordinator

**SUBJECT:** Determination of Chair and Vice Chair

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**Background:**

In accordance with City of Sandy Municipal Code, and Council rules, a Chair and Vice Chair shall be selected from the group to serve a term of not more than four years.

**Recommendation:**

Discuss, nominate and appoint a Chair and Vice Chair

**Code Analysis:**

None

**Budgetary Impact:**

None



## Staff Report

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**Meeting Date:**

**From** Zach Chamberlin, Arts Commission Coordinator

**SUBJECT:** By-Laws - Draft

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**Background:**

In order to give the Arts Commission a starting point on the development of their by-laws, the City Manager directed me to have a draft for your consideration. These are meant to be a guide and include some of the more important issues that need to be addressed. Think of it as an outline.

**Recommendation:**

Review, Consider and Edit as needed then adopt at a subsequent meeting.

**Code Analysis:**

NA

**Budgetary Impact:**

NA

### **Article I: Authority**

The Arts Commission of the City of Sandy was created by Chapter 18.00 entitled “Sandy Arts Commission” and added to the Sandy Municipal Code.

### **Article II: Purpose and Mission**

#### **Purpose**

On behalf of the City, the Commission will:

- Encourage, conduct, sponsor or cosponsor public programs to further the development and public awareness of, and interest in the fine and performing arts.
- Provide recommendations to the Mayor and City Council about cultural and artistic endeavors and projects in which the City can be involved in and to act as a representative of the community.
- Acquire donations, grants, and other support mechanisms to further expand the arts and cultural services and programs available to citizens of Sandy and members of the Sandy community.
- From time to time, take actions when directed by the City Council.

#### **Mission**

- The mission of the City of Sandy Arts Commission is to provide and encourage the formation and growth of public programs which will afford greater opportunities to experience and enjoy the fine and performing arts locally while adding value to City of Sandy’s economic value.
- Promote the growth of arts and culture as a vital asset for a prosperous and livable community.
- Raise the appreciation for and understanding of the visual arts among people of diverse backgrounds and provide access to art exhibits for residents and visitors to the community.

### **Article III: Members**

The Arts Commission for the City of Sandy shall consist of seven members who will be appointed by the mayor and be confirmed by a majority vote of the City Council. Members of the Arts Commission will serve four year terms and until their successors are appointed and confirmed. No member shall serve more than two consecutive full terms of office, unless there are no identified incumbents.

#### **Initial start of the commission**

Three of the seven initial members of the Commission shall serve for two years and until their successors are appointed and confirmed, in order to achieve staggered terms of office. All subsequent appointments shall be for four years, or for the duration of an unexpired term in the case of an appointment to a vacancy.

#### **Residency Requirement**

All members of the Commission shall reside within the City limits at the time of appointment and throughout their terms in office.

#### Appointment

Commission members shall be appointed upon the basis of demonstrated interest in, and knowledge and support of the arts. The Arts Commission for the City of Sandy shall consist of seven members who will be appointed by the mayor and be confirmed by a vote of a majority of the members of the City Council.

#### Compensation

Members of the Commission shall serve without salary or other compensation, provided that members shall be reimbursed for necessary expenses actually incurred.

#### Resigning for the Commission

When a member of the Commission is unable to serve or wishes to leave the Commission voluntarily, then a written notice of resignation may be tendered to the Mayor.

#### Removal

Chapter 2.15.030 establishes that a member may be removed by the city council for misconduct or nonperformance of duty. A member who is absent from two consecutive meetings without an excuse as approved by the respective board is presumed to be in nonperformance of duty and the city council shall declare the position vacant, and a new member shall be immediately appointed.

#### Attendance

Members of the Commission are expected to attend 75% of all regularly scheduled meetings, workshops, special meetings and events. A member who is absent from two consecutive meetings without an excuse as approved by the respective board is presumed to be in nonperformance of duty and the city council shall declare the position vacant, and a new member shall be immediately appointed.

#### Meetings

Chapter 2.15.050 of the City code establishes that a majority of the commission's members shall constitute a quorum at meetings. The commission may make and alter rules and regulations for its procedure consistent with the laws of the state and with City charter and ordinances.

The Commission shall meet at least once a month at a date, time, and place to be established by the Commission. Commission meetings shall be open to the public and written meeting minutes shall be maintained and made available to the public upon approval of the minutes by the Commission. Meetings other than at regularly scheduled times may be announced at a prior meeting and thereby be made a part of the meeting records. Notice of a previously unannounced meeting shall be, to the extent feasible, provided to interested parties at least twenty-four hours prior to a meeting.

#### Conflict of Interests

Chapter 2.15.080 of the City charter states that no member of a board or commission shall have a financial interest, either directly or indirectly, in any contract to which the city is a party.

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 be a participant in a non-voting role on the commission.

**Article IV: Officers**

There are two elected officers for the Arts Commission will be the Chair and Vice-Chair.

Duties of the Chair:

- Preside at all meetings
- Appoint all committees for the Arts Committee
- Be a spokesperson for the Commission
- Authorized calls for any special meetings

Duties of the Vice-Chair:

- Serve in the Chair's place when not present at meetings

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

Elections of officers shall take place annually in the month of October. Nominations shall be made from the floor with the election following immediately thereafter. A nominee which receives 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 year terms.

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

**Article V: Meetings**

The Commission shall meet one day of every calendar month at a time set in advance by the Arts Commission. If no business is scheduled for a monthly meeting, the commission may postpone until the following month.

The public will be notified of all meetings of the Art Commission. All meetings shall be open to the public and written meeting minutes shall be maintained and made available to the public upon approval of the minutes by the Commission. Art Commission meetings shall be held in a designated City facility.

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.

A quorum is required to conduct business at all meetings.

The City of Sandy shall designate a liaison for the Arts Commission.

Roberts Rules of Order shall govern the conduct of all commission meetings.

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

- Call to Order
- Roll Call
- Approval of Minutes
- Commissioner Reports
- Council Liaison Report
- Staff Report
- Citizen Comments
- Business Items
- Future Business
- Adjournment

**Article VI: Committees**

The Commission may create ad hoc committees as necessary. Commission members may volunteer for 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 members.

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

No ad hoc 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: Duties of the Commission**

Submit an annual report to the City Council on an annual basis

Develop ideas and projects which will increase and enhance the art presence in the City of Sandy.

**Article VII: Conduct**

Members of the Commission who have a direct or indirect interest in or who would benefit from a matter of business shall disclose this interest and if the Commission decides this interest is inappropriate or violates the law or city policy/ordinance, the member must refrain from participating and voting on the matter. Chapter 2.15.080 of the City charter addresses conflicts of interests.

Members of the Arts Commission have a right to express personal views and opinions pursuant to our Constitutional guarantees of freedom of speech. Members of the Arts Commission are free to voice a position, oral or written, on any issue if it is made clear that the member is not speaking as presentative 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 quorum is present.