

City of Sandy

Agenda

Arts Commission Meeting

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

Meeting Date: Wednesday, January 9, 2019

Meeting Time: 6:00 PM



Page

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. CHANGES TO THE AGENDA

4. PUBLIC COMMENT

5. PRESENTATION

5.1. 24 hrs in Sandy

A proposal from Thea Allen that calls for 24 photographers to submit one photo to showcase the different perspectives of Sandy throughout a typical day. Each photographer will sign up for a one hour slot and take a photo during their allotted time. Each participant may sign up for a maximum of two hours. During their time slot, they may take a photograph somewhere in the City of Sandy. The boundaries for the project are within 5 miles of the Library. At the end of the project, we will have a book of 24 photographs and a display for the library wall.

Members of the Arts Commission will provide feedback about the project.

5.2. Robert's Rules

3 - 7

An overview of Robert's Rules for conducting meetings.

[Robert's Rules](#)

6. OLD BUSINESS

6.1. Updated mission statement

Adam Triplett appointed Becky Hawley, Lea Topliff, and Pamela Smithsted to update

the mission statement for the bylaws.

Mission Statement

The mission of the Sandy Arts Commission is to increase the livability and economic value of our city, for both residents and visitors.

Serving as an advocate for the visual and performing arts; we promote art and cultural enrichment by facilitating increased opportunities for, access to, and enjoyment of, the arts.

By partnering with the community, we will further artistic and cultural development, adding vitality and quality of life to our diverse community.

Mission statement will be read out loud.

Discussion about the mission statement.

Make a motion to vote on the mission statement.

- 6.2. Adoption of bylaws 8 - 11

During the November meeting, the bylaws for the Arts Commission were reviewed and edits were needed. The bylaws were edited and need approval from the Arts Commission.

[Bylaws - City of Sandy Arts Commission](#)

7. NEW BUSINESS

- 7.1. Art Inventory in Sandy 12 - 13

An inventory of public art in Sandy was requested and was distributed to all members of the Arts Commission.

[Art Inventory](#)

- 7.2. Pictures for the City webpage

Each member of the Arts Commission will have their picture taken at the conclusion of the meeting. The pictures will be used for the City webpage.

- 7.3. Broad discussion about potential projects

At the November 28th Arts Commission meeting, it was indicated a brainstorming session may be needed to discuss potential public art projects.

8. CONSENT AGENDA

- 8.1. Arts Commission Minutes 14 - 19

[Arts Commission - 28 Nov 2018 - Minutes - Pdf](#)

[Arts Commission - 28 Nov 2018 - Minutes - Html](#)

9. ADJOURN

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote

Article I: Authority

The Arts Commission of the City of Sandy was created by ordinance and is promulgated in 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 Statement

The mission of the Sandy Arts Commission is to increase the livability and economic value of our city, for both residents and visitors.

Serving as an advocate for the visual and performing arts; we promote art and cultural enrichment by facilitating increased opportunities for, access to, and enjoyment of, the arts.

By partnering with the community, we will further artistic and cultural development, adding vitality and quality of life to our diverse 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 three 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, work in the City of Sandy, own property or a business in the City of Sandy, or reside in the Oregon Trail School District or Library District 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. If a member of the Commission needs to be reimbursed, they will fill out a form, attach receipts, and give it to the Commission liaison. The Arts Commission liaison will submit it to the city recorder.

Resigning from the Commission

When a member of the Commission is unable to serve or wishes to leave the Commission voluntarily, 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. An absent commissioner needs to email or call the Chair of the Commission if they are going to be absent from a scheduled meeting.

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.

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.

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
- Establish meeting agendas

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 whom 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 Arts 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. Arts 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 may be as follows:

- Roll Call
- Pledge of Allegiance
- Changes to the Agenda
- Public Comment
- Presentation
- Old Business
- New Business
- Consent Agenda

- Adjourn

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.

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 VII: Duties of the Commission

Submit an annual report to the City Council on an annual basis. The annual report will be drafted by the Arts Commission members.

To 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 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 a notification of the proposed amendment(s) have been presented in writing at least 10 days prior to the vote and that quorum is present.

Name	Type of Art	Location
Salmon Sculpture	Sculpture	Centennial Plaza
Art pieces at the Ops Center - Transit Department	Paintings	16610 Champion Way Sandy, OR 97055
Sandy Police Department	Paintings	39850 Pleasant Street, Sandy, OR 97055
Veteran's Memorial	Statue	Corner of Highway 26 and Highway 211, Sandy, OR 97055
Downtown murals	Murals	Around the city
Sandy Public Library	Paintings	38980 Proctor Blvd, Sandy, OR 97055

Notes
A series of 12 mountain scenes from a local artist and another set of drawings by Kevin's office that are "Warhol" style.
Kim Yamashita donated two large paintings to the SPD.
Kim Yamashita indicated these may be owned by the City.
The library has a wall to display paintings. These are rotated every few months



MINUTES
Arts Commission Meeting
Wednesday, November 28, 2018 City Hall- Council Chambers,
39250 Pioneer Blvd., Sandy, Oregon 97055 6:00 PM

COMMISSIONER PRESENT: Adam Triplett, Commissioner, Becky Hawley, Commissioner, Lea Topliff, Commissioner, Lou Sennick, Commissioner, Marcia Morrow, Commissioner, Pamela Smithsted, Commissioner, and Sandra Jordan, Commissioner

COMMISSIONER ABSENT:

STAFF PRESENT: Zach Chamberlin, Arts Commission Coordinator

MEDIA PRESENT:

1. Pledge of Allegiance

2. Roll Call

3. Changes to the Agenda

4. Public Comment

5. Presentation

6. Old Business

6.1. On-boarding Arts Commission Members

Answer questions about login information and on-boarding.

Staff liaison, Zach Chamberlin, helped Commissioners login to their City of Sandy accounts and pull up the meeting agenda.

7. New Business

7.1. Determination of Chair and Vice Chair

Discuss, nominate and appoint a Chair and Vice Chair

Adam Triplett was nominated and voted in as Chair of the Arts Commission.
Marcia Morrow was nominated and voted in as Vice-Chair of the Arts Commission.

7.2. Drafted By-Laws

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

Chair Adam Triplett read through the drafted bylaws. Commissioners asked clarifying questions and Staff Liaison, Zach Chamberlin, provided answers. The Commissioners made recommendations for edits and Staff Liaison, Zach Chamberlin, will present the updated bylaws at the next Arts Commission meeting. Chair Adam Triplett appointed Becky Hawley, Lea Topliff, and Pamela Smithsted to draft a new mission statement for the bylaws.

The bylaws and mission statement will be voted on at the January 9, 2019 Arts Commission meeting.

7.3. Determine length of term for Commissioners.

The following three members volunteered for two-year terms

- Lea Topliff
- Becky Hawley
- Pamela Smithsted

7.4. Take pictures of commissioners.

Photos will be taken at the next meeting.

8. Consent Agenda

8.1. Arts Commission Minutes

9. Adjourn

The meeting was adjourned at 7:30pm by Chair Adam Triplett.

Mayor, William King

Arts Commission
November 28, 2018

City Recorder, Karey Milne



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