

Meeting Minutes

Thursday, Dec. 14, 2023

12 p.m.

Vancouver City Hall

Birch Room

415 W. 6th Street

Vancouver, WA

Commissioners Present:

Reid, C.A. Richardson, Gall, Harrington, B. Richardson, Mercado, Rafferty, and Ford

Commissioners Absent:

Percival

Staff Present:

Donovan, Hull, Juetttemeyer, Perlick, Stokke, and Burton

Guests:

None

Item 1: Call to Order

The December 14, 2024, meeting of the Culture, Arts and Heritage Commission was called to order at 12:03 p.m. by President Linda Reid in Birch Room at Vancouver City Hall and via Microsoft Teams. Percival was absent. Gall entered at 12:05.

Item 2: Approval of Minutes

Motion by Rafferty, seconded by B. Richardson, and approved unanimously to adopt the minutes from September 14 and October 12, 2023, as presented.

Item 3: Workplan Update

Donovan gave an overview of the Commission's workplan. In 2023, the Commission restarted the Culture, Arts & Heritage Grant program, kicked

Members

Linda Reid

President

Christine A. Richardson

Vice President

Alex Gall

Beth Harrington

Brad Richardson

Julie Mercado

Lee Rafferty

Rebekah Percival

Russell Ford, CCAC

**Parks, Recreation and
Cultural Services
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off the first annual Vancouver Arts and Music Festival and led strategic planning for the Vancouver Arts Hub. In 2024 they will launch a second round of grant projects with a focus on increased equity, inclusion, and outreach to applicants. In addition, staff is planning to complete refinements to the public art program including an emphasis on inventory, maintenance and budget, and a new program to support the establishment of new cultural events. Other ongoing or as needed workplan items include:

- Library Building Interim Use
- Arts Hub Community Engagement
- Engaging community leaders and other arts groups
- Vancouver Art and Music Festival
- Public art in new private developments

The Commission will meet for a retreat on February 22, 2024.

Perlick gave an update on the Vancouver Arts Hub project. The next phase will include an RFP for the next round of planning and design work and is scheduled for late 2024. The slight delay will allow for increased staff capacity and the opportunity to synchronize the project with federal grants. In the near term, staff will focus on maintaining momentum with public engagement and develop a strategy for interim use of the building.

The goal of an interim use plan is to provide space opportunities for arts focused groups in the interim between building occupation by the City and construction of the Arts Hub. This period will last approximately two years and staff will seek partnerships with other arts organizations to support its implementation and management. Potential activities could include meetings, rehearsals, events, bazaars, etc. C. A. Richardson's nonprofit, the Arts Centered, has expressed interest in serving that role.

Motion by Reid, seconded by Gall, and approved unanimously to bring the Arts Centered proposal before the Commission as new business.

New Business: Arts Centered Proposal for Interim Use

C. A. Richardson described her nonprofit's mission and their role as connectors between artists and community resources to support their work. Arts Centered sees an opportunity to activate the former FVRL HQ building as a valuable space resource benefiting arts groups in Vancouver while also serving as a proof of concept for the Arts Hub project and demonstrating the space needs of the arts community. C. A. Richardson noted she is working on a three-phase plan to pitch if the Commission and staff have interest in continuing the discussion.

Rafferty expressed support for pursuing this opportunity so long as the roles between commissioner and contractor are clearly delineated for all involved. Reid asked for staff's perspective on what services they are seeking from a partner organization. B. Richardson noted that occupying the building is vital for historical preservation and agreed that an arts-based interim use will further public engagement for the final facility. B. Richardson suggested that the commission serve as an application selection committee for use access and that the nonprofit could serve as the building manager, contending that it would allow staff to pilot an application process for full facility usage, reduce conflict of interest and provide an opportunity to market the building as an Arts Hub before construction begins.

Perlick summarized the feedback given and suggested that Arts Centered create a more specific proposal for further discussion. No objections were raised but further process questions arose.

B. Richardson added that this opportunity could serve as a pilot to establish an equitable process for in-kind donation of rentals across several City owned facilities.

Item 4: Appointment of Ad-hoc Application Review Subcommittee

Hull gave an update on the recruitment for three seats expiring at the end of the year. All three incumbents have reapplied, and 15 additional applications were received. A subcommittee of commission will review the applications and make a recommendation on candidates to advance to interviews conducted by the City Council subcommittee responsible for the appointment.

Motion by Reid, seconded by Harrington, and approved unanimously to appoint Reid, Harrington and Mercado to the application review subcommittee.

Item 5: Cultural Services Report

Donovan gave the following updates:

- Jackie Wood of Artstra will curate art at City Hall in 2024. They will host a reception on the First Fridays in Summer. This will coordinate with galleries at Corridor, the Hilton, and Slocum House.
- Donovan is looking into another Creative Vitality index.

Item 6: President's Report

Reid gave the following updates:

- Reid noted that details about the Silva Bolds Whitfield fountain were not included in the most recent Main Street Promise open house and she requested an update on its renovation. B. Richardson agreed and added that he had questions about their plans to interpret and preserve historical elements on the corridor (e.g., unreinforced masonry, elements of historical integrity like the Reder inlays, and preservation of existing historical plaques) and expressed concern that initial vetting of the preservation elements may have been insufficient based on the reports from the project team. Staff will request an update from the Main Street Promise Team for the January meeting.
- Reid is launching a series of Culture, Arts and Heritage coffee chats for the community. The first one is scheduled for Tuesday, January 16 at 4:30 in the basement of Kindred Homestead Supply.
- The Cultural Access workgroup is assembling a business plan to advocate for Cultural Access funding in Clark County via the County Council or ballot measure.
- The Creative Arts District committee is in the process of rewriting their designation application to ArtsWA.

Item 7: Public Comment

No public testimony.

Item 8: Open Discussion

B. Richardson gave an update on the Historic Building project group. Their first task is to determine which City owned properties would be eligible for consideration. The Historical Register requirements will form the baseline and more selective criteria will be used to narrow down the list. The goal is for the commission to play a role in informing how those buildings are activated for greater public benefit. B. Richardson clarified that the Historic Preservation Commission would oversee preservation but the Culture, Arts & Heritage Commission could have a role in activation.

Gall suggested that a representative from the Historic Preservation Commission attend a Culture, Arts & Heritage Commission meeting to discuss their overlap in their respective missions and opportunities for collaboration.

Adjourned

This meeting adjourned at 1:28 p.m.

Public Art Opportunities at Terminal 1

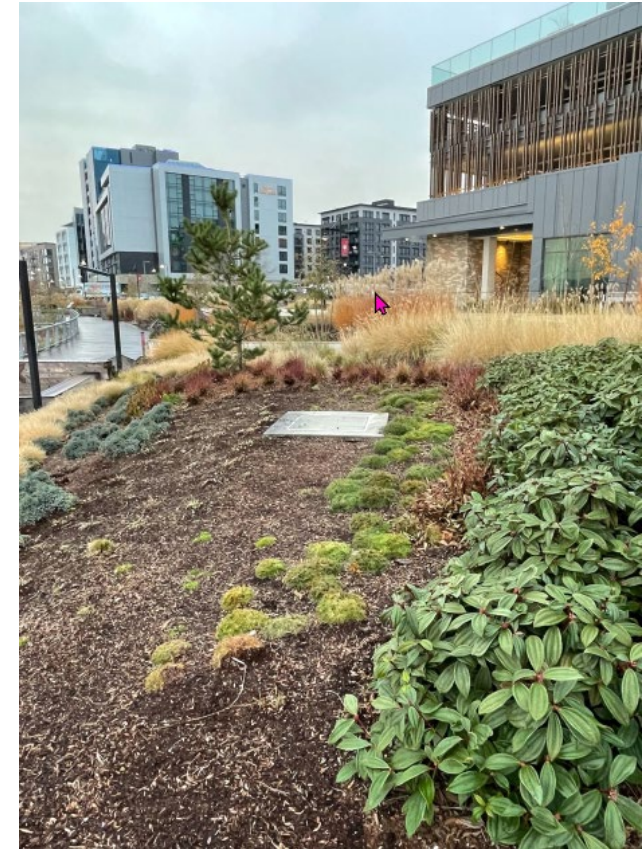
December 2023



DISCOVER TERMINAL 1

Where to start?

- We have a base/plinth at T-1 ready to go
- Can we proceed with an RFP in 2024; while also working on a larger art plan



What Could a First Sculpture Look Like? DISCOVER TERMINAL 1



“Mowitch Man,” one of two Coast Salish welcome figures carved by artist Andrea Wilbur-Sigo for the new Seattle Convention Center Summit building.

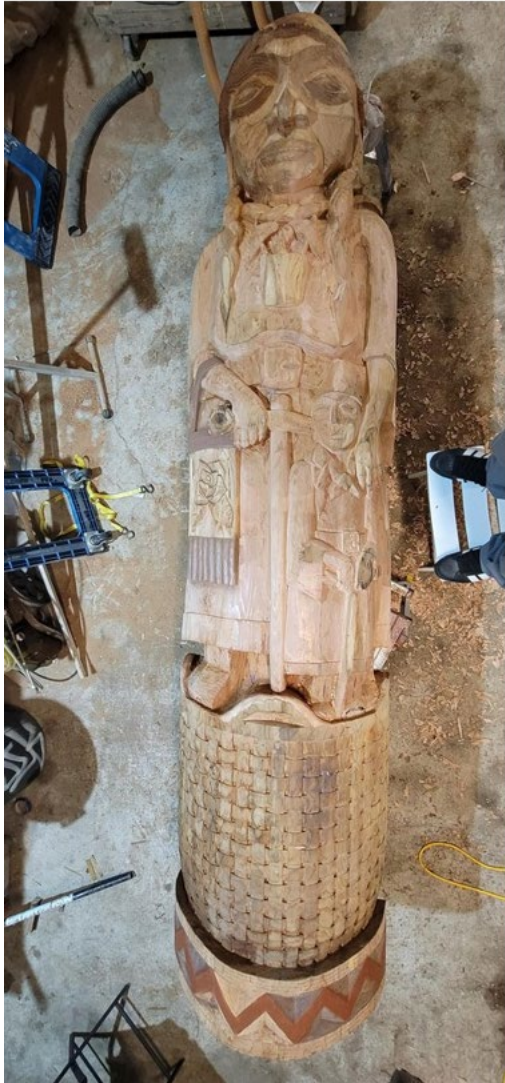


*Above: "The Creator", Salish woman with baby carried on back, also by Andrea Wilbur-Sigo.
Right: sculpture of orca dorsal fins breaching water with modern petroglyphs by Maylynn Foster of Squaxin Island and Skokomish Nations.*



Seattle Convention Center Pieces...

- The pieces are intended to emphasize a strong sense of place
- “We wanted to engage with the history of the land the building sits on”
- “They are a visual form of land acknowledgement”
- Mowitch Man faces west toward the water because the Salish people are a people of the water
- The club Mowitch Man holds was found on the site during excavation



“Mother Camas” – spirit totem being carved by Yakima tribe artist Toma Villa for public art at Fourth Plain Community Commons; or VHA?

Port of Kennewick

"Willow Fish Traps"

INSTALLED

October 2018

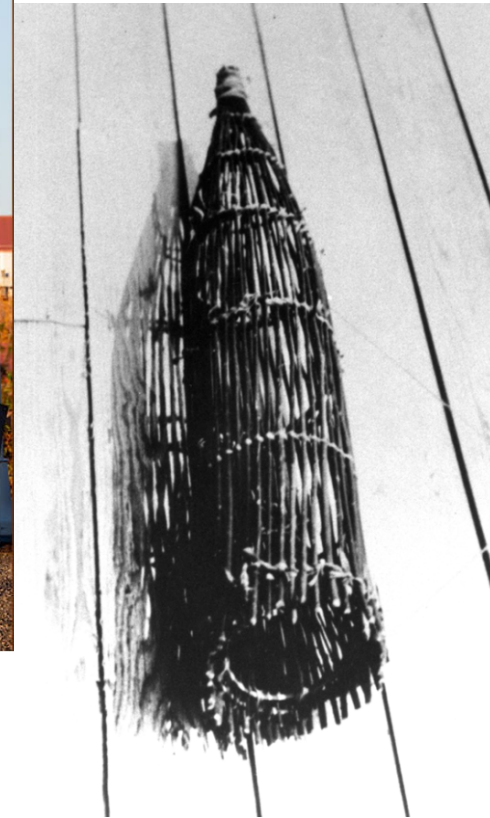
PARTNERS

*Confederated Tribes of the Umatilla
Indian Reservation*

*Board of Trustees
Tamástslíkt Cultural Institute*

Kennewick Arts Commission

Port of Kennewick



Port of Kennewick

“The Gathering Place”



Highlights the
Confederated
Tribes of the
Umatilla Indian
Reservation's
heritage and
customs of
gathering tule
reeds and
capturing fish



DISCOVER TERMINAL 1

Other Ideas...Port of Kennewick

Metz Plaza

Shade structure features wooden beams and wire cables designed to evoke the image of a ship's bow and sails. Wisteria vines provide shade. Possible idea for the brewlab area?



INSTALLED

December 2010

PARTNERS

Columbia Center Rotary

Dick and Diane Hoch
Kennewick Arts Commission

Historic Downtown

Kennewick Partnership

Kay and Viva Metz

The Knapik family

Dennis L. Poland 9
Ray Poland & Sons, Inc.

Port of Kennewick

"Catch the Wind"

Unfurled sails represent both the wind's power and the appeal of boating on the Columbia River.

Installed:
September 2009

Partners:
Kennewick Arts Commission

Port of Kennewick



Port of Kennewick

“Rolling Mass” – bus shelter

INSTALLED

2019

PARTNERS

Benton County Rural County
Capital Fund

City of Kennewick

Ben Franklin Transit

Columbia Center Rotary

Kennewick Arts Commission

Port of Kennewick



Port of Tacoma

“Swell” - Powder-coated steel panels



Port of Tacoma centennial artwork. RFP indicates budget was \$90,000 and entirely funded by the port.

Exhibit space inside the public market



What might a timeline exhibit about the port's history look like inside the public market?

We have some good pieces to display: Prune drying rack, historical photos and many other pieces of port ephemera, Red Lion/Quay meeting room signs, pool towel sign and ships wheel in our archives.

Other Performance Art at Terminal 1

Daniels Way: “Artquake” type festival or Art in the Pearl type event

Public Plazas: Shakespeare On The Plaza; summer stage to compliment the city’s Thursdays at the Waterfront concerts; mariachi festival; expand the annual Hawaiian festival...T-1 brought in pineapples; chalk festival; expand Portland’s Winter Lights Festival over to Vancouver. Noise is an issue to contend with and lights have to be bird friendly.

Sequim has an annual drone show over water. Amsterdam projects images on a curtain of water.



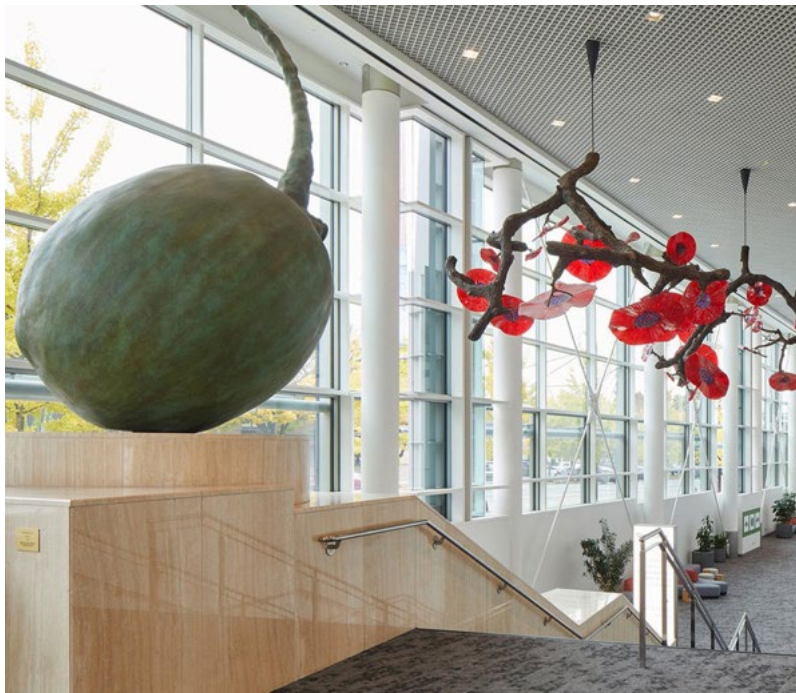


DISCOVER TERMINAL 1

Prune Festival or art at Terminal 1?

- Port of Hueneme is the #1 banana port on the west coast. Banana Fest includes entertainment, vendors, port tours, banana inspired food, and more. Port officials say the event is an opportunity to educate the public about the port, trade and commerce.
- Other ports offer strawberry, apple and kumquat festivals – to name a few

Giant kinko
berries at
Oregon
Convention
Center



Exterior Projections with Local Artists and Photographers – possible on the public market? What about sidewalks?



Left: projections on a building in downtown Vermont. Right: Photographs projected onto the Manhattan Bridge in New York City.

Where else could art be located?





LPC's Investment is Significant

- Wayfinding signage: \$15,000 (approx. \$2,500 per sign)
- Top of Launch installation: \$150,000
- Launch switchback pieces: \$150,000 (multiple pieces that tell a story from bottom to top)
- Mural 1: \$70,000 (Columbia St. and Cascade St.)
- Mural 2: \$30,000 (Quayside and Cascade St.)
- Gallery window (Quayside St.) - Looking for a partnership with temporary rotating exhibits.



LPC's Timeline

- Their initial RFP went out in early October. RFP's due Nov. 17.
- They received multiple responses to the murals and exhibit space
- No responses to the signage, launch switchbacks and top of launch piece
- Their RFP distributed to very small group
- They went out again in December with a Jan. 1 due date. (DLR Group now coordinating.)

Thank you!!



"Salish Sea Circle" – Port Townsend

vda

Vancouver's
Downtown
Association

Sculpture Art

Existing Locations Maintained







Rotating Sculpture Art

Future CAHC Partnership!

- **3** concrete pad locations
- **Flexible space** for future locations within business use zone

Rotating Art Displays Future CAHC Partnership!



The RAD program will allow for galleries, community organizations, Culture, Arts & Heritage Commission, and schools, to activate the Main Street corridor with temporary rotating exhibits related to their respective fields.

This is an excellent community engagement opportunity that will naturally tie into Vancouver's community-centric culture, putting it on full display in celebration.

The RAD program will also provide a platform for underrepresented groups within the public realm.

VDA to resubmit CAHC grant application in next round

Questions?

Thank you!



CITY OF
Vancouver
WASHINGTON

Open Public Meetings Act Training Culture, Arts and Heritage Commission

Tricia Juettemeyer
Assistant City Attorney
City Attorney's Office
January 11, 2024



Open Public Meetings Act

Chapter 42.30 RCW

- What is OPMA?
- Training Requirements
- Definitions
- Requirements
- Prohibitions
- Avoiding OPMA Risk
- Resources



What is the Washington Open Public Meetings Act?



Open Public Meetings Act

Ch. 42.30.205 RCW - Commissioner Training Requirements

- CAHC Commissioners must complete OPMA trainings within 90 days of appointment to the CAHC
- CAHC Commissioners must renew their training at least every four years
- This training satisfies these requirements.



Open Public Meetings Act

Chapter 42.30.010 RCW – Legislative Declaration

- The legislature finds and declares that all public commissions... exist to aid in the conduct of the people's business. It is the intent of this chapter that their actions be taken openly and that their deliberations be conducted openly.
- The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed and informing the people's public servants of their views so that they may retain control over the instruments they have created. For these reasons, even when not required by law, public agencies are encouraged to incorporate and accept public comment during their decision-making process.



Open Public Meetings Act

Chapter 42.30 RCW

- State Law
- Ensures commission meetings are open and public
- Attendance open to all persons
- Public may not be required to identify themselves as condition of attendance
- Minutes must be recorded and open to public inspection



OPMA Definitions



Open Public Meetings Act

Ch. 42.30.020 RCW - Definitions

- (1) **Public agency** means ... (c) any subagency created by ordinance...including...commissions...
- (2) **Governing body** means ... the commission
- (4) **Meeting** means meetings at which action is taken.
- (3) **Action** means the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions. "Final action" means a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.



OPMA Requirements



Open Public Meeting Act Requirements

Ch 42.30 RCW

- Meetings Open and Public (42.30.030)
- Minutes (42.30.035)
- Provide regular time for meeting (42.30.075)
- Make agenda available online 24 hours in advance (42.30.077(1))
- Public Comment (42.30.240)
- Special Meetings / Special Notice (42.30.080)
- Continuance
- Executive Sessions (Limited Applicability 42.30.110)



OPMA Prohibitions



Open Public Meeting Act Prohibitions

Ch 42.30 RCW

- Non-Public Meetings – Is there a Quorum? (42.30.010)
- Secret Voting (42.30.060)
- Fully Remote Meetings (42.30.230)



Avoiding OPMA Noncompliance



Avoiding OPMA Risk / Noncompliance

Ch 42.30 RCW

- Don't communicate about CAHC matters when a quorum (6) is present outside a public meeting.
- City staff will email blind copy (bcc) members to avoid serial meetings.
- Establish communications best practices
 - Commission members should share information passively (bcc)
- Violations
 - Personal Liability – Civil Penalty \$500 first violation / \$1000 thereafter
 - Attorneys Fees for prevailing plaintiff in all claims
 - Action Void (42.30.06(1))





A word on the Public Records Act 42.56

- All 'writings' are public records
- Personal devices may become subject to PRA requests
- Use City of Vancouver email for commission-related communications





Thank you!

OPMA Resources

- [Open Public Meetings Act](#)
- [MRSC – OPMA Decisions and Attorney General Opinions](#)
- [MRSC OPMA FAQs](#)
- [MRSC OPMA eBook](#)



Comments & Questions



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1-11-24

CULTURE, ARTS AND HERITAGE COMMISSION RESOLUTION NO. 2024-01

A RESOLUTION introducing amendments to the Culture, Arts and Heritage Commission bylaws.

WHEREAS, on August 26, 2019 the City Council appointed a new Culture, Arts and Heritage Commission (“Commission”) by ordinance, now codified in the Vancouver Municipal Code (“VMC”) at Chapter 2.88, and pursuant to that ordinance adopted a charter and bylaws for the Commission; and

WHEREAS, VMC Ch. 2.88.140(A) and the Commission Charter gives the Commission the power to amend its bylaws and VMC 2.88.060(c) requires proposed amendments to bylaws be authorized by resolution;

WHEREAS, the Commission desires to amend its bylaws as more particularly set forth in Section 1 to this Resolution, consistent with law and the Commission Charter; and

WHEREAS, the current bylaws are attached for reference as Exhibit A; and

WHEREAS, this Resolution is introduced on January 11, 2024 at a Regular Meeting of the Commission;

WHEREAS, the Commission may agree to consider, discuss, and vote on the proposed Amendments at the February 8, 2024 Regular Meeting;

NOW, THEREFORE,

BE IT RESOLVED BY THE COMMISSION:

Section 1. The following amendments to the bylaws are introduced:

Administrative Note: Section numbers and titles are *italicized* to distinguish them from proposed amendments, which are underlined. Section numbers and title are underlined in the bylaws.

Section 2.03 Vacancies. A vacancy on the Commission shall ~~be deemed to exist in the case of death of a member or disability,~~ upon receipt of a letter of resignation by a member, or upon removal of any member as provided ~~herein in these Bylaws.~~ Vacancies on the Commission shall be filled by appointment in the same manner in which members of the Commission are regularly appointed. Any person selected to fill a vacancy on the Commission shall serve the balance of the term of the ~~person~~ member being replaced.

Section 3.04 Executive Director. The Executive Director shall be the chief administrative officer of the Commission, responsible for the day-to-day operations of the Commission and for carrying out the policies and directives. The Executive Director shall make recommendations to the Commission on practices, policies and programs. ~~He or she~~ The Executive Director shall have such powers and perform such duties as may be prescribed from time to time by the Commission. The Executive Director may be an at-will employee of the Commission in which case they may be removed with or without cause by the Commission or they may be a City of Vancouver employee assigned by the City Manager to serve as the Executive Director for the Commission.

Section 5.02 Notice of Special Commission Meetings. Notice of all special meetings of the Commission shall be given by the Executive Director or by the person or persons calling the special meeting by delivering via mail and/or e-mail, written notice at least seven days prior to the time of the meeting to each Commission member. In addition, the Commission shall provide notice of special meetings to any individual specifically requesting it in writing and as required by Ch. 42.30 RCW. If the President deems ~~that~~ an emergency exists, the President may shorten the notice of a special meeting to not less than twenty-four hours with written notice provided to all Commission members via e-mail. The time and place of the special meeting and the business to be transacted must be specified in the notice. Final dispositions shall not be taken by the Commission on any other matter at special ~~such~~ meetings.

Section 5.03 Quorum. Pursuant to Section 6.02 of the Commission Charter, a quorum means at least six (6) members. ~~At majority of the current membership of the~~ At least six (6) Commission members must be present at any regular or special meeting to comprise a quorum. Meetings without a quorum will be recessed to the earliest possible date.

Section 5.04 ~~Meetings by Conference Telephone~~ Hybrid Meetings. Members of the Commission may participate in regular or special meetings in a hybrid format by telephone or through an online meeting platform by means of which that permits all persons participating in the meeting, including without limitation, members of the public attending the meeting, ~~can~~ to hear each other, ~~at the same time means of a conference telephone or similar communications equipment. Participation in a meeting by such means shall constitute a presence at such meeting.~~

~~Those participating by conference telephone should announce their presence when joining the meeting. A quorum at a regular or special meeting is achieved if at least one third of the members are present, provided that the additional members needed to comprise a quorum attend by telephone or similar communications device.~~

Section 5.07 Minutes. Summary minutes will be taken at all regular and special meetings of the Commission. Copies of the minutes shall be posted on the City and/or Commission's website and be made available to any person or organization that requests them. Minutes ~~are~~ will not be taken in ~~of~~ closed executive sessions.

Section 5.08 Notice to the City Council. Notice of all meetings and minutes of all meetings of the Commission shall be given to the Clerk of the Vancouver City Council. Posting the meeting and minutes to the City website will qualify as the required notice. The Commission shall present an annual report to the City Council either in writing or during a City Council workshop or other appropriate forum.

Section 7.023 Principal Office. The principal office of the Commission shall be City Hall, 415 W. 6th Street, Vancouver, Washington, 986680. The Commission may establish by resolution a different location as its principal office.

Section 2. The Commission agrees to consider a proposal to amend the bylaws at its Regular Meeting on February 8, 2024. The Commission agrees that this Resolution constitutes notice required by the Charter to introduce proposed amendments under Section 9.01 and consider proposed amendments under Section 9.02 of the Charter at the February 8, 2024 Regular Meeting and waives any other written notice.

ADOPTED at a Regular Meeting of the Culture, Arts and Heritage Commission this 11th day of January, 2024.

Signature page follows.

Commissioner Linda Reid

Commissioner Alex Gall

Commissioner Beth Harrington

Commissioner Lee Rafferty

Commissioner Christine Richardson

Commissioner Julie Mercado

Commissioner Brad Richardson

Commissioner Rebekah Percival

Commissioner Russell Ford - CCAC

Exhibit A – Commission Bylaws

**BYLAWS
OF
CULTURE, ARTS AND HERITAGE COMMISSION
OF VANCOUVER, WASHINGTON**

**ARTICLE I
Purpose**

The purpose of the Culture, Arts and Heritage Commission of Vancouver, Washington, is to undertake, assist with and otherwise facilitate the development and promotion of a thriving cultural, arts and heritage environment in the city of Vancouver through programs, ownership of physical assets including buildings and public art, and through community partnerships.

**ARTICLE II
Commission**

Section 2.01 Commission Composition. The Culture Art and Heritage Commission shall be composed of nine (9) members. Members shall be leaders in cultural, heritage, arts or business community with experience relevant to the purpose of the Commission. One seat on the Commission shall be reserved for the City of Vancouver's representative on the Clark County Arts Commission. In the event that either that individual is unwilling to serve or the Clark County Arts Commission is dissolved, the position will be filled through the process outlined in Section 2.02.

Section 2.02 Appointment of Commission Members. Members of the Commission are appointed by the Vancouver City Council. In the event of a vacancy, the City will solicit interest in the position through its standardized Boards and Commission process. An ad hoc subcommittee of the Commission will then review applications and may choose to interview applicants. The full Commission shall recommend new Commission members to the City Council for appointment.

Section 2.03 Vacancies. A vacancy on the Commission shall be deemed to exist in the case of death or disability, upon receipt of a letter of resignation or upon removal of any member as provided herein. Vacancies on the Commission shall be filled by appointment in the same manner in which members of the Commission are regularly appointed. Any person selected to fill a vacancy on the Commission shall serve the balance of the term of the person being replaced.

Section 2.04 Attendance at Meetings. If any Commission member has an unexcused absence for more than three consecutive regular or special meetings of the Commission, such Commissioner may be recommended for removal from the Commission by the City Council. Commission members may not appoint representatives or designees to attend meetings on their behalf.

Section 2.05 Term of Office. Commission members shall serve three- (3) year terms and may serve a maximum of two consecutive terms. Upon expiration of a member's term, they shall continue to serve until their successor is appointed and assumes their Commission position.

Section 2.06 Removal of Commission Members. If it is determined that any or all of the Commission members should be removed with or without cause, the City Council may by resolution remove any or all Commission members.

ARTICLE III **Officers**

Section 3.01 Officers Designated. The officers of the Commission shall be President, Vice President, Secretary/Treasurer and Executive Director. Such other offices as may be deemed necessary may be created by resolution of the Commission. No person may simultaneously hold more than one office. In addition to the powers and duties specified below, the officers shall have such powers and perform such duties as the Commission may prescribe.

Section 3.02 Election of Officers. The President, Vice President and Secretary/Treasurer shall be elected by the Commission at the first regular meeting of each year, for a one-year term. No officer may serve more than two consecutive one-year terms. Each elected officer shall hold office until his or her successor is elected. The first elected officers of the Commission shall be elected by the Commission at its organizational meeting or as soon as practicable following the Commissions creation.

Section 3.03 Powers and Duties.

a. President. The President shall be the chief executive officer of the Culture, Arts and Heritage Commission and shall have general supervision over the business of the Commission, subject to the control of the full Commission. The President shall preside at all meetings of the Commission. The President may sign and execute, in the name of the Commission, contracts, deeds, leases, grants and other instruments duly authorized by the Commission and generally shall perform all duties that may from time to time be assigned to such office by the Commission.

b. Vice President. The Vice President shall perform all duties of the President at the request of the President or in case of the absence, disability or other inability to perform of the President, and, when so acting, shall have all the powers of and be subject to all restrictions upon, the President.

c. Secretary/Treasurer. The Secretary/Treasurer shall:

1. Certify and keep at the office of the Commission the original or copy of the Bylaws, as they may be amended;
2. See that all notices of Commission meetings are duly given in accordance with the provisions of these Bylaws or as required by law;
3. Record the proceedings of each meeting of the Commission;
4. Be the custodian of the records and seal of the Commission;
5. Keep at the office of the Commission and/or on-line, minutes of all meetings of the Commission whether regular or special.
6. Present a report on the financial operations of the Commission at each regularly scheduled meeting.

Section 3.04 Executive Director. The Executive Director shall be the chief administrative officer of the Commission, responsible for the day-to-day operations of the Commission and for carrying out the policies and directives. The Executive Director shall make recommendations to the Commission on practices, policies and programs. He or she shall have such powers and perform such duties as may be prescribed from time to time by the Commission. The Executive Director may be an at-will employee of the Commission in which case they may be removed with or without cause by the Commission or they may be a City of Vancouver employee assigned by the City Manager to serve as the Executive Director for the Commission.

Section 3.05 Vacancies in Officer Positions. The Commission shall fill any elected office which becomes vacant with a successor who shall hold office for the unexpired term and until his or her successor shall have been duly elected.

Section 3.06 Removal of Officers. Upon reasonable prior notice to all members of the alleged reasons for dismissal, the Commission by an affirmative vote of the majority of the whole Commission may remove any elected officer from his or her office when it is judged to be in the best interests of the Commission.

ARTICLE IV

Committees

Section 4.01 Executive Committee. The Executive Committee of the Commission, if established, shall consist of the Executive Director and Elected Officers. The Executive Committee shall exercise the authority of the Commission in management between meetings of the Commission.

Section 4.02 Public Art Committee. The Commission shall appoint a Public Art Committee as a standing subcommittee of the Commission. The Public Art Committee shall be a minimum of five members and shall include one Commission member who shall serve as chair and, at minimum, one professional artist. The Committee shall review and make recommendations to the Commission on proposed donations, acquisitions, relocations or deaccession of City or Commission owned public art.

Section 4.03 Advisory Committees. The Commission may such establish advisory committees as it deems necessary to report on possible projects or activities and shall fill such committees by appointment of qualified persons.

ARTICLE V

Meetings of the Commission

Section 5.01 Regular Commission Meetings. The Commission shall meet as necessary but not less than four (4) times per year; provided, however, that the Commission may alter such regular times and place by resolution. The location and time and date of the meetings will be determined by the Commission.

Section 5.02 Notice of Special Commission Meetings. Notice of all special meetings of the Commission shall be given by the Executive Director or by the person or persons calling the special meeting by delivering via mail and/or e-mail, written notice at least seven days prior to the time of the meeting to each Commission member. In addition, the Commission shall provide notice of special meetings to any individual specifically requesting it in writing. If the President deems than an emergency exists, the President may shorten the notice of a special meeting to not less than twenty-four hours with written notice provided to all Commission members via e-mail.

The time and place of the special meeting and the business to be transacted must be specified in the notice. Final dispositions shall not be taken on any other matter at such meetings.

Section 5.03 Quorum. At majority of the current membership of the Commission must be present at any regular or special meeting to comprise a quorum. Meetings without a quorum will be recessed to the earliest possible date.

Section 5.04 Meetings by Conference Telephone. Members of the Commission may participate in regular or special meetings by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting, including without limitation, members of the public attending the meeting can hear each other at the same time. Participation in a meeting by such means shall constitute a presence at such meeting. Those participating by conference telephone should announce their presence when joining the meeting. A quorum at a regular or special meeting is achieved if at least one-third of the members are present, provided that the additional members needed to comprise a quorum attend by telephone or similar communications device.

Section 5.05 Open Public Meetings. Notice of Commission meetings shall be given in a manner consistent with the Open Public Meetings Act, Chapter 42.30 RCW. At the meetings, any attendee shall have a reasonable opportunity to address the Commission either orally or in writing.

Section 5.06 Parliamentary Authority. The rules of *Robert's Rules of Order* (revised) shall govern the Commission in all cases to which they are applicable, where they are not inconsistent with the Charter or with the special rules of order the Commission may set forth in the Bylaws.

Section 5.07 Minutes. Summary minutes will be taken at all regular and special meetings of the Commission. Copies of the minutes shall be posted on the City and/or Commission's website and be made available to any person or organization that requests them. Minutes are not taken of closed executive sessions.

Section 5.08 Notice to the City Council. Notice of all meetings and minutes of all meetings of the Commission shall be given to the Clerk of the Vancouver City Council. The Commission shall present an annual report to the City Council either in writing or during a City Council workshop or other appropriate forum.

ARTICLE VII **Amendments to Bylaws**

Section 6.01 Proposals to Amend the Bylaws. Any Commission member may introduce a proposed amendment to the Bylaws at any regular or special meeting for which ten (10) days' advanced notice has been given to members of the Commission.

Section 6.02 Vote Required for Amendments to Bylaws. Resolutions of the Commission approving proposed amendments to the Bylaws require an affirmative vote of a majority of the Commission members voting on the issue.

ARTICLE VII **Administrative Provisions**

Section 7.01 Books and Records. The Commission shall keep current and complete books and records of accounts and shall keep minutes of the proceedings of its meetings.

Section 7.02 Fiscal Year. The Fiscal Year of the Commission shall commence January 1 and end December 31 of each year, except the first fiscal year which shall run from September 1, 2019 to December 31, 2019.

Section 7.02 Principal Office. The principal office of the Commission shall be City Hall, 415 W. 6th Street, Vancouver, Washington, 98668. The Commission may establish by resolution a different location as its principal office.

ARTICLE VIII **Approval of Bylaws**

These Bylaws were initially approved by the chartering authority, the Vancouver City Council and are effective as of July 1, 2019.