



ARTS COUNCIL REGULAR VIDEO MEETING

Wednesday, January 17, 2024 | 5:30pm

BOARD MEMBERS:

Chair: Elizabeth Mitchell
Vice Chair: Daniel Becker
Councilors: Suzanne Skone, Rosemary Moore,
Jonathan Harrington, Hannah Youn, JB Gibson

LOCATION & CONTACT

Zoom Meeting
Phone: 206.275.7600 | www.mercerisland.gov

We strive to create an inclusive and accessible experience. Those requiring accommodation for meetings should notify the Staff Liaison's Office 3 days prior to the meeting at 206.795.8518 or by emailing Katie.Herzog@mercerisland.gov.

Virtual Meeting Notice

The virtual meeting will be broadcast live on Zoom and recorded and saved on the City's [YouTube Channel](#).

Registering to Speak: Individuals wishing to speak live during Appearances must register their request with the staff liaison at **206.795.8518** or [email](#) before 4 PM on the day of the Arts Council meeting. Please reference "Appearances" on your correspondence and state if you would like to speak either in person at Mercer Island Community & Event Center or remotely using Zoom. Each speaker will be allowed three (3) minutes to speak.

Join by Telephone at 5:30 PM: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **891 2336 1265** Password **076260** when prompted.

Join by Internet at 5:30 PM: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click [this link](#).
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **891 2336 1265**; Enter Password **076260**

Join in person at Mercer Island Community & Event Center at 5:30 PM: Mercer Island Community & Event Center
8236 SE 24th Street.

CALL TO ORDER & ROLL CALL - 5:30 PM

PUBLIC APPEARANCES

DEPARTMENT REPORT

1. Department Report

REGULAR BUSINESS

2. Approve the minutes of the October 25, 2023 Special Meeting

Recommended Action: Approve minutes.

3. Arts Council Bylaws Update

Recommended Action: Adopt the revised Bylaws.

4. Committee Appointments

Recommended Action:

Fill vacant positions of the standing committees

Or

Sunset the Special Events, Public Art, and Policy Committees, and implement ad hoc committees of the Arts Council, as needed to address established arts and culture priorities.

5. Arts & Culture Workplan Direction

Recommended Actions:

Direct a committee (standing or ad hoc) to return to the April meeting with a recommendation for Arts Council engagement at 2024 City events.

Request staff to return in April with recommended timeline and process for the Arts Council to develop a six-year spending plan for the 1% for the Art in Public Places Fund.

OTHER BUSINESS

6. Arts Council 2024 Planning Schedule Update

ADJOURNMENT



City of Mercer Island Arts Council

Department Report

January 17, 2024

That's a Wrap for Illuminate MI 2023

- Events Included:
 - Tree Lighting/Firehouse Munch
 - Menorah Lighting
 - Family Movie Night
 - Argosy Christmas Ships
 - Girls Scout Toy Drive
 - Holiday Market
 - Island Lanterns (Jan - March)
- Big thanks out to our event sponsors:
Puget Sound Energy, Street Treats, Hub Boba, and John L. Scott Real Estate.



Island Lanterns

- The community art project has returned!
- Lanterns are available for pick-up (free) at the MICEC
- Feb. 1 – Mar. 31 Lanterns will be on display at Mercerdale (weather permitting) and the MICEC .

Info:
www.mercerisland.gov/islandlanterns



FAMILY MOVIE NIGHT!
TROLLS BAND TOGETHER
FRIDAY, FEBRUARY 9 - 5:30PM




FREE!

POPCORN AND DESSERT PROVIDED
BRING PILLOWS, BLANKETS, LOW-BACK CHAIRS
FOR A ROCKIN' GOOD TIME!
OUTSIDE FOOD ALLOWED!

RSVP REQUIRED BY 2/2/24
CALL 206.275.7609

Or Scan here to Register!



MERCER ISLAND COMMUNITY & EVENT CENTER | 8236 SE 24TH ST



Lunar New Year Celebration

FEBRUARY 11, 2024
10:00AM-14:30PM
MERCER ISLAND COMMUNITY & EVENT CENTER
8236 SE 24TH ST, MERCER ISLAND, WA

+ Free Entry +

- Spectacular performances featuring dragon dance and Shaolin Kungfu
- Cultural experiences including tea ceremony and calligraphy
- Family-friendly arts and crafts including lantern-making, paper-cutting
- And much more!

Bring the whole family to celebrate with us!





SEATTLE PRINT ARTS WINTER SHOW



MARIAN WACHTER



JANE RICHLOVSKY



DIANE DAVIS



DAN CAUTRELL



ROSEMARY COHEN

JAN 8 - MAR 1
MERCER ISLAND COMMUNITY & EVENT CENTER GALLERY
OPENING RECEPTION
JAN 11, 5-7 PM

Seattle Print Arts is an association of artists, arts professionals, and collectors who share an appreciation for print media and an interest in the expanding field of print arts. Featured art will include linocuts, monoprints, lithographs, woodcuts, screen prints, stencils and more from over 30 artists from the Seattle area. All of the art will be for sale.

EVERYONE IS INVITED TO THE ARTISTS' RECEPTION
THURSDAY, JANUARY 11TH FROM 5-7 PM
MERCER ISLAND COMMUNITY & EVENT CENTER | 8236 SE 24TH ST




Roanoke Park Playground Replacement

The City has kicked off a community engagement process for the Roanoke Park Playground Replacement.

- **Online Survey**
 - Was completed January 12 with over 160 surveys completed
- **Virtual Public Meeting-** January 30
- **Ongoing engagement through Let's Talk**

For more information and to get involved visit:

<https://letstalk.mercergov.org/playground-replacements>



Roanoke Park



Public Art Maintenance Updates

- Mosaic Murals at Luther Burbank
 - Working with artist Sandy Glass to complete several repairs to most of the mosaics at the Luther Burbank Park playground.
 - Artist is finalizing the proposal for staff review.
 - Staff anticipate completing contracting and starting repairs by end of Q1 (weather permitting).



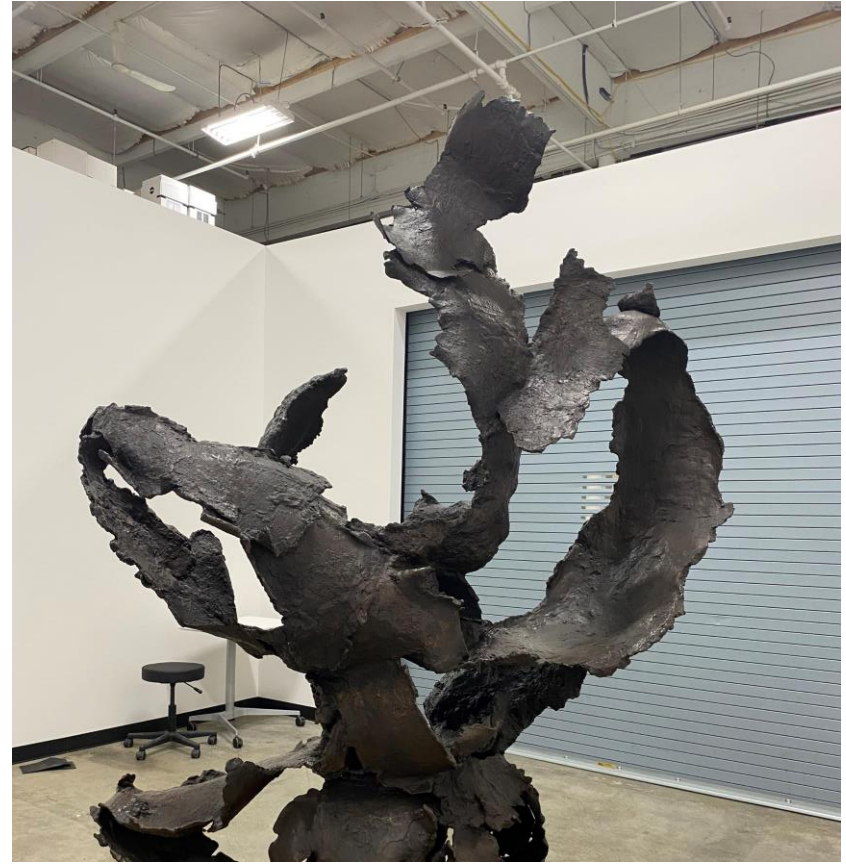
Public Art Updates, cont.

- *Now We Are One* at First Hill Park
 - Deinstalled in September 2020 due to damaged base.
 - Repaired in 2023 by ArtSite and currently being stored by Art Work FAS in Sodo.
 - Will reinstall the piece during/after completion of First Hill playground replacement project (tentatively planned for summer/fall 2024).

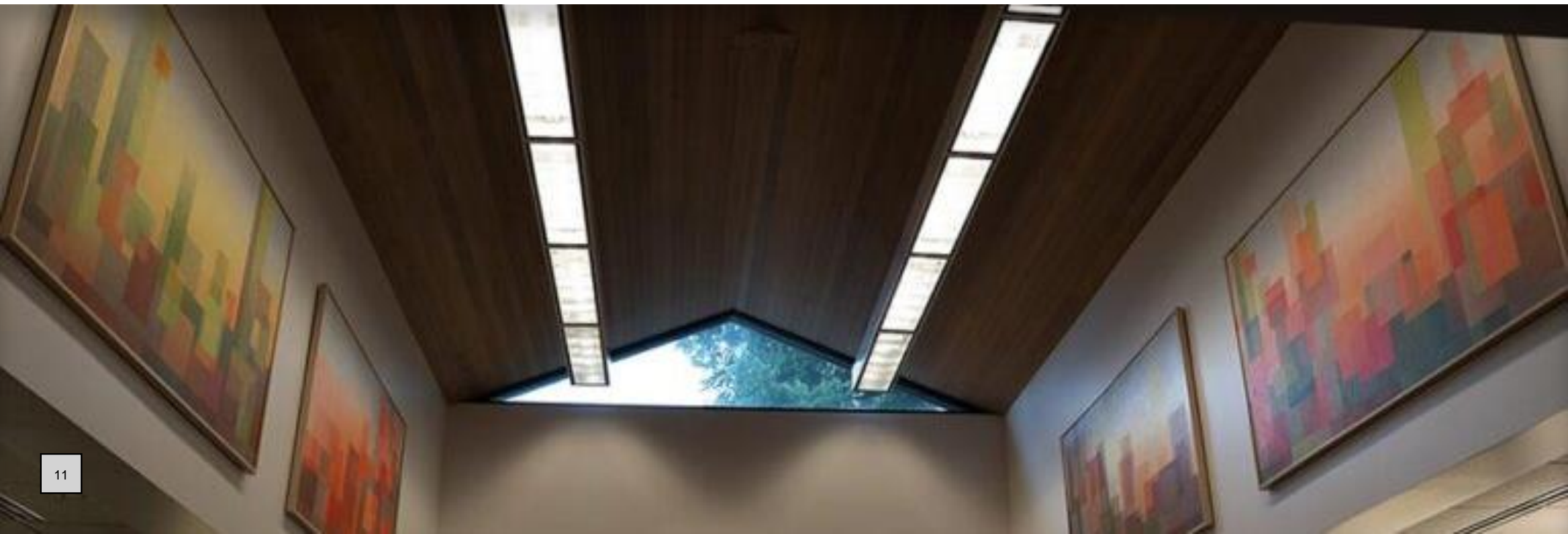


Public Art Updates, cont.

- Fire Flower
 - Significantly damaged during attempted theft in November 2020.
 - Restoration completed in 2022 by ArtSite.
 - Currently stored by Art Works FAS in Sodo until the sculpture can be re-sited at a future redevelopment in Town Center.



- Four Seasons at Mercer Island Library
 - Four-panel mural by local artist Maria Frank Abrams owned by 4Culture and installed at Mercer Island Library.
 - Partnering with 4Culture to restore the mural and offer public programming about the process, artist, and other topics.
 - Stay tuned for more details! In the meantime, check out this great article from 4Culture on the artist and upcoming restoration projects: www.4culture.org/honoring-maria-frank-abrams



2024 Routine Public Art Maintenance

- Conduct annual routine maintenance of City’s sculptures with Alloy Arts, our contract conservator.
- Maintenance usually takes place in early summer.
- Staff will inform Arts Council when schedule is confirmed.

- Help us monitor the public art collection!
 - Most of the public art collection is located in public parks and outside public buildings.
 - When you’re out and about, look out for public art and let staff know if any issues need addressing!
 - Not sure where public art pieces are located? Check the Public Art Story Map: <https://bit.ly/mercerpublicart>



SAVE THE DATE

JULY

13

2024

SUMMER CELEBRATION!

CITY OF MERCER ISLAND WASHINGTON

Sing With Our Kids
Pilot Project for Early Learning Through
www.SingWithOurKids.com





ARTS COUNCIL MINUTES

SPECIAL VIDEO MEETING

Wednesday, October 25, 2023

CALL TO ORDER

Chair Elizabeth Mitchell called the meeting to order at 6:33 pm via Zoom Online meeting.

ROLL CALL

Chair Elizabeth Mitchell, Vice Chair Suzanne Skone, and Members Daniel Becker, Jonathan Harrington, Rosemary Moore, Hannah Youn, and JB Gibson were present. Council Liaison Ted Weinberg was present.

Chief of Operations Jason Kintner, City Clerk Andrea Larson, Recreation Manager Ryan Daly, Recreation Supervisor Katie Herzog, Recreation Facility Supervisor Alex Lee, CIP Project Manager Sarah Blugas, and Recreation Specialist Raven Gillis were present.

EXECUTIVE SESSION

Chair Mitchell added an Executive Session to the meeting. She convened the Executive Session via Microsoft Teams at 6:42pm, to discuss with legal counsel pending or potential litigation pursuant to RCW 42.30.110(1)(i) for approximately 30 minutes.

Chair Elizabeth Mitchell, Vice Chair Suzanne Skone, Daniel Becker, Jonathan Harrington, Rosemary Moore, Hannah Youn, JB Gibson, and Council Liaison Ted Weinberg participated via Microsoft Teams.

Chair Mitchell adjourned the Executive Session at 7:00 pm. The meeting resumed at 7:06 pm.

PUBLIC APPEARANCES

There were no public appearances.

DEPARTMENT REPORT

Katie Herzog, Recreation Supervisor, reported on the following:

- City Hall Closure: Accessing City Services
- Summer Celebration
- Mostly Music in the Park
- Shakespeare in the Park
- Summer Camps
- Trick or Treating in Town Center
- Pumpkin Walk
- Community Coffee Celebrates Halloween
- MIVAL and Sister City Receptions
- Illuminate MI
- Island Lanterns

REGULAR BUSINESS

1. Approval of Minutes

Minutes from the April 19, 2023 Regular Meeting were presented.

It was moved by Becker; seconded by Moore & Gibson to:

Approve the minutes from the April 19, 2023 meeting

Passed: 7 – 0

2. Commission Officer Elections

Moore nominated Mitchell for Chair. There were no further nominations.

Vote:

Passed: 7 – 0

Chair Mitchell was elected Chair.

Skone nominated Becker for Vice-Chair. There were no further nominations.

Vote:

Passed: 7 – 0

Becker was elected Vice-Chair.

3. Arts Council Bylaws Update

Chair Mitchell noted that the Arts Council Bylaws Update will be rescheduled to a future Arts Council Meeting

4. Luther Burbank Waterfront Improvements (LBWI) Art in Public Places Art in Public Places Project Recommendation

Sarah Bluvas, CIP Project Manager, provided an update, and introduced Marsha Rollinger to present the proposed design.

It was moved by Becker; seconded by Harrington to:

Recommend the LBWI Art in Public Places Project and Appropriation Request be approved by City Council as part of the construction contract award.

Passed: 7 – 0

5. 2022 Recreation Division Annual Report

Recreation Manager Ryan Daly, Recreation Supervisor Katie Herzog, and Recreation Facilities Supervisor Alex Lee presented. Arts Council members received update.

6. 2023-2024 City Arts and Culture Workplan Update: Q4 of 2023

Katie Herzog, Recreation Supervisor presented. Arts Council members received update.

OTHER BUSINESS

7. Arts Council Planning Schedule and Committee Update

Katie Herzog, Recreation Supervisor provided the update to the Arts Council. Arts Council members asked questions and received update.

ADJOURNMENT

The Special Video Meeting adjourned at 8:29pm.



ARTS COUNCIL STAFF REPORT

Item 4
January 17, 2024
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Arts Council Bylaws Update	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Adopt the revised Bylaws	

STAFF:	Andrea Larson, City Clerk Katie Herzog, Recreation Supervisor
COUNCIL LIAISON:	Ted Weinberg
EXHIBITS:	<ol style="list-style-type: none"> Draft Arts Council Bylaws Staff Response Matrix

SUMMARY

The purpose of this staff report is to align the Arts Council (Bylaws) with those of the other boards and commissions of Mercer Island and to seek the Arts Council’s adoption of the revised Bylaws (Exhibit 1).

This agenda item was anticipated to be discussed at the Arts Council October 25, 2023 Special Meeting, however the item was moved to January 17, 2024. Prior to the October meeting, the Arts Council submitted clarifying questions, which are captured in Staff Response Matrix (Exhibit 2).

To date, the Parks and Recreation Commission and Planning Commission have adopted similar bylaw revisions.

- [Parks and Recreation October 5, 2023 meeting](#)
- [Planning Commission December 6, 2023 meeting](#)

BACKGROUND

In 1985, the Arts Council originally adopted Bylaws in accordance with Mercer Island City Code 3.55.040, which reads, in part: “The Arts Council shall determine the time and place of its meetings and other rules and regulations.” The Bylaws were reviewed and/or amended each year thereafter. The most recently amended version of the Bylaws were adopted in [July 2022](#).

Since the onset and sunset of the COVID-19 Pandemic, several internal procedures have been modified to meet current needs and address outdated or new practices. At the request of the City Clerk’s office, all board and commission bylaws will be reviewed and updated to address these changes and to ensure consistency. Significant changes include:

1. City Council Rules of Procedure, City Code, and State Law

The Legislature recently amended the Open Public Meetings Act (OPMA), which requires a physical meeting location even if all meeting participants are remote. Additionally, appearances

are now a requirement of all public meetings. The Bylaws were amended to address the changes in the OPMA and align with City Council Rules of Procedure, City Code, and state law.

2. Training and Elections

Training requirements were added to address Code of Ethics and the Open Government Trainings Act. The election process for the Chair and Vice Chair was also revised to align with the City Council election of the Mayor and Deputy Mayor.

3. Meetings and Agenda Preparation

Consistent with Council Rules of Procedure, sections on remote attendance, the “order of meeting agendas,” and printed agenda materials were added.

4. Arts Council Protocols

Like City Council, a section on Arts Council Protocols was added to address appearances, discussion, decisions, no surprises, and prohibited conduct.

5. Appendices

Consistent with the Council Rules of Procedure, appendices were added to address the following:

- Parliamentary Rules and Motions
- Arts Council Code of Conduct
- Arts Council - Staff Communication Guidelines
- How does the City use Nextdoor.com?

6. Housekeeping

Staff reviewed the Bylaws at length and language was updated throughout the document to correct scrivener errors, formatting, and reflect changes to staff titles, clarify references, gain consistency amongst the advisory board and commission bylaws, and align with City Council Rules of Procedure as appropriate.

RECOMMENDED ACTION

Adopt the revised Bylaws

MERCER ISLAND ARTS COUNCIL BYLAWS



ADOPTED
XXXX XX, 2023

TABLE OF CONTENTS

<u>SECTION NO.</u>	<u>TITLE</u>	<u>PAGE NO.</u>
SECTION 1.	PURPOSE – FUNCTION AND JURISDICTION	3
SECTION 2.	MEMBERSHIP AND TRAINING	4
SECTION 3.	ARTS COUNCIL ORGANIZATION.....	Error! Bookmark not defined.
SECTION 4.	MEETINGS.....	8
SECTION 5.	AGENDA PREPARATION.....	12
SECTION 6.	ARTS COUNCIL PROTOCOLS	13
SECTION 8.	AMENDMENTS TO BYLAWS.....	Error! Bookmark not defined.
APPENDIX A	PARLIAMENTARY RULES AND MOTIONS.....	16
APPENDIX B	ARTS COUNCIL MEETING CODE OF CONDUCT.....	18
APPENDIX C	ARTS COUNCIL-STAFF COMMUNICATION GUIDELINES	19
APPENDIX D	HOW DOES THE CITY USE NEXTDOOR.COM?.....	23

DRAFT

SECTION 1. PURPOSE – FUNCTION AND JURISDICTION

- 1.1** Pursuant to Mercer Island City Code (MICC) 3.55.020, the Arts Council shall serve in an advisory capacity to the City Council and any other board or commission on matters of the City and have the following duties and responsibilities:
- A.** Develop the arts and culture plan as a component of the City's Comprehensive Plan and provide recommendations on periodic updates to the plan as directed by the City Council.
 - B.** Provide a forum for the community to express their views on arts and culture and serve as a central body to promote, develop, stimulate, and encourage arts organizations, artists and arts participation in the city.
 - C.** Establish guidelines for the commissioning, selection and placement of permanent or temporary works of art in the City.
 - D.** Review the suitability and advise on the acceptance of art works intended as gifts to the city.
 - E.** Participate in the selection of artists and performers for programs and events sponsored by the Mercer Island Arts Council.
 - F.** Support and foster an inclusive arts community that embraces the cultural diversity of its citizens and recognizes their contributions to the cultural landscape, including honoring and featuring local artists.
 - G.** Explore opportunities to obtain private, local, state and/or federal funds to promote arts and cultural opportunities in the City.
 - H.** Facilitate communication and cooperation with existing organizations including schools, businesses, nonprofits, art organizations, foundations and other community groups to bring artists and audiences together.
 - I.** Advise on other matters as directed by the City Council.

SECTION 2. MEMBERSHIP AND TRAINING

2.1 Qualifications.

- A. Applicants who have an interest in the performing, visual, literary and other arts, culture, and heritage programs, projects, and/or events as evidenced by training, experience or actions will be given preference for appointment; however, a broad mix of occupational backgrounds and experiences is desired.
- B. An intent of the appointment process shall be to evenly represent the areas of interest as stated above and reflect the city's diverse community. Appointed members shall represent the public interest and not specific interest groups.

2.2 Members.

- A. **Number.** The Arts Council shall consist of seven members, serving in nonpartisan positions.
- B. **Residency.** City residency is required.
- C. **Terms.** The term of each member is four years and expires on May 31 of the last year of the term or until the member's successor is appointed and qualified. The year of expiration of the terms of the positions shall be staggered with the following groups of positions expiring in successive years: positions 1, 2 and 3; positions 4 and 5; positions 6 and 7.
- D. **Term limits.** Preference shall be given to applicants who have served fewer than two full consecutive terms. If a member is appointed to a vacancy with two or more years remaining on the term, that term will be deemed a full term. If a member is appointed to a vacancy with less than two years remaining in the term, that term will not count toward the two-consecutive-term limit. In the event there are two or more applicants for a position, and an applicant has previously served two full consecutive terms, preference shall be given to the applicant(s) who has not previously served two full consecutive terms.
- E. **Staff liaison.** The City Manager shall appoint a staff liaison to assist with support services for the Arts Council. Such staff support shall include, but not be limited to, the development of work plans and schedules, guidelines and procedures, correspondence, and agenda preparation and distribution.
- F. **Council liaison.** The Mayor and Deputy Mayor shall annually designate one councilmember to serve as a liaison between the city council and the Mercer Island arts council.

- 2.3 **Appointment.** Appointments to the Arts Council will be made by a vote of the City Council during a regularly scheduled City Council meeting. Members shall serve without compensation.

2.4 Removal. Members may be removed by the Mayor and Deputy Mayor, with the concurrence of the City Council, for neglect of duty, conflict of interest, malfeasance in office, or other just cause, or for unexcused absences from more than three consecutive regular meetings. The decision of the City Council shall be final and there shall be no appeal therefrom. Members finding themselves unable to regularly attend meetings are expected to resign and notify the chair and staff liaison.

2.5 Training.

- A. Code of Ethics.** All board and commission members are required to attend a Code of Ethics training provided by the City Attorney's office, regarding [MICC Chapter 2.60](#) and [Chapter 42.23 RCW](#).
- B. Open Government Trainings Act.** The Open Government Trainings Act enacted by the 2014 Legislature requires every member of a governing body subject to OPMA to receive in the fundamentals of the Open Public Meetings Act (OPMA), Public Records Act (PRA), and records retention requirements. Training must be completed no later than 90 days after assuming their duties. These trainings may be completed before assuming office, and each member must take a refresher course at least every four years.
- C. Violation of Open Government Trainings Act.** Those members that fail to complete the required training within 30 days' notice by the City Clerk will be referred to the Mayor and Deputy Mayor. Members found in violation of the OGTA may be removed for neglect of duty/just cause in accordance with Section 2.4 of the Bylaws and MICC 3.55.030(D).

SECTION 3. ARTS COUNCIL ORGANIZATION

3.1 Election of Chair and Vice Chair. The Arts Council shall elect a Chair and Vice Chair for a term of one year from among themselves at its July Arts Council meeting, or as soon as possible thereafter, or upon vacancy or resignation of the Councilor filling the Chair or Vice Chair position. The Staff Liaison shall conduct the elections for Chair as follows:

- A. Any Councilor may nominate a candidate for Chair; no second is needed.
- B. Nominees may accept or decline the nomination.
- C. If only one (1) nomination is made, it is appropriate to make a motion and obtain a second to instruct the Staff Liaison to cast a unanimous ballot for that nomination for Chair. Approval is by majority vote of Commissioners present.
- D. If more than one (1) nomination is made, an open election is conducted by roll call vote.
- E. To be elected, the nominee needs a majority vote of the Arts Council.
- F. Elections will continue until a Chair is elected by a majority vote of the Arts Council.
- G. The Staff Liaison shall declare the nominee receiving the majority vote as the new Chair.

This process is repeated for the election of the Vice Chair.

3.2 Duties of Officers.

- A. **Chair.** The Chair serves as the Presiding Officer and acts as chair at all meetings of the Arts Council. The Chair may participate in all deliberations of the Arts Council in the same manner as any other member and is expected to vote in all proceedings unless recusing themselves. The Chair does not possess any power of veto.

In consultation with the Vice Chair, the Chair appoints Councilors to serve as liaisons to ad hoc committees.

- B. **Vice Chair.** The Vice Chair serves as the Presiding Officer in the absence of the Chair and assumes the responsibilities of the Chair when needed. If both the Chair and Vice Chair are absent, the Chair will appoint another Councilor to serve as acting Chair. If the Chair fails to appoint an acting Chair, the Councilors present shall elect one of its members to serve as Presiding Officer until the return of the Chair or Vice Chair.
- C. **Presiding Officer.** The Presiding Officer shall:
 1. Preserve order and decorum during Arts Council meetings;
 2. Observe and enforce these Rules;

3. Call the meeting to order;
4. Keep the meeting to its order of business; and,
5. Recognize Councilors in the order in which they request the floor. The Presiding Officer, as a Councilor, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilors.

3.3 Filling an Arts Council Vacancy. If a vacancy occurs in the office of Councilor, the City Council will follow the procedures outlined in Section 8 within the [City Council Rules of Procedure](#).

DRAFT

SECTION 4. MEETINGS

Pursuant to [MICC 3.55.040](#), the Arts Council shall determine the time and place of its meetings and other rules and regulations, which shall be on file with the City Clerk.

4.1 General Meeting Guidelines.

- A. **Open Public Meeting Act.** All Arts Council meetings shall comply with the requirements of the Open Meetings Act (chapter [42.30 RCW](#)). All regular meetings and special meetings of the Arts Council shall be open to the public.
- B. **Meetings.** All meetings as described in Section 4.2 may be held in-person, remotely, or as a hybrid, to the extent permitted by law.
- C. **Meeting Cancellation.** Any future Arts Council meeting may be canceled by a majority vote of the Arts Council. The Chair or Vice Chair may cancel an Arts Council meeting for lack of agenda items, adverse weather conditions, or due to an emergency.
- D. **Quorum.** Four members of the Arts Council shall constitute a quorum and are necessary for the transaction of Arts Council business. In the absence of a quorum, the members present shall adjourn that meeting to a later date.
- E. **Minutes.** The Staff Liaison (or authorized designee) shall attend all regular and special Arts Council meetings and keep an account of all proceedings of the Arts Council (minutes) in accordance with the statutory requirements RCW [42.30.035](#). The minutes from previous meetings will be posted on the City website in draft format prior to Arts Council meetings as part of the Arts Council packet. Councilors are encouraged to inform the Staff Liaison of any errors or proposed changes in advance of the meeting. If a Councilor wishes to make any corrections (except scrivener) to the minutes, they must make a motion to revise the minutes. Any corrections to the minutes will be so noted and the draft minutes will be revised with the corrections. Once the Arts Council has approved the minutes (as presented or revised), the final version of the minutes will be posted to the City's website and archived as the City's official record.
- F. **Arts Council Meetings Code of Conduct.** The Arts Council Meetings Code of Conduct is attached as [Appendix B](#) to these Rules, which outlines acceptable behavior while in an Arts Council Meeting.
- G. **Attendance.** Attendance at regular and special meetings is expected of all Arts Council members.
 - 1. **Absence.** Any member anticipating absence from a meeting should notify the Chair and Staff Liaison from the Recreation Division.
 - 2. **Chronic Absences.** Chronic absences of any member may be referred by the Arts Council to the Mayor for a public hearing pursuant to Section 2.5

of these bylaws. "Chronic," for the purposes of this section, means unexcused absences from more than three consecutive meetings within a 12-month period.

- H. Remote Attendance.** Remote attendance by a Councilor who is not able to physically be present, whether for all or part of a meeting, is allowed as needed subject to the following:
- 1. Notice:** A Councilor shall contact the Chair and the Staff Liaison at least one day prior to the meeting for which they will attend remotely or as soon as possible due to an emergency. After the Staff Liaison has called the roll at a meeting, the Chair shall indicate any Councilor attending remotely, which will be noted in the minutes. If joining after roll call, the Staff Liaison shall note the time the Councilor joined and, if before adjournment, when the Councilor left in the minutes.
 - 2. Remote Attendance Requirements:**
 - a.** Remote attendance by a Councilor shall be through the City's preferred teleconferencing platform.
 - b.** A Councilor's camera should be turned on when participating in the meeting.
 - c.** A Councilor attending remotely will be marked present, counting towards a quorum and can vote during the meeting as if they were physically present.
 - d.** A Councilor attending remotely must be able to hear public comment or testimony and staff's presentation in real time.
 - I. Roll Call Voting.** All Arts Council voting will be done by roll call. Once a motion has been made, seconded, and discussion has concluded the Chair will ask the Staff Liaison to call the roll. The Staff Liaison calls the roll, and each Councilor, as their name is called, answers "aye" or "nay," or "abstain" if they do not wish to vote, and the Clerk notes the answers. Councilors shall refrain from additional comments about the motion or their vote when voting. If the vote count is not clear, the Staff Liaison reads the names of those who answered in the affirmative, and afterwards those in the negative, and then those who answered "abstain," and the Chair announces the result and the vote is recorded in the minutes of the meeting. .

4.2 Types of Meetings

All meetings of the Arts Council shall be conducted in accordance with these bylaws, Mercer Island City Code, and Washington state law. Where these bylaws fail to provide otherwise, the meetings shall be conducted in accordance with parliamentary rules and procedures in the most current edition of Robert's Rules of Order.

- A. Regular Meetings.** The Arts Council's regular meetings will be held on the third Wednesday of the month once each Quarter (January, April, July, and October) at 5:30 P.M in the Mercer Island Community & Event Center (8236 SE 24th Street, Mercer Island). Meetings will be held in a hybrid format including both in person and remote attendance using a videoconferencing platform. If any Wednesday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held at 5:30 p.m., on the first business day following the holiday, or on another day designated by a majority vote of the Arts Council.
- B. Special Meetings.** A special meeting is any Arts Council meeting other than a regular Arts Council meeting. Notice shall be given at least 24 hours in advance specifying the date, time, and place of the meeting and the business to be transacted. A special Arts Council meeting may be scheduled by the Chair, or in their absence, the Vice Chair, the Recreation Manager, Chief of Operations, or the City Manager. Final disposition cannot be taken on any matter not included on the special meeting notice.

4.3 Order of Regular Arts Council Meeting Agenda

- A. Call Meeting to Order & Roll Call.** The Chair calls the meeting to order. The Staff Liaison will take roll call and record names of those present and absent in the minutes.
- B. Appearances (Public Comment).** During the Appearances section of the regular meeting agenda, members of the audience are invited to address the Arts Council regarding any matter, or campaign-related matters. Each person wishing to address the Arts Council should register with the Staff Liaison by 4 p.m. on the day of the Arts Council meeting. When the speaker's name is called, the speaker will give their name and city of residence for the record and shall limit their comments to three (3) minutes. No speaker may convey or donate time for speaking to another speaker. The Chair may allow speakers to comment on individual agenda items at times during any regularly scheduled Arts Council meeting other than the regularly scheduled Appearances period.

All remarks will be addressed to the Arts Council as a whole, and not to individual Councilors or staff members. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Arts Council, may be requested by the Chair to leave the meeting. Pursuant to state law, the Arts Council cannot accept comments on any campaign-related matters (elections for individual offices or ballot propositions).

The Staff Liaison will summarize all public comments in the minutes. The Arts Council does not respond to comments made at a meeting; however, the Staff Liaison may follow up with the speaker as appropriate.

- C. **Staff Liaison's Report.** The Staff Liaison will discuss the meeting schedule and report on significant activities since the last meeting; provided, however, that Councilors may not enter into debate or discussion on any item raised during the Staff Liaison's Report.
- D. **Special Business.** Special Business may include Chair and Vice Chair Elections, review of bylaws or other presentations to the Arts Council.
- E. **Regular Business.** Regular Business items are all other regular Arts Council business, including but not limited to staff presentations and reports requiring Arts Council review including making recommendations to City Council.
- F. **Other Business.**
 - 1. **Absences.** The Arts Council will note upcoming Councilor absences and make a motion to excuse or not excuse a Councilor's absence.
- G. **Adjournment.** With no further business to come before the Arts Council, the Chair adjourns the meeting.

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SECTION 5. AGENDA PREPARATION

- 5.1 Agenda Setting.** In collaboration with Arts Council leadership an agenda shall be prepared and distributed by the Recreation Division to each member not less than 5 calendar days prior to the date of the meeting at which such agenda is to be considered. The agenda shall be accompanied with a complete copy of the unapproved minutes of the previous meeting, staff reports, and other materials as may pertain to the agenda.
- 5.2 Agenda Modification.** All meetings shall be conducted in accordance with the agenda. To the extent it does not violate public notice requirements, a Regular Agenda may be modified, supplemented, or revised at the beginning of the meeting by an affirmative vote of the majority of Arts Council members present. The Arts Council, by a majority vote, can add matters for discussion to a Special Meeting agenda; however, in accordance with the OPMA, final disposition cannot be taken on any matter not listed in the special meeting notice.
- 5.3 Agenda Materials.** All agenda materials will be posted to the City's website and a link to the online packet will be emailed to an established mailing list by 5:00 p.m. no later than the Friday prior to the meeting, in accordance with section 4.1. If the deadline cannot be met, the Arts Council and the established mailing list will be notified of when it will be posted. Hard copies of agenda materials will be available for pick up at the Customer Service Counter upon Councilor request, with 24 hours' notice.

SECTION 6. ARTS COUNCIL PROTOCOLS

- 6.1 Governance and Procedures.** All Arts Council discussion shall be governed by *Roberts Rules of Order, Newly Revised* and by these Bylaws. Examples of parliamentary rules and motions are shown in [Appendix A](#) to these Bylaws. In the event of a conflict, these Bylaws shall control. The Staff Liaison shall answer questions of a parliamentary nature that may arise during an Arts Council meeting. The Staff Liaison shall decide all questions of interpretations of these Bylaws.
- 6.2 Appearances (Public Comment).** The Arts Council agrees to adhere to the following protocols during Appearances:
- A. The Arts Council shall listen attentively to the speaker's comments.
 - B. The Arts Council shall avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal, disparaging actions.
 - C. The Arts Council shall not engage in debate or discussion with any individual but Councilors may be recognized by the Chair to ask the speaker clarifying questions.
- 6.3 Discussion Protocols.** The Arts Council agrees to adhere to the following protocols for Arts Council discussion and debate:
- A. Be courteous and professional at all times.
 - B. Avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal disparaging actions when colleagues or staff are speaking.
 - C. Be recognized by the Chair before speaking.
 - D. Be respectful of staff.
 - E. Speak in turn after being recognized.
 - F. Do not personally criticize other Councilors who vote against or disagree with you.
 - G. Do not be repetitive in your arguments or discussion.
 - H. Respect each other's differences, honor disagreements, vote and move on.
- 6.4 Recommendations.** The Arts Council's goal is to provide a consensus recommendation to the City Council and any other board or commission of the city; in all cases, however, a majority vote is taken.
- A. To document the recommendations of the Commission, the Recreation Division staff shall include the facts and the motion that was made for the final recommendations in the agenda bill that is presented to the City Council.
 - B. A Councilor is never required to state reasons for a dissenting vote; provided, however, that any member of the Arts Council shall have the right to state the reasons for their dissent from, or protest against, any action of the Arts Council. Such statement shall be noted in the minutes along with the record of the vote in the following format: "Councilor XX verbally stated their reasons for voting in the minority on this matter." No other statement is proper or will be allowed to be recorded in the minutes of the meeting.
 - B. The Chair has the responsibility to present the recommendations to the City Council on behalf of the Arts Council when requested by either the Arts Council or City staff.

C. Councilors recognize that they are part of an advisory body. As such, when the Arts Council has voted to recommend an agenda item, the members shall not contact staff to encourage actions inconsistent with such Arts Council recommendation or take other action adversely impacting staff resources.

D. Councilors, who voted on the prevailing side, may bring any approved recommendation up for reconsideration, only on the same day that the vote was taken, and immediately following Arts Council review and approval of such agenda item, before the Arts Council has moved on to other items. The Arts Council's goal is to make final recommendations and not to revisit or reconsider such decisions. (See [Appendix A](#) for more details).

6.5 No Surprises. Councilors should use best efforts to contact the Staff Liaison to advise of emerging issues. Generally, Councilors agree not to propose substantial amendments and/or revisions to any agenda item unless they provide each other and City staff at least 48-hours advance notice to review any written proposal. To provide staff the necessary preparation time, Councilors will use best efforts to provide staff advance notice of any questions or concerns they may have regarding an agenda item prior to a public meeting.

6.6 Prohibited Conduct. In addition to the requirements applicable under RCW Chapter 42.23, which establishes the minimum standards for officials, officials shall be subject to the City's Code of ethics as provided within MICC Ch. 2.60.

SECTION 7. AMENDMENTS TO BYLAWS

These bylaws may be amended by a majority vote (4 votes) of the entire membership of the Arts Council.

Date Approved by Arts Council

Arts Council Chair

Attest:

City Clerk

Date filed with City Clerk

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APPENDIX A PARLIAMENTARY RULES AND MOTIONS

1. Following the presentation of the item and questions of staff, a motion should be made before the Arts Council begins discussion to frame and guide the discussion.
2. If a motion does not receive a second, it dies and will not be included in the minutes. Motions that do not need a second include: nominations, withdrawal of motion, request for a roll call vote, and point of order.
3. When making motions, be clear and concise and do not include arguments for the motion within the motion.
4. No comments may be made or heard until there is a second on the motion.
5. After a motion and second, the Chair will indicate the names of the Councilors making the motion and second.
6. When the Arts Council concurs or agrees to an item that does not require a formal motion, the Chair will summarize the agreement at the conclusion of the discussion. Councilors may object to such summary if any feel the summary does not reflect the Arts Council's consensus.
7. If the maker of a motion wishes to withdraw their motion, the Chair shall ask the Arts Council if there is any objection to the maker withdrawing their motion. If none, the motion is withdrawn. If there is objection, the Arts Council will vote whether the motion can be withdrawn. The text of the withdrawn motion and the fact of its withdrawal will not be included in the minutes.
8. A **motion to table** is undebatable and shall preclude all amendments or debates of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future regular or special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.
9. A **motion to postpone to a certain time** is debatable as to the reason for the postponement but not to the subject matter of the motion, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future regular or special Arts Council meeting.
10. A **motion to postpone indefinitely** is debatable as to the reason for the postponement as well as to the subject matter of the motion; is not amendable and may be reconsidered at the same meeting only if it received an affirmative vote.
11. A **motion to call for the question** shall close debate on the main motion and is undebatable. This motion must receive a second and fails without a two-thirds' (2/3) vote; debate is reopened if the motion fails.
12. A **motion to amend** is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.

13. Motions that cannot be amended, include motion to adjourn, agenda order, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.
14. Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
15. The motion maker, Chair, or Staff Liaison should repeat the motion prior to voting.
16. All votes of the Arts Council will be conducted by roll call voting.
17. When voting, Councilors will reply with “aye,” “nay,” or “abstain” and shall refrain from additional comments about the motion or their vote.
18. At the conclusion of any vote, the Chair will announce the results of the vote.
19. A Motion requires a majority of the quorum to pass.
20. A motion that receives a tie vote is deemed to have failed.
21. When a question has been decided, any Councilors who voted in the majority may move for reconsideration.
22. A **motion for reconsideration** can only be made by someone who voted on the prevailing side, and it must be made on the same day that the vote to be reconsidered was taken. All action that might come out of the original motion is stopped at the time that reconsider is made and seconded.

APPENDIX B ARTS COUNCIL MEETING CODE OF CONDUCT

The Mercer Island Arts Council welcomes the public to the Arts Council meetings and dedicates time at these meetings to hear from the public on agenda items and other issues of concern.

It is important for all community members to feel welcome and safe during Arts Council meetings. Audience members will be expected to treat all attendees with respect and civility.

1. **Appearances Ground Rules:**

Appearances is the time set aside for individuals to speak to the Arts Council about any issue during an Arts Council meeting. The ground rules are:

- A. Each person wishing to address the Arts Council should register with the Staff Liaison by 4 p.m. on the day of the Arts Council meeting.
- B. Please (1) speak audibly, (2) state your name and city of residence for the record, and (3) limit your comments to three minutes.
- C. The Arts Council does not respond to comments made at the meeting, but the Staff Liaison may follow up with the speaker if needed.
- D. Comments must be addressed to the entire Arts Council, not to individual Councilors, staff members, or the audience.
- E. Audience members shall refrain from applause, comments, or disapproval of individuals' comments.
- F. Any person who makes personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Arts Council, may be requested to leave the meeting.
- G. The Arts Council cannot accept comments on any campaign-related matters (elections for individual offices or ballot propositions), pursuant to state law.

2. **General Rules:**

- A. Please silence cell phones, computers, tablets, and cameras while in the Arts Council meetings.
- B. Please limit conversations in the audience seating area. You may be asked to step into the lobby to continue a conversation.

APPENDIX C ARTS COUNCIL-STAFF COMMUNICATION GUIDELINES

Governance of a City relies on the cooperative efforts of elected officials, who provide oversight and set goals, policy, and priorities, and City staff, which analyze problems and issues, make recommendations, and implement and administer the Arts Council's policies and priorities consistent with the Arts Council goals. The following are general guidelines to help facilitate effective communications between the Arts Council and City staff.

1. Channel communications through the appropriate City staff.

While any staff member is available to answer Councilor questions and requests for information, the Recreation Division (Rec) Staff Liaison is the primary information liaison between the Arts Council and City staff. Questions of staff should be directed to the Staff Liaison. When a Councilor makes a request to a particular staff member, it is important to inform/copy the Staff Liaison. In addition, staff will inform/copy the Staff Liaison when responding so that the Staff Liaison is aware of the Councilor's requests and needs.

2. All Councilors should have the same information with which to make decisions.

When one Councilor has an information request, the response will be shared with all members of the Arts Council so that each member may be equally informed.

3. Depend upon the staff to respond to concerns and complaints as fully and as expeditiously as practical.

A key value in the City's organizational culture is providing quality customer service. Rely on staff to solve customer problems and concerns.

4. Code Compliance Complaints.

The Community Planning and Development Code Compliance team answers questions and investigates complaints on a wide variety of issues, including zoning, building, and nuisance violations. If you have a complaint, please complete a Code Compliance Request Form, and fill it out as completely as possible.

Go to <https://www.mercerisland.gov/cpd/webform/code-compliance-request-form> to complete an online form or download or print the form and attach it to an email to codecompliance@mercergov.org. You may also come to City Hall to drop off or complete a paper copy. Using this form will give staff the information needed to review and process the complaint.

5. Complaints/Concerns Directed to Arts Council.

The Arts Council may receive public letters or emails directly. Due to limited staff resources to handle the amount of correspondence, if a response is warranted, appropriate or necessary the Staff Liaison or designee will direct the correspondence to the appropriate staff member. Correspondence related to matters outside of the purview of the Arts Council will be directed to the appropriate staff by the Staff Liaison or designee. Councilors should not respond to correspondence that is outside of the purview of the

Arts Council. On occasion, a letter or email is directed specifically to a Councilor. The Councilor should forward the correspondence to the Staff Liaison or designee to provide a response (if a response is warranted, appropriate, or necessary).

6. The Arts Council provides recommendations – City staff is responsible for administrative functions and City operations.

The purpose of the Arts Council is to serve in an advisory capacity to the City Council and any other board or commission of the City and have the following duties and responsibilities pursuant to Mercer Island City Code 3.55.020

- A. Develop the arts and culture plan as a component of the City's Comprehensive Plan and provide recommendations on periodic updates to the plan as directed by the City Council.
- B. Provide a forum for the community to express their views on arts and culture and serve as a central body to promote, develop, stimulate, and encourage arts organizations, artists and arts participation in the City.
- C. Establish guidelines for the commissioning, selection and placement of permanent or temporary works of art in the City.
- D. Review the suitability and advise on the acceptance of art works intended as gifts to the City.
- E. Participate in the selection of artists and performers for programs and events sponsored by the Mercer Island Arts Council.
- F. Support and foster an inclusive arts community that embraces the cultural diversity of its citizens and recognizes their contributions to the cultural landscape, including honoring and featuring local artists.
- G. Explore opportunities to obtain private, local, state and/or federal funds to promote arts and cultural opportunities in the City.
- H. Facilitate communication and cooperation with existing organizations including schools, businesses, nonprofits, art organizations, foundations and other community groups to bring artists and audiences together.
- I. Advise on other matters as directed by the City Council..

The primary functions of staff are to forward the Arts Council recommendations to City Council and keep the Arts Council informed. Staff is obligated to take guidance and direction only from the Staff Liaison, Department Director, or City Manager.

Individual Councilors shall not knowingly or willfully interfere with the administration of City business including, but not limited to: coercing, or influencing staff in the selection of personnel or consultants, the awarding of contracts, the processing of development applications, licenses, permits, or public records requests, and the interpretation and implementation of the Arts Council policy.

7. **To provide the Arts Council with timely information, Councilors should submit questions on agenda items to the Staff Liaison and Chair in advance of the Arts Council meeting.**

Councilors are encouraged to submit their questions on agenda items to the Staff Liaison and Chair as far in advance of the meeting as possible so that staff can be prepared to respond before or at the Arts Council meeting. Having a practice of “no surprises” between the Arts Council and City staff and vice versa fosters a productive working relationship.

8. **Respect the will of the “full” Arts Council.**

City staff will make every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Councilors. However, if a request reaches a certain degree of workload, it will need to come before the “full” Arts Council. The Staff Liaison will consult with the Director and City Manager with the request to determine when it is appropriate to bring it before the full Arts Council for discussion and recommendation.

9. **Depend upon the staff to make independent and objective recommendations.**

Staff is expected to provide its best professional recommendations on issues, provide information about alternatives to staff recommendations, as appropriate, as well as pros and cons for recommendations and alternatives. Sometimes staff may make recommendations that may be unpopular with the public and/or Councilors. When this occurs, please refrain from attacking the messenger. Staff respects the role of the Arts Council in its advisory capacity to the City Council.

10. **The Staff Liaison and staff will transmit Arts Council recommendations to the City Council as accurately as possible.**

Staff will assist the Chair in preparing the written recommendation. The Chair will be provided the opportunity to address the City Council to verbally transmit the recommendation. Staff seek to accurately describe the Arts Council’s legislative review process and recommendation.

11. **Refrain from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff.**

All critical comments about staff performance should be made only to the Staff Liaison or Director through private correspondence or conversation.

12. **Seeking political support from staff is not appropriate.**

The City is a non-partisan local government. Neither the staff liaison nor any other person in the employ of the City shall take part in securing or contributing any money toward the nomination or election of any candidate for a municipal office. In addition, some professionals (e.g., Staff Liaison, the Chief of Administration, Chief of Operations, and City

Clerk) have professional codes of ethics, which preclude politically partisan activities or activities that give the appearance of political partisanship.

13. Support life-family-work balance.

In a 24-hour, mobile accessible world, expectations for staff to always be available can emerge. However, this expectation is unsustainable. Staff will respond to nonemergency emails or phone messages during business hours only.

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APPENDIX D HOW DOES THE CITY USE NEXTDOOR.COM?

NextDoor is a nationwide platform designed to encourage civil neighbor-to-neighbor interaction and discourse online, focused on highly local topics. The City joined NextDoor in October 2014 and uses its account to make general announcements, advertise meetings, solicit public engagement, provide crime and storm updates, highlight achievements, and more. The platform does not function in the same manner as the City's other social media outlets (i.e., Facebook, Twitter, Instagram). NextDoor is not a City-controlled page, but rather a private membership network that functions more like an online community bulletin board. The City merely has an official presence on the platform via its "Agency Account," but by design, NextDoor tightly limits Agency Accounts in important ways.

Most notably, the City can only see its own posts and replies to them, while ALL other neighbor-to-neighbor content is hidden. This is intended to prevent eavesdropping by the City on local discussions. The last name of anyone replying to a City post is just replaced with an initial and is not spelled out.

In addition, because the City is required to maintain public records of social media to comply with the Public Records Act, the City uses ArchiveSocial to backup Facebook, Instagram, Twitter, YouTube, and other accounts to retrieve records if requested. Unfortunately, NextDoor does NOT allow access by automated archiving services. Instead, the City must execute a complicated manual export process that can be refined only by date range (not topic, or subject line, etc.). This lack of archiving access to NextDoor makes it extremely difficult and potentially risky for Councilors and staff to post about City business or to reply to other posts, as they are unable to be captured in a manner that is suitable for responding to public records requests or in a manner that it can be deleted after meeting the required retention period.

If Councilors post on NextDoor about official City business, they **must** capture the text of the original post and all comments. If they comment on a post, they must capture the original post, all comments before AND after their comment. The Staff Liaison can provide additional guidance regarding public records retention requirements for NextDoor posts/comments.

Arts Council Bylaws - Questions Matrix 10/25/2023

Item 3.

	Name	Section	Question	Staff Response
1	Councilmember Weinberg	1	<p>Absent from the 10/25/23 draft of the bylaws is the language indicating that the Arts Council was "established by Ordinances No. A-40 and A-41, passed by the City Council August 12, 1985, and codified as MICC 3.55." Also absent from the 10/25/23 draft of the bylaws is the sentence, "In any instance in which these bylaws might be interpreted to be contrary to said [1985] documents, the latter shall govern." I believe it's important for the bylaws to have a positive tie back to the Ordinance which created it and authorizes its activities. Note: Subsections of MICC 3.55 are referenced, but not the top-level section. I recommend both be referenced.</p>	<p>The purpose of the bylaws is to help guide how the Arts Council does business. How the Arts Council was established is included in MICC 3.55.010. MICC 3.55.040 merely requires Arts Council to adopt rules/regs to run its meetings. Bylaws are just that--they are essentially a manual on how to run meetings. They should be clear, simple, and it should be easy to find answers.</p> <p>Staff recommends retaining the current language.</p>
2	Councilmember Weinberg	1	<p>This proposed Section 1 effectively replaces Articles I and II in the bylaws by copy/pasting in the 9 "duties and responsibilities" listed in MICC 3.55.020(B). One key difference between the existing bylaws and the proposed new bylaws is the concept of "promote community awareness, education, and enjoyment." Community awareness, through such mechanisms as the discontinued arts events calendar on the City website, is not effectively covered by any of the 9 duties and responsibilities listed in 3.55.020(B). I would recommend the Arts Council retain the "Promote community awareness, education, and enjoyment" language in the bylaws.</p>	<p>It makes sense to have the exact language of the code on Purpose-Function and Jurisdiction for the AC listed as a copy and paste for easy access and clear understanding of purpose of AC's meetings. However, any additional language should only be included if supported by purpose described in the code.</p> <p>Staff recommends retaining the current language.</p>
3	Skone	1.1.C	<p>Should this also say "maintenance" I think arts council should have a schedule of all art in the collection, the condition and a maintenance schedule</p>	<p>All of Section 1 is the exact language from the code. Any additional language should only be included if supported by purpose described in the code.</p> <p>Staff recommends retaining the current language.</p>

Arts Council Bylaws - Questions Matrix 10/25/2023

Item 3.

4	Becker	2.2.C	<p>Section 2.2.C Terms. I don't understand this sentence: "The year of expiration of the terms of the positions shall be staggered with the following groups of positions expiring in successive years: positions 1, 2 and 3; positions 4 and 5; positions 6 and 7." Since they are 4 year terms, shouldn't there be 4 groups of expiring positions? The proposed language does not match the current positions nor the Parks commission terms.</p>	<p>The AC used to have 11 members. When it was reduced, the code was amended to remove positions that were expiring. The current terms are aligned differently than in the code. Staff will draft a code amendment to MICC 3.55.030 for City Council review and approval in Q1 2024.</p>
5	Councilmember Weinberg	2.5.A	<p>"All board and commission members are required to attend a Code of Ethics training" Are they? MICC 2.60.040 says officials "shall sign a statement acknowledging they have received, read, and agree to be bound by this code of ethics and RCW Chapter 42.23," but it does not say they must take a training course. Is training required by RCW 42.23? A search for the word "training" in RCW 42.23 didn't find anything. Is there under different wording somewhere? Don't get me wrong -- I agree that all officers <i>should</i> take the Code of Ethics training course -- but unless I missed something in 2.60, I don't think the law currently requires it.</p>	<p>Previously, the City required board and commission members to sign a "Code of Ethics Statement." In 2021, the City Council amended MICC 2.60, staff recommended ethics training for b/c members instead of signing a statement. The Council agreed, but directed staff to leave the requirement to sign a statement. The intent was that b/c members would acknowledge that they had received proper training/information on the City's Code of Ethics.</p> <p>Staff recommends retaining the current language.</p>

Arts Council Bylaws - Questions Matrix 10/25/2023

Item 3.

6	Skone	3	<p>Seems like Section 3 should have “duty of a member” to be an active participant beyond the 4 meetings a year. Members should be expected to serve on a special committees at least once in their term to meet the purpose and function of the council as described in pp 1.1. Also council members should be expected to be “ambassadors” for the community and attend at least one city art related function a year and report back to the chair their experience and observations</p> <p>I think are setting false expectation if we just ask for 4 meetings a year.</p>	It if is the will of the Arts Council an amendment could be proposed.
7	Councilmember Weinberg	3.1	<p>The 10/25/23 proposed bylaws conspicuously removes the language, "Each officer may serve a maximum of two consecutive terms." Is that a change the Arts Council members want? Per 3.55.040, the decision of whether or not the officers shall have term limits is the Arts Council's decision alone.</p>	The process outlined in Section 3.1 was adapted from the City Council Rules of Procedure Section 2. If it is the will of the Arts Council and amendment could be proposed. AC has discretion on "term limits" for Chair and Vice Chair as it deems best for the conduct of its meetings and business.
8	Harrington	3.1	<p>The new draft seems to put total power over committee creation and member selection in the hands of the Chair. There is no statement obligating the Chair to make best efforts to include members in committees. The old statement about committees is much clearer.</p>	It if is the will of the Arts Council an amendment could be proposed.

Arts Council Bylaws - Questions Matrix 10/25/2023

Item 3.

9	Councilmember Weinberg	3.1.D	<p>This is slightly different from the current bylaws. Under the current bylaws, if persons A, B, and C are all nominated, the clerk asks each councilmember to vote audibly yes/no if they're voting for A. If A doesn't get a majority, then the clerk repeat the process for B. If still no majority, repeat for C. Under the proposed new bylaws, the clerk instead asks each councilmember, "For whom are you voting?" If no majority, repeat a majority appears. What's unaddressed is how to break ties and persistent non-majority outcomes. I recommend the following: 1. Add "runoff" clause to handle non-majority vote distributions where there are two clear leaders or 3 multiple people tied for first place (e.g. 3-2-1-1, 3-3-1, 2-2-1-1-1, or 2-2-2-1). Simply hold a runoff election between the top two candidates (or the top 3 in the 2-2-2-1 scenario). 2. Add a "wildcard" clause to break up persistent non-majority outcomes where the runoff clause doesn't apply, there is no tie for first place, but there is a tie downstream, such as 3-2-2, 3-1-1-1, and 2-1-1-1-1-1. Hold a "wildcard runoff" among the candidates in the downstream tie. The wildcard winner then has a final runoff election with the individual who originally got the highest number of votes. I can't come up with a mechanism for breaking a "seven 1's" deadlock. :-)</p>	<p>This is the same process as outlined in the City Council Rule of Procedure Section 2.2, for Election of Mayor and Deputy Mayor. For consistency, all board and commission Chair election processes were updated to match how City Council conducts elections for Mayor. Arts Council has discretion to select a practical and reasonable method to fairly elect its Chair and Vice Chair. The chosen method need not take into account/be able to resolve every possible scenario.</p> <p>Staff recommends retaining the current language.</p>
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Arts Council Bylaws - Questions Matrix 10/25/2023

Item 3.

10	Councilmember Weinberg	3.2	<p>The 10/25/23 draft of the bylaws does not contain the following sentence which the current bylaws include among the Officer Duties: "Act as the primary Arts Council representatives to City Council." It's up to the Arts Council whether these clauses should be retained. I would recommend retaining this sentence.</p>	<p>This is addressed in Section 6.4.B: "The Chair has the responsibility to present the recommendations to the City Council on behalf of the Arts Council when requested by either the Arts Council or City staff."</p> <p>As long as the duties are consistent with an in furtherance of the AC's code described purpose-function and jurisdictions, it is at the AC's discretion to establish the duties of the Chair and Vice Chair.</p> <p>Staff recommends retaining the current language.</p>
11	Councilmember Weinberg	4.1	<p>I support the addition of these 3 paragraphs. For clarity, I recommend changing the title of the second paragraph from "Meetings" to "Participant Co-location."</p>	<p>Meeting is a defined term of art used in the Open Public Meetings Act, which governs meetings held by AC. It should be the term used to refer to the meetings of the AC. Section 4.2 defines types of meetings including both Regular and Special Meetings. Section 4.1.B defines how the meetings defined in Section 4.2 may be held.</p> <p>Staff recommends retaining the current language.</p>

Arts Council Bylaws - Questions Matrix 10/25/2023

Item 3.

12	Councilmember Weinberg	4.1.D	<p>The currently published bylaws say: "A quorum consists of a simple majority of the appointed members of the Arts Council." That language seems a bit more flexible, in case the total number of seats goes up or down in the future.</p>	<p>Current language may not always result in a legal quorum if number of appointed members is less than the number of AC positions. Again, bylaws are supposed to be simple and easy. Proposed language for quorum is simple, easy, consistent with current code, and will result in a quorum regardless of how many AC positions are filled/vacant.</p> <p>If AC wants a provision that will be accurate in the event the City Council in the future changes the number of positions, then consider the following: "There shall be a quorum of the Arts Council when the number of members present is more than half of the maximum number of positions available in the Arts Council." It's neither simple or easy, but it will result in a quorum in case of the described eventuality.</p>
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Arts Council Bylaws - Questions Matrix 10/25/2023

Item 3.

13	Becker	4.1.D	<p>4.1D- In the event of 2 vacancies, I think a vacancy should be 3 people (ie the majority of active members)</p>	<p>A legal quorum is based off of the number of positions on a board, even in the event of vacancies on the board, four members would still be required to have a quorum to be able to conduct business.</p> <p>Bylaws are supposed to be simple and easy. Proposed language for quorum is simple, easy, consistent with current code, and will result in a quorum regardless of how many AC positions are filled/vacant.</p> <p>If AC wants a provision that will be accurate in the event the City Council in the future changes the number of positions, then consider the following: "There shall be a quorum of the Arts Council when the number of members present is more than half of the maximum number of positions available in the Arts Council." It's neither simple or easy, but it will result in a quorum in case of the described eventuality.</p> <p>Staff recommend retaining the current language.</p>
14	Becker	4.1.G.2	<p>Section 4.1.G.2 Chronic Absences. I think the following is problematic for the Arts Council: "'Chronic,' for the purposes of this section, means unexcused absences from more than three consecutive meetings within a 12-month period." Given that we only have four scheduled meetings a year, that would require someone to have unexcused absences for an entire year. Questions: a. The Parks commission does not have "within a 12-month period", why was this added for Arts Council? b. Can we change this at least to "more than two consecutive meetings", which would still allow someone to only attend once every 9 months?</p>	<p>A. "within a 12-month period" could be removed if it is the will of the Arts Council.</p> <p>B. Three consecutive meetings is a direct quote from MICC 3.55.030(D).</p>

Arts Council Bylaws - Questions Matrix 10/25/2023

Item 3.

15	Skone	4.1.G.2	Not sure the reference to Section 2.5 (training) makes sense. I also think 3 meetings is too long as that could be a full year without getting a replacement	<p>This was a typo and the reference has been corrected to Section 2.4 - Removal.</p> <p>Three consecutive meetings is a direct quote from MICC 3.55.030(D).</p> <p>Staff recommends retaining the current language.</p>
16	Councilmember Weinberg	4.2	The proposed 10/25/23 version of the bylaws omits the Officers Meeting: "Officer Meetings" The Chair, Vice Chair, and staff liaisons may meet at least one week in advance of the regular Arts Council meeting to determine the meeting agenda." I recommend that the Arts Council members consider retaining this clause.	<p>When the AC was established, there was a Chair, Vice-Chair, Secretary, and Treasurer elected from among the members. When City staff took over the AC budget and meeting logistics, the Secretary and Treasurer positions were eliminated. "Officer Meetings" was a holdover from that time and should have been removed when the Secretary and Treasurer positions were eliminated. Currently, the Chair and Vice Chair meet with staff to set agenda. This is not a meeting under the OPMA, and therefore should not be included in the bylaws.</p> <p>Staff recommend retaining the current language.</p>
17	Councilmember Weinberg	4.2.A	MICC 3.55.040 reads: "The Mercer Island arts council shall determine the time and place of its meetings and other rules and regulations, which shall be on file with the city clerk." I would recommend that the 7 members of the Arts Council seriously consider meeting more frequently than once per quarter.	<p>Staff recommend retaining the current meeting schedule.</p> <p>Staff support adding additional "Special Meetings" as needed to meet established workplan objectives.</p>
18	Councilmember Weinberg	4.2.B	I presume this is a copy/paste error. Matters relating to an election campaign are not allowed in Appearances.	<p>Yes, this was a copy/paste error. The section has been corrected to read: "During the Appearances section of the regular meeting agenda, members of the audience are invited to address the Parks & Recreation Commission regarding any matter, except campaign-related matters."</p>

Arts Council Bylaws - Questions Matrix 10/25/2023

Item 3.

19	Becker	5.1 and 6.5	The bylaws state that staff will produce an agenda 5 days in advance (ie Friday night), and this section says notice must be provided of any amendments 2 days in advance (ie Monday night). Given that before an amendment is proposed we would likely have questions for staff, this timeline seems unreasonable to me. Can you clarify if this section is intended as being enforceable, or is it simply a suggestion?	<p>AC meeting packets are generally released on the Friday before the AC meeting. If it is the will of the Arts Council an amendment could be proposed.</p> <p>The 2 days in advance for substantial amendments is a guideline to help facilitate efficient meetings. Members and staff are able to make more thoughtful responses to substantial proposals if they have the time to adequately prepare responses or materials.</p>
20	Councilmember Weinberg	5.1	5 days is really tight, especially when the agenda is 88+ pages long. This should be at least 7 days. If the Arts Council decides to keep the No-Surprises rule (I recommend they don't), this should be at least 14 days.	If it is the will of the Arts Council an amendment could be proposed. Note that agenda prep is labor intensive staff work, therefore, some deference to staff's recommendation is appropriate. Staff recommends retaining the current language.
21	Councilmember Weinberg	6.1	Missing from the 10/25/23 proposed draft of the bylaws is "Article IX - Review of Bylaws" from the current bylaws. That article states: "The Arts Council shall review bylaws annually at the Arts Council meeting in July. Proposed bylaw amendments must be approved by a simple majority of the Arts Council." I recommend that the Arts Council vote to retain this clause rather than removing it. It's important to remember that, per MICC 3.55.040, the Arts Council bylaws are determined by the Arts Council.	Staff have no concerns if AC would like to propose an amendment to add this provision.
22	Becker		Are we going to review the bylaws in the future? It said that in the old ones but that seems to have been taken out.	Staff have no concerns if AC would like to propose an amendment to add this provision.
23	Councilmember Weinberg	6.1	This governance paragraph should call out that in the event of a conflict between these bylaws and the MICC, the MICC controls. Same with the RCW.	<p>By operation of law, MICC and RCW control over bylaws and Robert's Rules. The purpose here is to distinguish between bylaws and Robert's Rules, and to establish that the bylaws controls in the event of conflict between the two.</p> <p>Staff recommends retaining the current language.</p>

Arts Council Bylaws - Questions Matrix 10/25/2023

Item 3.

24	Councilmember Weinberg	6.1	<p>Hmm... per Roberts Rules of Order, if there is a point of order about whether bylaws are being followed, it is the Chair who decides. A council member may appeal that decision and have it decided by the council as a whole. Perhaps this last sentence could be stated more clearly to indicate what the Staff Liaison is deciding upon?</p>	<p>AC has authority and discretion to delegate decisions on bylaw interpretation to staff.</p> <p>Staff recommends retaining the current language.</p>
25	Councilmember Weinberg	6.3	<p>Items A, B, D, F, G, and H in section 6.3 are similar in concept to the Code of Conduct in Article X of the existing bylaws, but the tone of these new entries comes across as a bit paternalistic. These bylaws belong to the 7 Arts Council members. Do they prefer to existing bylaws' wording or do they want to adopt the staff's wording? Items C and E are straight out of Roberts Rules of Order. There's no harm in repeating them here, but they are repetitious.</p>	<p>This section was adapted from the City Council Rules of Procedure Section 5.3. For consistency, this section was added to all board and commission bylaws. They are intended to be clear, simple, and easy to follow. If it is the will of the Arts Council, an amendment could be proposed.</p> <p>Staff recommends retaining the current language.</p>
26	City Clerk	6.4	<p>There was a Lettering error in section 6.4 resulting in two sections 6.4.B.</p>	<p>This was a scrivener's error that has been corrected.</p>
27	Councilmember Weinberg	6.4	<p>The current bylaws don't make consensus a goal. Do the 7 Arts Council members want to elevate consensus to be their explicit goal on all its recommendations?</p>	<p>Staff recommends revising the language to read:</p> <p>"Recommendations. The Arts Council makes recommendations to the City Council and any other board or commission of the City by majority vote."</p>

Arts Council Bylaws - Questions Matrix 10/25/2023

Item 3.

28	Councilmember Weinberg	6.4.B	<p>"Such statement shall be noted in the minutes along with the record of the vote in the following format: "Councilor XX verbally stated their reasons for voting in the minority on this matter." No other statement is proper or will be allowed to be recorded in the minutes of the meeting." So, this language is new. I'm curious as to what is staff's reason is for suggesting the addition of these two sentences?</p>	<p>Traditionally, statements from individual Councilors are not included in the minutes unless specifically requested. There have been members of advisory board and commission bodies who have wished to be able to express a minority opinion on decisions that the body is making, this language was added to give this pathway.</p> <p>Decisions should be about the will of the body, instead of individuals. Further, it is the City's practice to produce action-type/decision-only minutes.</p> <p>Staff recommends retaining the current language.</p>
29	Skone	6.4.B	<p>The chair should always have the responsibility to present or appoint a representative to present</p>	<p>Section 6.4.B states: "The Chair has the responsibility to present the recommendations to the City Council on behalf of the Arts Council when requested by either the Arts Council or City staff." And Section 3.2.B outlines that the Vice Chair will serve in absence of the Chair.</p> <p>Staff recommends retaining the current language.</p>
30	Councilmember Weinberg	6.4.C	<p>This should be re-worded to make it clear that when the Arts Council requests to have its recommendations presented to the City Council, the Chair always has first-right-of-refusal for making the presentation.</p>	<p>Staff recommends retaining the current language.</p>

Arts Council Bylaws - Questions Matrix 10/25/2023

Item 3.

31	Councilmember Weinberg	6.4.E	This clause is far more restrictive than Roberts Rules of Order. The timing aspect of the Reconsider motion as defined in RRO 12th edition rule 6.26(4) is that the Reconsider motion can be made at any time on the same day of the current session. Requiring that the Reconsider motion take place "before the Arts Council has moved on to other items" essentially means the motion to Reconsider would have to be made instantaneously after the vote or it could not subsequently be made. I would recommend removing this highlighted clause.	<p>This is intended to give finality to decisions, and ability to move on cleanly to next item of business, without prospect of calling back old business.</p> <p>A Motion for Reconsideration has two additional peculiarities that it can only be moved on the same day that the decision was made, and that it is made by someone who voted on the prevailing side.</p> <p>If it is the will of the Arts Council and amendment could be proposed.</p>
32	Councilmember Weinberg	6.5	Simply put, the No Surprises rule is bad public policy. It unfairly constricts the amount of time that Arts Council members have to review their materials, ask questions, get answers, and decide if they're going to propose a substantial change. No-Surprises also unfairly shifts power away from the non-officers, as the officers get to write the agenda and therefore have more time to think and react to its contents. I strongly recommend that the Arts Council members reject staff's proposal that they add paragraph 6.5 to their bylaws.	<p>The substantive goal of No Surprises is to promote focused and efficient meetings where all participants (AC members and staff) can be both fully informed and prepared. Terms used in NS such as "should" "generally" and "best efforts" make NS aspirational. NS is not and should not be used as a "sword" or "gamesmanship tool" to reject consideration of ideas, views and options during the course of the AC considering and discussing agenda items.</p> <p>Staff recommends retaining the current language.</p>
33	Councilmember Weinberg	Appendix A.13	Roberts Rules of Order allows secondary amendments. Is there a particular reason why the staff is recommending that the Arts Council explicitly disallow it?	<p>The idea is that it simplifies proceedings to take one amendment at a time. Avoids confusion because it is easier for all AC members to track and staff to record in the minutes.</p> <p>Staff recommends retaining the current language.</p>
34	Skone	Appendix C. 6	I think this should reference Section 1.1 of the bylaws not repeat them. And the second paragraph should state that staff provides support and implementation and administration of the functions of the Arts Council	<p>The purpose of the bylaws is to help guide how the Arts Council does business.</p> <p>Staff recommends retaining the current language.</p>

Arts Council Bylaws - Questions Matrix 10/25/2023

Item 3.

35	Councilmember Weinberg	Appendix C.6.1	<p>Interesting. So, if one or more of the Arts Council members feels that an Arts Council policy is being misinterpreted or mis-implemented by staff, this paragraph suggests that the Arts Council member is not allowed to discuss the matter with staff, as that could be seen as "influencing." If the bylaws are going to call out explicitly what Arts Council members may not do in expressing their concerns, I'd recommend the bylaws also call out just as explicitly what they may do. I presume the acceptable channels for voicing concerns in the above scenario would be: 1. Exercising their freedom of speech to report their concerns, as an individual citizen, to one or more of their City Council members, so long as they make it clear they're not speaking on behalf of the Arts Council. 2. As an Arts Council member, they would have the right to make a motion at an Arts Council meeting and, if they get a majority vote of the Arts Council, to have their concerns reported by the Chair as an official recommendation of the Arts Council to the City Council. If so, we should spell that out in the bylaws.</p>	<p>This provision is intended to assist AC members comply with the City's ethics code and state statute. State statute restricts City Councilmembers and Council Commission/Committee members (e.g. AC members) from interfering with administration of City business or from directing staff in the administration of City business. Additionally, ignoring the statute and directing staff improperly may create legal risks for the City.</p> <p>Staff recommends retaining the current language.</p>
36	Councilmember Weinberg	Appendix C.7	<p>On the contrary. The No-Surprises rule creates unfair time pressure on those who weren't "in the room" where the agenda was written. I would strongly advise that the Arts Council not accept staff's request that they add this sentence to their bylaws.</p>	<p>The substantive goal of No Surprises is to promote focused and efficient meetings where all participants (AC members and staff) can be both fully informed and prepared. Terms used in NS such as "should" "generally" and "best efforts" make NS aspirational. NS is not and should not be used as a "sword" or "gamesmanship tool" to reject consideration of ideas, views and options during the course of the AC considering and discussing agenda items.</p> <p>Staff recommends retaining the current language.</p>

Arts Council Bylaws - Questions Matrix 10/25/2023

Item 3.

37	Skone	Appendix C. 10	again the Chair may may assign duty to another member	<p>Section 6.4.B states: "The Chair has the responsibility to present the recommendations to the City Council on behalf of the Arts Council when requested by either the Arts Council or City staff." And Section 3.2.B outlines that the Vice Chair will serve in absence of the Chair.</p> <p>Staff recommends retaining the current language.</p>
38	Councilmember Weinberg	Appendix C.13	Same goes for Arts Council members. The No-Surprises rule effectively forces non-officer Arts Council members to stay up into the wee hours of the morning in order to read their packet, compose their questions, send their questions to staff, receive responses from staff the next business day, determine whether they need to propose a substantial change, compose those changes, and notify everyone of those changes. Considering that most Council members have day jobs, the time it takes to do all this has severe impacts to work-life balance.	<p>The substantive goal of No Surprises is to promote focused and efficient meetings where all participants (AC members and staff) can be both fully informed and prepared. Terms used in NS such as "should" "generally" and "best efforts" make NS aspirational. NS is not and should not be used as a "sword" or "gamesmanship tool" to reject consideration of ideas, views and options during the course of the AC considering and discussing agenda items.</p> <p>Staff recommends retaining the current language.</p>
39	Becker	Appendix D	Can you explain why the Nextdoor section is included? If I post private Facebook messages the city has no access to them. Shouldn't this simply be a single sentence saying "don't talk about city business on social media or personal text-based channels (email, SMS etc), and if you do you need to take screenshots"?	<p>This section was included so board and commission members know how the City uses Nextdoor and so that members know what they can and cannot do on social media.</p>
40	Skone	Appendix D	I'd skip Appendix d and just put the last paragraph as #14 in the previous section.	<p>This section was included so board and commission members know how the City uses Nextdoor and so that members know what they can and cannot do on social media.</p> <p>Staff recommends retaining the current language</p>

Arts Council Bylaws - Questions Matrix 10/25/2023

Item 3.

41	Councilmember Weinberg		Was this re-write of the Arts Council's bylaws something the members of the Arts Council requested? If not, was it something the City Council requested?	<p>We have been working on an update to all of the board and commission bylaws for more than a year. This is a City Manager directed work item – our bylaws are outdated and not serving the boards well. All of the boards and commissions will be reviewing and updating their bylaws over the next couple of months. The Parks and Recreation Commission just approved their new bylaws this month.</p> <p>Should the Arts Council require more time to review the bylaws, they may direct staff to bring them back at a future meeting. (Jessi Bon)</p>
42	Harrington		I would really appreciate it if you could refresh our memories and provide a copy of the old bylaws so we can adequately compare the two versions.	<p>The current bylaws were linked in the Staff Report, and have been emailed to the full AC. They can also be found on the Arts Council webpage here: https://www.mercerisland.gov/bc-ac (Katie Herzog)</p>
43	Becker		Is there a redline for the bylaws, or are they so completely rewritten that a redline doesn't make sense?	<p>I spoke with the City Clerk and the bylaws were a complete re-write and a redline version was not possible. (Katie Herzog)</p>

Arts Council Bylaws - Questions Matrix 10/25/2023

Item 3.

44	Becker		<p>I am concerned about the burden on new volunteers with the amount of content to be reviewed. Our previous bylaws were 5 pages. Bellevue and Redmond Arts Commission bylaws are 5 pages. As evidenced by the other MI board and commission meetings and my own comments, I wonder if 23 pages is too much:</p> <ul style="list-style-type: none"> -Content that is duplicated from city code -Content that is duplicated from Roberts Rules -Content that is duplicated within the Bylaws itself (for example 1.1 vs Appendix C.6) -Content that may not be needed. <p>In addition to the bylaws, members are expected to review parliamentary procedure training, IT security, ethics, and OPMA. To the extent we can lower the barrier of entry for volunteers I think it would be prudent.</p>	<p>The purpose of the bylaws is to help guide how the Arts Council does business. Bylaws are just that--they are essentially a manual on how to run meetings. They should put all answers in one place so that the Arts Council can run efficient meetings.</p>
45	Becker		<p>Not a question but rather a statement: I wonder if we should delay voting on these tomorrow given the volume of questions.</p>	<p>Should the Arts Council require more time to review the bylaws, they may direct staff to bring them back at a future meeting</p>

Arts Council Bylaws Update October 25, 2023

Item 3.



Bylaws Update

At the request of the City Clerk's office, all board and commission bylaws will be reviewed and amended to address changes in state law, reflect updated/new practices and ensure consistency.

Legislative Changes

- ❑ Changes in the Open Public Meetings Act
 - ❑ Physical meeting location and public appearances requirement.
- ❑ Align with City Council Rules of Procedure

Procedural Changes

- ❑ Training and Elections
- ❑ Meetings and Agenda Preparation
- ❑ Arts Council Protocols

Appendices

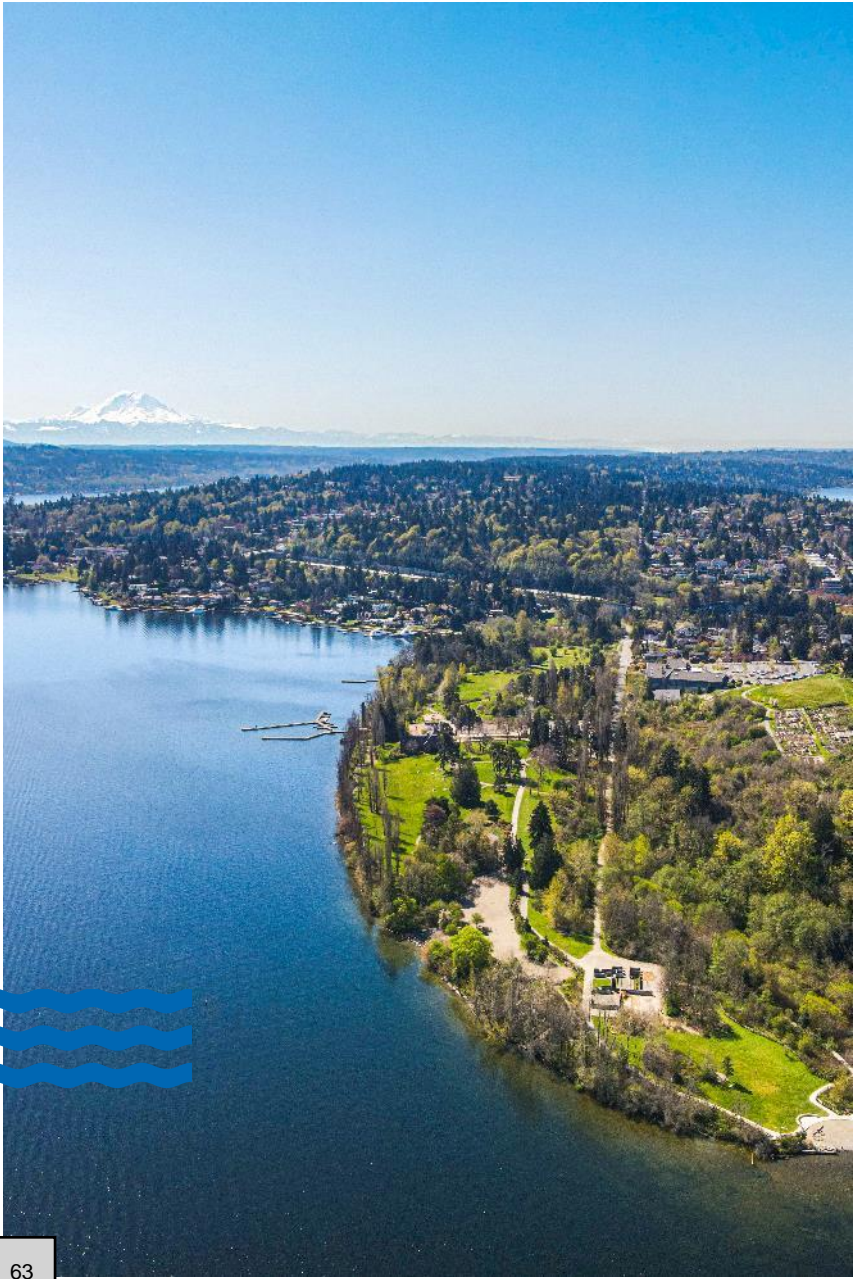
- ❑ Consistent with Council Rules of Procedure
 - ❑ Parliamentary Rules and Motions
 - ❑ Parks & Recreation Commission Code of Conduct
 - ❑ Parks & Recreation Commission-Staff Communication Guidelines
 - ❑ How does the City use Nextdoor.com

Next Steps

- ❑ City Attorney Review - Completed
September/October 2023
- ❑ Arts Council Review
- ❑ Adoption



Questions





ARTS COUNCIL STAFF REPORT

Item (4)
January 17, 2024
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Committee Appointments	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	<ul style="list-style-type: none"> • Fill vacant positions of the standing committees, Or • Sunset the Special Events, Public Art, and Policy Committees and implement ad hoc committees of the Arts Council, as needed to address established arts and culture priorities. 	

STAFF:	Katie Herzog
COUNCIL LIAISON:	Ted Weinberg
EXHIBITS:	

SUMMARY

The purpose of this staff report is to seek discussion, review, and direction on committees of the Arts Council and to fill vacancies as desired.

BACKGROUND

Committees play a valuable role in addressing arts and culture priorities, providing recommendations to the Arts Council on various initiatives, and in supporting staff work. In 2022 the Arts Council established standing committees for: Public Art, Policy Development, and Special Events, all of which currently consist of (3) or less members. These committees were formed according to broad categories to support progress on arts and culture priorities in a flexible manner and to address topics within their purview.

In 2023, the committees met infrequently which was a product of City priorities, member turnover, and staff resource levels. Meetings were typically scheduled based on specific projects which required a recommendation to the full Arts Council, or as needed to support staff work and community engagement.

Currently the established committees are comprised of the following members:

Policy Committee:

- Jonathan Harrington
- Rosemary Moore
- **Vacant**

Special Events Committee:

- Elizabeth Mitchell
- Daniel Becker
- **Vacant**

Public Art Committee:

- Suzanne Skone
- Daniel Becker
- **Vacant**

DISCUSSION

Over the past few years, the role of the Arts Council and Recreation Division has evolved with operations becoming more consistent, which has now provided an opportunity to review how the respective committees function and support the Arts Council as a whole.

Tonight, staff request the Arts Council discuss whether to fill vacant positions on the established committees or, if desired, sunset the established committees and appoint ad hoc committees as needed to address specific work plan items and priorities.

Moving forward, staff expect meetings of the standing committees to remain infrequent and responsive to established specific projects and work plan items with a scope of work directed by a quorum of the Arts Council.

The option of transitioning from standing committees to ad hoc committees may increase individual Arts Council members' engagement and allow for flexibility in meeting specific objectives rather than via broad category. This change in format would allow Arts Council Members to be available to projects of specific interest and to participate as individually available.

RECOMMENDED ACTION

- Fill vacant positions of the standing committees.
Or
- Sunset the Special Events, Public Art, and Policy Committees and implement ad hoc committees of the Arts Council, as needed to address established arts and culture priorities.



ARTS COUNCIL STAFF REPORT

Item (5)
January 17, 2024
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Arts & Culture Workplan Direction	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	<ol style="list-style-type: none"> 1. Direct a committee (standing or ad hoc) to return to the April meeting with a recommendation for Arts Council engagement at 2024 City events. 2. Request staff to return in April with recommended timeline and process for the Arts Council to develop a six-year spending plan for the 1% for the Art in Public Places Fund. 	

STAFF:	Katie Herzog
COUNCIL LIAISON:	Ted Weinberg
EXHIBITS:	<ol style="list-style-type: none"> 1. 2023-2024 City Arts and Culture Workplan 2. 2024 City Special Events

SUMMARY

The purpose of this staff report is to seek the Arts Council’s direction for supporting identified workplan items.

BACKGROUND

On [January 18, 2023](#), the Arts Council endorsed the 2023-2024 City Arts and Culture Workplan (Exhibit 1). This workplan was developed by City staff and reflects the arts and culture priorities established by the Arts Council.

At the [October 25, 2023](#) Arts Council Special Meeting, staff presented a Q4 progress update on the 2023-2024 City Arts and Culture Workplan and informed on objectives for 2024.

DISCUSSION

Staff seek input and Arts Council direction toward the following objectives, included under each objective is a staff recommendation:

Priority 1: Strengthen community awareness of and support for Mercer Island’s arts and culture ecosystem.

1.2 Create presence and exposure at events for the Arts Council to engage with the community.

The Arts Council Events Committee (Mitchell, Becker, Blum) met on February 2, 2023, to discuss opportunities for the Arts Council to engage the community through events throughout the year. The Committee determined that Mostly Music in the Park would provide the best opportunity for members to attend and engage the community.

Included in this report as Exhibit (2) is a list of the 2024 City Special Events. Staff view these events as valuable opportunities for the Arts Council to connect with the community, build relationships, and contribute to the cultural vibrancy of Mercer Island.

Recommendation: Direct a committee (standing or ad hoc) to return to the April meeting with a recommendation for Arts Council engagement at 2024 City events.

Priority 3: Complete two major City arts and culture policy projects:

1. Update the Comprehensive Arts & Culture Plan (appendix to the Citywide Comprehensive Plan)

Staff have been engaged with the Community Planning and Development (CPD) Department to determine the feasibility of addressing these updates in the current biennium. Following discussions with the CPD Department staff have determined it is not feasible to include this in the current updates to the Comprehensive Plan based on current workload and the volume of other items on the docket. Staff anticipates this item to be included in the 2025-2026 Workplan.

Recommendation: (Direction is not needed currently). Address this item as an arts and culture priority (if desired) for the 2025-2026 biennium.

2. Develop a Six-Year Spending Plan for the 1% for the Art in Public Places Fund

Staff educated the Arts Council on the 1% for Art in Public Places Fund at the [September 14, 2022 meeting](#), which included funding, how dollars may be used, and a need for the ongoing spending plan.

Recommendation: Request staff to return in April with recommended timeline and process for the Arts Council to develop a six-year spending plan for the 1% for the Art in Public Places Fund.

RECOMMENDED ACTION

1. Direct a committee (standing or ad hoc) to return to the April meeting with a recommendation for Arts Council engagement at 2024 City events.
2. Request staff to return in April with recommended timeline and process for the Arts Council to develop a six-year spending plan for the 1% for the Art in Public Places Fund.

2023-2024 City Arts and Culture Workplan

Priority 1: Strengthen community awareness of and support for Mercer Island's arts & culture ecosystem.

- 1.1 Develop and facilitate communication tools to easily share arts and culture events with the Mercer Island community.
- 1.2 Create presence and exposure at events for the Arts Council to engage with the community.
- 1.3 Maintain long term perspectives on sustainability for arts and culture events and programming.

Priority 2: Invite new dialogues and partnerships to support emerging arts and culture themes in the community.

- 2.1 Engage in partnerships to expand activities for people of all ages within existing community arts and culture events.
- 2.2 Work with event partners to engage in environmentally friendly efforts.
- 2.3 Foster communication between arts and culture providers to enrich the community.
- 2.4 Welcome arts and culture work that promotes sustainability, equity, diversity, and inclusion.

Priority 3: Complete two major City arts and culture policy projects:

1. **Update the Comprehensive Arts & Culture Plan (appendix to the Citywide Comprehensive Plan)**
2. **Develop a Six-Year Spending Plan for the 1% for the Art in Public Places Fund**

Priority 4: Deliver high-quality arts and culture programming to the Mercer Island community.

- 4.1 Work with partners to bring ongoing, diverse programming to the community, including a wide range of cultural and artistic themes.

2024 City Special Events

Ongoing:

- (Tuesday/Friday) Community Coffee Hour
- (Quarterly) Senior Mingle

January – March 2024: Island Lanterns

February 9, 2024: Family Movie Night

February 11, 2024: Chinese New Year, partnered with the Mercer Island Chinese Association

March 2, 2024: Senior Resource Fair

April 20, 2024: Leap For Green, Earth Day Fair

June 19, 2024: Juneteenth Celebration, partnered with MIHS BSU

June 2024: PRIDE in the Park

July 13, 2024: Summer Celebration

July – August: Mostly Music in the Park (Thursday evenings)

July – August: Shakespeare in the Park

October 13, 2024: Women’s Day of Wellness, partnered with MI Chamber

October 25, 2024: Town Center Trick or Treating

October 27, 2024: Pumpkin Walk

November- TBD: Thanksgiving Lunch

December 2024: Illuminate MI

- (TBD) Argosy Christmas Ships
- (TBD) Tree Lighting
- (TBD) Family Holiday PJ Party
- (TBD) Family Movie Night
- (TBD) Menorah Lighting
- (TBD) Girl Scouts Toy Drive
- December 7: Holiday Market, partnered with MI Chamber

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Arts & Culture Workplan Direction



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Background

- On January 18, 2023, the Arts Council endorsed the 2023-2024 City Arts and Culture Workplan, which reflects the arts and culture priorities.
- At the October 25, 2023 Special Meeting, staff presented a Q4 progress update.
- Tonight, staff seek input and direction toward three objectives:

Priority 1: Strengthen community awareness of and support for Mercer Island’s arts and culture ecosystem.

1.2 Create presence and exposure at events for the Arts Council to engage with the community.

- Included in your packet as Exhibit (2) is a list of the 2024 City Special Events. Staff view these events as valuable opportunities for the Arts Council to connect with the community, build relationships, and contribute to the cultural vibrancy of Mercer Island.
- Recommendation: Direct a committee (standing or ad hoc) to return to the April meeting with a recommendation for Arts Council engagement at 2024 City events.

Priority 3: Complete two major City arts and culture policy projects:

1. Update the Comprehensive Arts & Culture Plan (appendix to the City-wide Comprehensive Plan)

- Staff have been engaged with the Community Planning and Development (CPD) Department to determine the feasibility of these updates in the current biennium. Following discussions with the CPD Department staff have determined it is not feasible to include this in the current updates to the Comprehensive Plan based on current workload and the volume of other items on the docket. Staff anticipates this item to be included in the 2025-2026 Workplan.
- (Direction is not needed currently). Address this item as an arts and culture priority (if desired) for the 2025-2026 biennium.

Priority 3: Complete two major City arts and culture policy projects:

2. Develop a Six-Year Spending Plan for the 1% for the Art in Public Places Fund.

- Staff educated the Arts Council on the 1% for Art in Public Places Fund at the September 14, 2022 meeting, which included funding, how dollars may be used, and a need for the ongoing spending plan.
- Recommendation: Request staff to return in April with recommended timeline and process for the Arts Council to develop a six-year spending plan for the 1% for the Art in Public Places Fund.



Arts Council

2024 Planning Schedule

Quarterly Meetings: 1/17; 4/17; 7/17 10/16

Updated: 1.2.2024

Meeting Date	Meeting Type	Agenda Item
17-Jan	Regular	Bylaws
		Sunsetting Committees
		Arts Council Support of Priorities
17-Apr	Regular	2023 Annual Report
		Six-Year Spending Plan for the 1% for the Art in Public Places Fund
		2025 - 2026 Priorities
17-Jul	Regular	Chair & Vice Chair Elections
		2025 - 2026 Priorities
Oct. 16	Regular	Workplan Update
		2025 Planning Schedule
		Greta Hackett Outdoor Sculpture Gallery Improvements
		Bylaws Review
OTHER ITEMS TO BE SCHEDULED		Mercedale and Clarke/Groveland Master Plans