



ARTS COUNCIL **REVISED** REGULAR VIDEO MEETING

Wednesday, July 14, 2021 | 6:30pm

BOARD MEMBERS:

Chair Erin Vivion
Vice Chair Amy Barnes
Board Members: Anumeha, Erik Gordon,
Suzanne Skone, Gaylene Vaden
City Council Liaison: Salim Nice

LOCATION & CONTACT

Mercer Island City Hall – Zoom Meeting
9611 SE 36th Street | Mercer Island, WA 98040
Phone: 206.275.7706 | www.mercerisland.gov

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the Staff Liaison at least 24 hours prior to the meeting at 206.275.7706.

Virtual Meeting Notice

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

Join by Telephone at 6:30 PM: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **815 8159 6132** and Password **370163** when prompted.

Join by Internet at 6:30 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 **815 8159 6132**; Enter Password **370163**

For the safety and wellbeing of the public and staff, the City strongly recommends that community members attend the meeting by viewing the live feed on Zoom or watching the recording of the video conference on the City's [YouTube Channel](#), which will be available approximately 24 hours after the meeting.

CALL TO ORDER & ROLL CALL, 6:30 PM

APPEARANCES

STAFF REPORT

REGULAR BUSINESS

1. Approval of Minutes: May 12, 2021, ~~and June 9, 2021,~~ Regular Video Meeting
2. Arts Immediate Action Plan: Temporary Art Installation – *Prairie of Possibility*
3. Arts Reset Plan: Timeline and Committee Updates
4. 2021 Arts Council Bylaws Review
5. Reschedule September 2021 Regular Video Meeting

OTHER BUSINESS

6. Confirm 2021 Volunteer Hours

ADJOURNMENT



ARTS COUNCIL MINUTES

REGULAR VIDEO MEETING

Wednesday, May 12, 2021

Item 1.

CALL TO ORDER & ROLL CALL

Chair Erin Vivion called the meeting to order at 6:32pm.

Anumeha, Erik Gordon, Xixi Shakes, and Suzanne Skone participated remotely using Zoom (video teleconferencing platform).

Staff members Sarah Bluvas and Ryan Daly and consultant Emily Moon also participated remotely via Zoom or telephone.

PUBLIC APPEARANCES

No public appearances.

STAFF REPORT

Sarah Bluvas, Economic Development Coordinator for the City, updated Arts Councilmembers on two State and Federal grant opportunities open to nonprofit and arts & culture organizations; invited members to attend the Eastside Culture Coalition meetings taking place on the first and third Friday of the month; and informed them that the City hired a new communications manager.

REGULAR BUSINESS

1. Approval of Minutes – April 14 Regular Video Meeting Minutes

It was moved by Skone, seconded by Shakes to:

Approve the April 14, 2021, Regular Video Meeting Minutes as presented.

Passed 6-0-1

FOR: Anumeha, Barnes, Gordon, Shakes, Skone, and Vivion

ABSENT: Vaden

2. *The Tipping Point Project* – Jill Drrllevich and Joy Hagen

Artists Jill Drrllevich and Joy Hagen presented their idea for a temporary art project called *The Tipping Point* to the Arts Council and answered questions related to the project. Staff and the Arts Reset Committee for Gallery programs will discuss this project as part of the reset planning and return with feedback at a later meeting.

3. Arts Reset Planning: Process Update + Reset Committees

Bluvas and consultant Emily Moon updated the board on the Reset Planning Process, and Chair Vivion asked members to meet in their Reset Committees before the June Regular Meeting. Volunteer assignments are as follows:

- Planning & Policy: Anumeha, Erik Gordon, Suzanne Skone
- Galleries: Amy Barnes, Erik Gordon, Carol Whitaker (MIVAL Liaison)
- Mostly Music in the Park: Erin Vivion, Erik Gordon
- Community Arts Project: Erin Vivion, Suzanne Skone, Carol Whitaker (MIVAL Liaison)

4. Arts Immediate Action Plan: Mostly Music in the Park

Ryan Daly, Operations Transition Team Manager, discussed the framework for the 2021 Mostly Music in the Park limited concert series and proposed concert dates of August 19 & 26, and September 2, 2021.

5. 2021 Officer Positions Extension

Chair Vivion and Bluvus discussed the need to resolve the 2021 Officer positions as soon as possible. The board discussed and preferred to extend the current Officer positions for another month. Staff will ask the City Clerk how best to proceed and return with a recommendation at the June Regular Meeting.

6. Public Art Updates

Bluvus updated the board on the removal of Ame Pourpre, Larry McLaughlin's damaged piece, from the Greta Hackett Outdoor Sculpture Gallery; next steps for the public art assessment conducted by Artsite; and the status of the MIVAL public art donation.

OTHER BUSINESS

Chair Vivion reminded members to report their January-April 2021 volunteer hours.

ADJOURNMENT

The Regular Video Meeting adjourned at 8:00pm.



ARTS COUNCIL STAFF REPORT

Item 2
July 14, 2021
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Arts Immediate Action Plan: Temporary Art Installation – <i>Prairie of Possibilities</i>	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	<ol style="list-style-type: none"> 1. Receive the presentation by staff and artist group; and 2. Provide direction to staff on how to move forward with the temporary art installation request. 	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
STAFF:	Sarah Bluvas, Economic Development Coordinator	
COUNCIL LIAISON:	Salim Nice	
EXHIBITS:	<ol style="list-style-type: none"> 1. Project Proposal: <i>Prairie of Possibilities</i> 	

SUMMARY

This agenda item is to review a request for a temporary art installation proposed for Mercedale Park by the Moonlight Collective, a design studio working at the intersection of art and technology. Tonight, James Gwertzman, Mercer Island resident and project lead, will present a summary of *Prairie of Possibilities* and answer board member questions. Then staff will lead a discussion of potential for adding this project to the 2021 Arts Immediate Action Plan and seek direction on next steps.

BACKGROUND ON PRAIRIE OF POSSIBILITIES

The Moonlight Collective proposes bringing a light art installation titled *The Prairie of Possibilities* to Mercedale Park in early October 2021. The project consists of 1,512 glowing, fiber-optic grasses that would be controlled by software and create an evolving lights landscape set to ambient music. With this project, the design studio aims to provide Mercer Island residents with an opportunity to experience a magical, dreamlike space together after more than a year of separation due to the COVID-19 pandemic. The full project proposal is included in Exhibit 1. Gertzman will walk through the proposal tonight and take questions from the Arts Council.

Below is a timeline of City communications and meetings related to this request.

- April 26, 2021: James Gwertzman contacted commissioners from the Arts Council and the Parks & Recreation Commission to coordinate use of a Mercer Island park to test the light art installation and offer viewings to the public during the testing.
- June 7, 2021: Arts Council Chair Erin Vivion forwarded the request to City staff, and staff reached out to Gertzman to schedule a meeting to learn more about the request and logistics to evaluate whether the project was feasible.
- June 13, 2021: Chair Vivion, Arts Councilmember Suzanne Skone, and City Council Liaison Salim Nice viewed a small-scale demonstration of the lights.

- June 14, 2021: Chair Vivion and Arts Councilmember Skone, both members of the Community Art Project Reset Committee, shared the installation idea with Carol Whitaker as an potential opportunity to adapt or replace the community project idea already in discussion.
- June 18, 2021: Sarah Bluvas, Economic Development Coordinator, met virtually with Gertzman and Casey Marvin from the Moonlight Collective to gather more information about logistics, such as power requirements, to evaluate the feasibility of the project.
- June 18-July 2, 2021: Staff and Chair Vivion had subsequent conversations discussing the feasibility of and potential public benefits associated with the project request and agreed to bring the project to the full Arts Council at the July Regular Meeting for additional direction.

ARTS COUNCIL DISCUSSION TOPICS

After the presentation and question/answer session with Gwertzman, staff will discuss project feasibility and seek direction for whether to move forward. In preparation for that discussion, staff request the Arts Council to consider the following.

2021 Arts Immediate Action Plan

On April 14, the Arts Council endorsed the 2021 Arts Immediate Action Plan, which included a limited workplan of three arts programs in 2021:

- Host a limited Mostly Music in the Park concert series in August and September
- Reopen the Mercer Island Gallery (as it aligns with the reopening of the Mercer Island Community & Event Center)
- Coordinate a Community Arts Project that reflects on and responds to Mercer Island's COVID-19 experience

To support this workplan, the City Council appropriated \$20,000 for Mostly Music in the Park and reopening the Mercer Island Gallery on April 20 ([AB 5848](#)) and accepted the 4Culture Arts Sustained Support grant of \$10,580 as part of the first quarter budget adjustment on May 18 ([AB 5874](#)). Finally, staff resources have been assigned to complete this workplan in collaboration with the Arts Council.

If the Arts Council wishes to deviate from the approved workplan and resource allocation, staff need input on which workplan item or items could be postponed or replaced to dedicate the resources necessary to approve and implement this project request.

Process for Temporary Art Installations

While the City has some history approving and/or presenting temporary art installations (e.g. *Topiary Deer* installed in 2012 and *Contrast Distance* installed in 2020), there is currently no documented process for accepting, proposing, or evaluating these project requests. Staff recommend prioritizing and completing that process development before approving any temporary public art project proposals. However, staff also understand that there is board interest in being flexible and able to take advantage of opportunities as they arise. If the Arts Council decides to pursue this project, staff request that it be used to inform development of a temporary art installation review process and that the process be prioritized for development in Q1 of 2022.

Incorporating the Project into Illuminate MI

The City is currently discussing the possibility of again coordinating the Illuminate MI lighting installation and an associated event in Mercer Island Town Center this year. The 2020 Illuminate MI lighting installation included two public art components:

- *Contrast Distance*, a temporary light art installation created by George Lee for the Greta Hackett Outdoor Sculpture Gallery
- *Island Lanterns*, a community arts project installed in Mercedale Park

If the Arts Council is interested in supporting this project proposal, staff recommend exploring whether it could also be integrated into the 2021 Illuminate MI installation and event.

Funding Mechanism

The Moonlight Collective's project proposal includes a funding request to support creation and installation of *Prairie of Possibilities*. As outlined previously in this staff report, the City Council has allocated limited financial resources to support City arts work in 2021. To financially support this project proposal, the Arts Council will need to recommend reallocating 2021 funds or seek approval for other funding sources. Staff will discuss options for funding during the discussion.

NEXT STEPS

Tonight, staff seek direction from the Arts Council on whether to pursue this project proposal. Staff would then work with the Moonlight Collective to identify a path forward that works within the City's constraints and meets the needs of the artist group.

RECOMMENDATION

1. Receive the presentation by the Moonlight Collective; and
2. Provide direction to staff on how move forward with the temporary art installation request.

The Prairie of Possibilities by The Moonlight Collective

Presentation to the Mercer Island Arts Council

July 14th, 2021

Summary of Proposal

- ***The Prairie of Possibilities*, a temporary light art installation from maker-studio *The Moonlight Collective*, will illuminate Mercedale Park for 3-4 evenings, bringing the community together in the wake of the pandemic**
- After more than a year of social distancing and separation, we invite Mercer Island Residents to safely come together as a community and share in the experience of exploring this dreamscape
- Participants walk through a field of 1,512 glowing fiber-optic grass stalks and experience a whimsical, ever-changing landscape of light and sound
- To increase community participation, local dance organizations and/or performing arts groups could be invited to perform in and among these lights.
- Promoting this installation to nearby communities will further enhance Mercer Island's image as a culturally diverse and welcoming community.
- Three nights: Friday Oct 1 through Sunday, Oct 3 (7:30-10:30pm)
- Requesting funding to support the creation, installation and promotion of the installation. Additional funds will be raised from private donors.
- This immersive exhibit is created by *the Moonlight Collective*, a design studio working at the intersection of art and technology

Why this matters now:

Our community has been through a dark time. Social distancing and necessary separation has coincided with a polarized political climate to create a stark need for connection.

The *Prairie of Possibilities* is a literal beacon of light, illuminating the darkness to bring our residents together for several evenings of awe and delight. Manifesting the stories and magic within each of us, this dreamscape of glowing grasses reminds us of our own resilience in the face of our recent challenges.

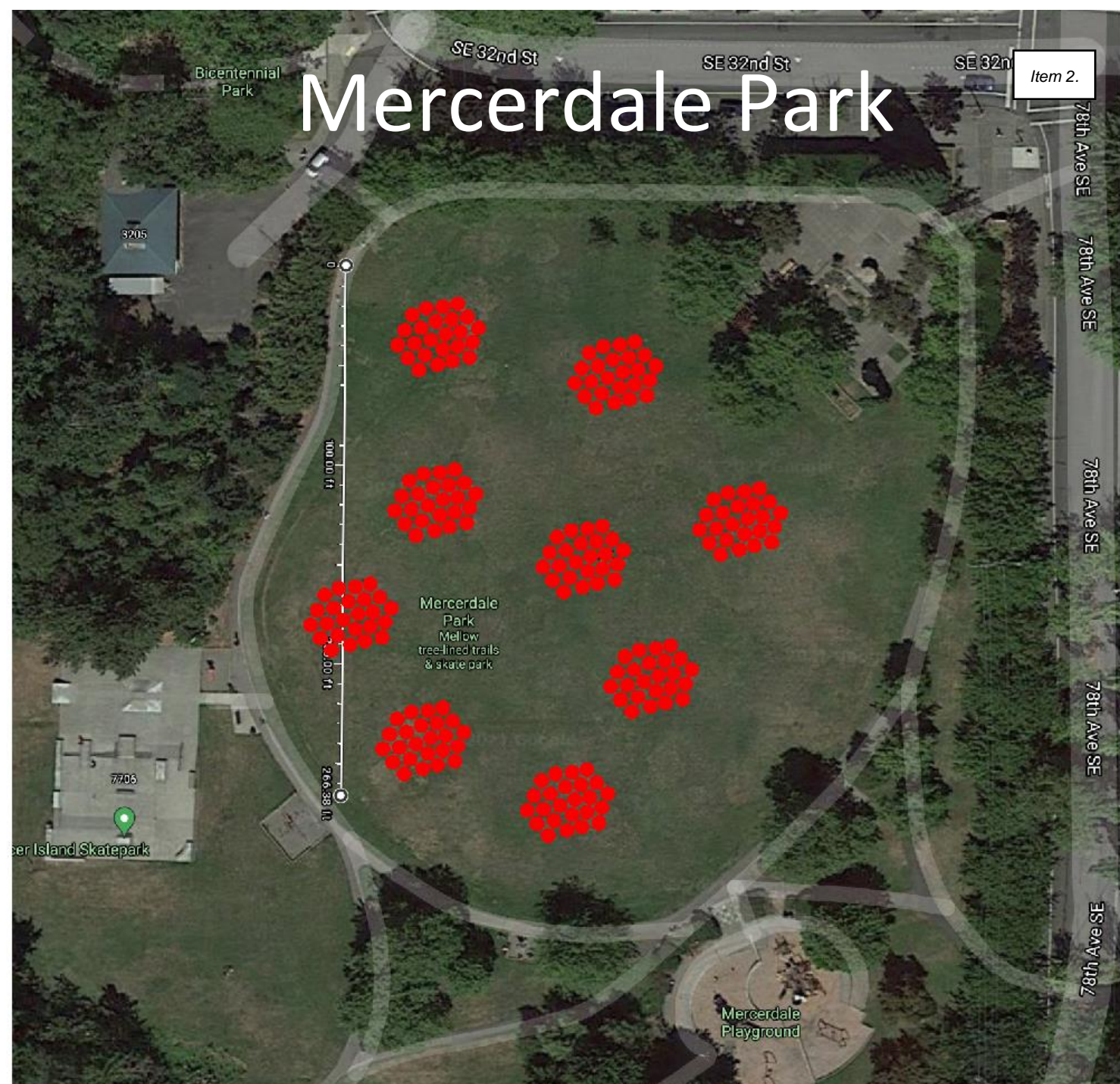
A recent light installation in a public park in San Francisco (see appendix) was so popular with residents that it has been extended by a month.

The Prairie Experience

- The Prairie experience is inspired by the natural cycle of the four seasons
- Each season consists of a 15 minute distinct lighting animation pattern and accompanying original musical score
- The experience plays out across 1,512 individual grass stalks, set among 216 bases, each controlled individually

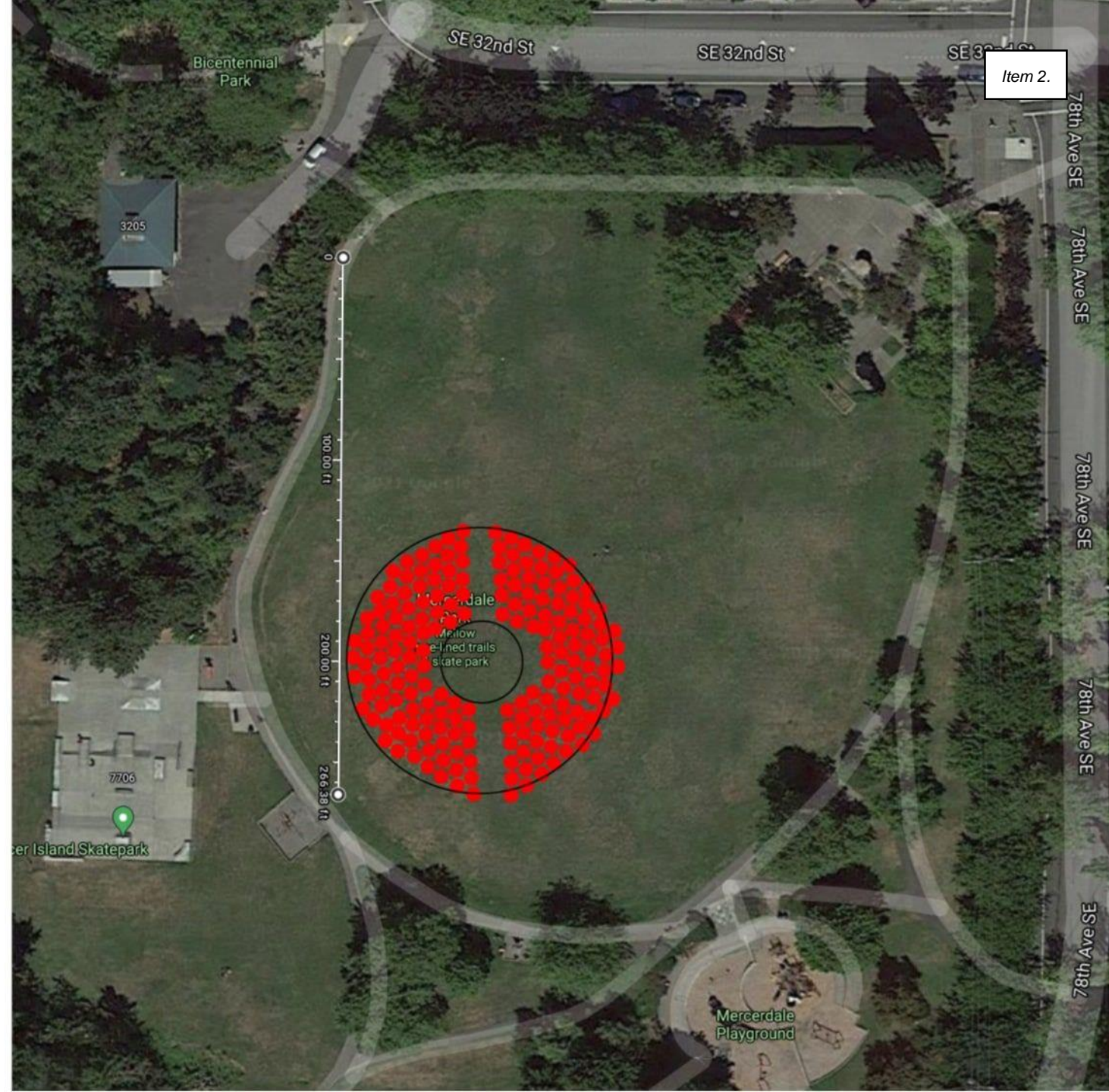
Site Option 1

- Bases: 9 groups of 24
 - Density: 8' apart
- Distribution: clustered
- Each group has two cables running back to the control station: power and ethernet
- Each group also includes an omnidirectional amplified speaker



Site Option 2

- Bases: 192 bases total
 - Density: 8' apart
- Distribution: circle
 - circle diameter: 130.0'
 - central clearing: 40.0' clearing
 - pathway: 10.0' aisle providing through access
- Each group of 24 bases, 4 per side, will need two cables running back to the control station: power and ethernet
- omnidirectional amplified speakers will be distributed throughout the installation



Installation requirements

- Power: 20 Amps at 120V (1400 Watts for lights, plus speakers + laptop)
- Nearby parking for a small truck to transport the installation
- One full day for installation:
 - 8 hours during daylight for initial installation
 - 4 hours at night to finalize and tune the programming
- 24x7 security to protect the installation from vandalism or theft

Proposed Schedule

- Thursday, Sept 30
 - 9:00 am – 6:00 pm --- site installation and load-in
 - 7:00 pm – midnight – finalize programming and tuning; press preview; private viewing for donors
- Friday, October 1 – Sunday, October 3
 - 7:30 pm – 11:00 pm – installation is open to the public
- Monday, October 4
 - 9:00 am– 12:00 pm – installation is removed

About the Moonlight Collective



James Gwertzman
Chief Visionary

James works at the intersection of art and technology, with more than 20 years of experience in the video game industry. He has founded two game studios. He sold his last company, a cloud provider for gaming, to Microsoft in 2018. He has worked as a set and lighting designer, and as an animator for visual effects in film.



Casey Marvin
Creative Director

Casey is an experience designer, lighting designer, and fabricator. She is currently working in the genres of immersive art, cloud, autonomous vehicles, and machine learning. Her 2020 designs include various product design releases for Microsoft's Azure Cloud.



Paul McDaniel
Technical Director

Paul has over 20 years of experience as an engineer, software architect, and program manager in Seattle, Washington. He loves bringing his artistic visions to life by leveraging the power of technology. Today he leads development efforts for multiple AI and machine learning platforms.



Guy Whitmore
Audio Designer

Guy is an acclaimed sound designer and music composer, with a focus on interactive entertainment. He received the Game Audio Network Guild's Recognition Award in 2020 for his work on gaming sound design. He is currently Studio Head for the Formosa Group Interactive in Seattle.

Similar Projects

And their impact on local communities

Entwined (Golden Gate Park, San Francisco)

SAN FRANCISCO; Calif. -- San Francisco-based artist, Charles Gadeken, is bringing light and joy to the Bay Area during a time of darkness by creating a whimsical forest at Golden Gate Park called "Entwined."

Gadeken is known to take his art to new heights by designing larger-than-life art pieces using metal, hydraulics and fire...

To honor Golden Gate Park's 150TH anniversary, Gadeken was asked to create "Entwined," an illuminated forest, by the San Francisco Recreation and Park Commission and San Francisco Parks Alliance in Peacock Meadow.

Gadeken created a luminous experience with 20 ft. tall trees made from sheet metal with a 30 ft. wide canopy. 1,000 illuminated cubes are entwined into the tree branches and shrubs. With the help of 140 volunteers, the forest was brought to life.

"We generate these complex, ever-changing patterns that are orchestrated over the entire work of art," said Gadeken. "Entwined has been one of the funnest works of art I've ever made."

During the COVID-19 shutdown, Entwined has provided a magical escape for Bay Area residents. "It has been an amazing experience through this whole year of pandemic," said Gadeken. "People just needed a place to go and it was a nice way to provide one. I like to create magical places that people can come to. I get to do this and I feel lucky every day."

Item 2.





ARTS COUNCIL STAFF REPORT

Item 4
July 14, 2021
Regular Business

AGENDA ITEM INFORMATION

TITLE:	2021 Arts Council Bylaws Review	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	<ol style="list-style-type: none"> 1. Receive the presentation by staff; and 2. Approve proposed amendments to Arts Council Bylaws. 	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
STAFF:	Sarah Bluvas, Economic Development Coordinator	
COUNCIL LIAISON:	Salim Nice	
EXHIBITS:	<ol style="list-style-type: none"> 1. Arts Council Bylaws – Redlined with proposed amendments 	

SUMMARY

Article IX of the Arts Council Bylaws states, “The Arts Council shall review bylaws annually at the Arts Council meeting in July. Proposed bylaw amendments must be approved by a majority of the Arts Council.” The board last conducted a major review of and amended the bylaws in October 2019, and no bylaws review occurred in 2021 due to the pause in board work during the COVID-19 pandemic.

Tonight, staff will propose two minor amendments to align Article III, Section 1 of the bylaws with the recent changes made to [MICC 03.05.030](#) per the adoption of [Ordinance No. 21C-13](#) on June 15, 2021.

Additionally, staff propose a third, more substantive amendment to Article III, Section 2, to add language that identifies a third line of succession if both the Chair and Vice Chair are unable to fulfill their duties.

See Exhibit 1 for a draft of the bylaws with the proposed amendments noted in red.

RECOMMENDATION

1. Receive the presentation by staff; and
2. Approve proposed amendments to the Arts Council Bylaws.

CITY OF MERCER ISLAND

ARTS COUNCIL

BYLAWS

The Mercer Island Arts Council (“Arts Council”) is an advisory board to the Mercer Island City Council (“City Council”) as established by Ordinances No. A-40 and A-41, passed by the City Council August 12, 1985, and codified as MICC 3.55. These bylaws constitute a supplement to said documents, providing further statements of the organization, procedures, activities, and objectives of the Arts Council. In any instance in which these bylaws might be interpreted to be contrary to said documents, the latter shall govern.

ARTICLE I – MISSION STATEMENT

The Arts Council's mission is to nurture, promote, and support quality arts and culture activities for the community of Mercer Island.

ARTICLE II – DUTIES & RESPONSIBILITIES

The Arts Council’s purpose is to advise and make recommendations to the City Council and other boards and commissions on matters related to arts and culture on Mercer Island.

The Arts Council goals are to:

- Advocate the arts, artists, and arts organizations of Mercer Island.
- Stimulate and promote community awareness, education, and enjoyment of the fine arts.
- Support performing, visual, and literary arts programs, projects, and events.

As an advisory board, the Arts Council recommends policies related to arts and culture, allocates funding from the Arts Council operating budget, and proposes arts and culture projects and initiatives. All recommendations are subject to City Council approval and staff capacity.

The Arts Council’s duties and responsibilities are to:

- Develop the arts and culture plan as a component of the city of Mercer Island’s comprehensive plan and provide recommendations on periodic updates to the plan as directed by City Council.
- 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 Mercer Island.
- Establish guidelines for and advise other boards and commissions on the commissioning, selection, and placement of permanent or temporary works of art in Mercer Island. Develop recommendations to City Council for use of the 1% for Art in Public Places fund (MICC 4.40.200).

- Review the suitability and advise on the acceptance of art works intended as gifts to the city of Mercer Island.
- Participate in the selection of artists and performers for programs and events sponsored by the Arts Council.
- 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.
- Explore opportunities to obtain private, local, state, and/or federal funds to promote arts and cultural opportunities in Mercer Island.
- Facilitate communication and cooperation with existing organizations including schools, businesses, nonprofits, art organizations, foundations, and other community groups to bring artists and audiences together.
- Advise on other matters as directed by City Council.

ARTICLE III – ORGANIZATION

1. MEMBERSHIP

The Arts Council consists of ~~nine~~ seven persons recommended by the Mayor and Deputy Mayor and subject to appointment by the City Council. Members serve a term of four years, and ~~may serve no more than two consecutive terms. Each~~ each member's term shall expire on the last day of May.

2. OFFICERS

The elected officers of the Arts Council shall consist of a Chair and Vice Chair. The term of office for Chair and Vice Chair is one year. Each officer may serve a maximum of two consecutive terms.

Officer terms take effect beginning with the regular January meeting and the election cycle is repeated annually.

If the Chair or Vice Chair vacates the position, the Arts Council will nominate and vote for a current member to fill the position at the Arts Council's next regular meeting.

Election Process

At the Arts Council's December meeting, the following process is conducted to elect new officer positions:

- Place motion to elect Chair and Vice Chair on the agenda.
- Take nominations for the position of Chair from the floor.
- Nominations do not require a second vote.
- If no further nominations, the Chair declares nominations closed.
- Voting takes place in the order nominations are made.
- If there is only one nomination, board members will vote on that nomination by a voice vote.

- If there is more than one nomination, each will be voted on separately by a roll-call vote of the members present.
- Once a nominee receives a simple majority vote, the nominee is declared elected to the position.
- If none of the nominees receive a majority vote, nominations are requested again, and the process is repeated until a candidate receives a majority vote.
- The process is repeated for Vice Chair.

Officer Duties

- Facilitate Arts Council meetings in a fair, efficient, productive, and informative manner.
- Act as the primary Arts Council representatives to City Council.
- Serve as the primary line of communication to City staff.
- Work with City staff to schedule meetings and develop meeting agendas.
- Appoint committee chairs.
- The Vice Chair attends meetings with staff and the Chair and fulfills duties of the Chair in the Chair's absence.
- **If both the Chair and Vice Chair are absent from a regular meeting, the Chair will appoint another Arts Council member to serve as acting Chair.**

3. COMMITTEES

The Arts Council includes six standing committees, and special or ad-hoc committees may be created as-needed. Committees are chaired by board members appointed by the officers, and committee members may be Arts Council members or other appropriate volunteers. Due to the requirements of the Open Public Meetings Act (Chapter 42.30 RCW), a committee shall contain fewer members than a quorum of the whole Arts Council.

Standing Committees

The following are the standing committees of the Arts Council.

- Community Relations: Assists with coordinating efforts related to public relations and community outreach on behalf of the Arts Council and its programs.
- Gallery: Assists with programming the Mercer Island Gallery at the Mercer Island Community & Event Center and the Greta Hackett Outdoor Sculpture Gallery.
- Literary: Assists with fostering appreciation of literature in the community by coordinating literary programs and collaborating with literary groups.
- Performing Arts: Assists with coordinating music, theater, and other performing arts programs.
- Public Art: Assists with stewarding Mercer Island's public art collection.
- Special Projects: Assists with coordinating special programs and projects as they arise.

Detailed descriptions for standing committees are provided in the Arts Council Organization Manual.

Selection of Committee Chairs and Members

At the December meeting, staff will distribute Committee Interest Forms to board members. Members will return the forms to the Chair-elect. The Chair-elect, Vice Chair-elect, and staff liaisons will determine committee chair and member appointments and announce them at the January meeting. Committee chairs and members assume duties for one year beginning with the regular January meeting.

ARTICLE IV - OPERATIONS

1. MEETINGS

Regular & Special Meetings

Regular meetings of the Arts Council convene at 6:30 pm on the second Wednesday of each month at the Mercer Island Community & Event Center. Special meetings may be called by the Arts Council Chair, the Vice Chair, staff, or the mayor by giving at least 24 hours advance notice to members and the City's paper of record in accordance with the Open Public Meetings Act. The notice must specify the time and place of the special meeting and the business to be transacted at the special 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.

2. ATTENDANCE

Each board member should strive to attend all Arts Council meetings, to read materials beforehand, and to participate fully. Except in instances of sudden illness or other unforeseen hardship, members should advise the staff and the Chair/Vice Chair of their intended absence before 4:30 p.m. on the day prior to the regular meeting.

A board member shall forfeit his/her position by failing to attend three (3) consecutive regular meetings of the Arts Council without notifying the Chair and Vice Chair and otherwise participating in board work.

3. QUORUM

A quorum consists of a simple majority of the appointed members of the Arts Council. No formal action of the Arts Council may be taken at any meeting where a quorum is not present. If a quorum is not reached at the start of a meeting, the Chair may choose to excuse the meeting.

4. ORDER OF BUSINESS

The Chair may adjust or amend the order of business as needed. The Arts Council's regular meetings normally use the following format:

- Call to Order
- Appearances
- Approval of Minutes
- Budget Report
- Agenda Items
- Other Business
- Adjourn

The Chair shall conduct meetings in an open, fair, and transparent manner. In the event of a procedural question, the Chair will refer to Robert's Rules of Order for guidance.

5. STAFF SUPPORT

The Mercer Island city manager shall appoint a staff liaison to provide support services for the Arts Council. Staff support shall include assistance with development of work plans and schedules, guidelines and procedures, correspondence, and agenda preparation and distribution.

Staff is also responsible for distributing all meeting notices and cancellations to the public as well as generating and updating the website calendar for upcoming Arts Council meetings.

ARTICLE V – CONFLICT OF INTEREST

If an actual or perceived conflict of interest exists that affects the work of the Arts Council, it is each board member's responsibility to openly describe the issue and refrain from any subsequent board participation, deliberation, or voting on the subject.

ARTICLE VI – PUBLIC REPRESENTATION AND STATEMENTS FROM THE BOARD

Any member of the board has the right to express personal views and opinions. However, statements representing the views or recommendations of the Arts Council must be authorized by a majority or consensus of the board. Consultation with staff on messaging is required.

ARTICLE VII – RESIGNATIONS

In an event that an Arts Council member wishes to vacate his/her term early, resignation should be tendered in writing to the Mayor and Deputy Mayor. Existing Arts Council members, staff liaisons, and the City Clerk will then recruit for a new member to fill the vacancy through Mercer Island's established board/commission vacancy process.

ARTICLE VIII – RECOMMENDATIONS OF THE BOARD

The goal of the Arts Council is to provide recommendations to the City Council. When a consensus cannot be reached, a majority vote is taken. Minority positions may be conveyed as

well. To document the actions taken by the Arts Council, staff will prepare a written statement or memorandum, including the facts, findings, and rationale for the final recommendations. The Chair in cooperation with the staff liaisons will present the recommendations to the City Council on behalf of the Arts Council.

ARTICLE IX – REVIEW OF BYLAWS

The Arts Council shall review bylaws annually at the Arts Council meeting in July. Proposed bylaw amendments must be approved by a majority of the Arts Council.

ARTICLE X: CODE OF CONDUCT

The Arts Council developed the following “group norms” to define the expectations for conduct by board members and the interaction among members. These are intended to be simple, self-explanatory, and self-enforced. The Chair is empowered to remind members as the need arises to employ these norms.

- Everyone contributes.
- Foster a collaborative environment.
- Hold each other accountable.
- Get to know each other and the community.
- Be transparent and accessible.