

**CITY OF MAPLE VALLEY  
PUBLIC ARTS COMMISSION RULES AND PROCEDURE**

Section 1. General. These rules constitute the official rules of procedure for the City of Maple Valley Public Arts Commission.

Section 2. Organization.

A. Purpose. The Public Arts Commission shall serve the purpose of providing leadership to foster cultural opportunities and arts education, to improve the quality of life and enhance the aesthetic environment through public art, to promote Maple Valley as a creative center for arts experiences, activities and commissions, and to provide recommendations to the City Council on matters of the arts in the Maple Valley community.

B. Membership. The Arts Commission shall consist of five voting members, three non-voting members and four alternates to be appointed by the Mayor and confirmed by the City Council. Membership qualifications:

1. Voting Members. One voting member shall be a representative from the Maple Valley Creative Arts Council (MVCAC) as chosen by the MVCAC governing board. All other voting members shall live within the corporate limits of Maple Valley.
2. Non-Voting Members. Up to two non-voting members shall be a Tahoma High School student and the other non-voting member shall be employed within the corporate limits of the City of Maple Valley.
3. Alternates. One of the alternates will be designated as the “MVCAC alternate” who shall be nominated by the MVCAC governing board to serve as the Arts Commission alternate. The MVCAC alternate shall be permitted to vote in place of the MVCAC voting member. The other three alternates shall be designated Alternate One (1), Alternate Two (2), and Alternate Three (3). Public Arts Commissioner Alternate One shall be the senior alternate and shall be designated as the voting alternate in all instances, except in their absence in which event Alternate Two or Alternate Three shall be the voting alternate.

C. Liaisons. The City Manager for the City of Maple Valley or their representatives shall serve as liaisons to the Public Arts Commission. Liaisons are not voting members of the Public Arts Commission.

D. Terms of Office.

A. In order to create a system of staggered terms, four of the initial appointees shall serve one-year terms, and three of the initial appointees shall serve two-year terms. Initially appointed Arts Commissioners may be reappointed to an additional two-year term. Thereafter, as terms expire, Commission members seeking reappointment must submit a letter to the Mayor seeking reappointment, and set forth the reasons the member wishes to be reappointed. Arts Commission members shall serve two-year terms. Terms shall expire on December 31st, and each successive term shall begin January 1st.

B. The following exceptions to the two-year term set forth in subsection (A) of this section shall apply:

1. Tahoma High School representative(s) shall be appointed to a one-year term.

E. Election of Officers. The members of the Public Arts Commission shall annually elect by majority vote a Chair and Vice Chair. Chairs and Vice Chairs may be elected for consecutive years.

Quorum. A simple majority, constituting three members of the Arts Commission, shall constitute a quorum for the transaction of Commission business. Prior to a meeting being called to order, the Commission shall determine if an alternate is needed to establish quorum in accordance with Section 2.95.020.B.(3) above. Members may attend meetings and be considered present via telephone by making a written request to the City Staff Liaison at least 24 hours prior to the meeting date.

F. Voting. The votes during all Public Arts Commission meetings shall be conducted as follows:

- a. All votes shall be taken by voice, except that at the request of any member, a random roll call vote shall be taken.
- b. In case of a tie vote on any motion, the motion shall be considered lost.
- c. Alternates shall not have a vote.

H. Meeting time and place. The Public Arts Commission shall schedule six regular meetings per year. Meetings shall take place at the Lake Wilderness Lodge, located at 22500 SE 248<sup>th</sup> Street, Maple Valley, WA at 6:00 pm, unless otherwise noticed in accordance with a Special Meeting notice.

I. Reports to the City Council. The Public Arts Commission may make such verbal or written reports and recommendations to the City Council as may be deemed advisable but shall, at a minimum, report annually to the Council regarding its activities during the previous year.

J. Duties of Officers.

- a. The Chair shall preside over the meetings of the Commission and may exercise all the powers usually incident to the office of Chair, retaining as a member of the Commission the full right to have a vote recorded in all deliberations of the Commission. If the Chair is absent, the Vice Chair shall act as Chair for the meeting.
- b. The Office of the City Clerk shall keep a record of all Regular and Special meetings of the Commission, including its agendas, supporting documents for its agendas, and its minutes.

Section 3. Meetings.

All Public Arts Commission meetings shall comply with the requirements of the Open Meetings Act (RCW Chapter 42.30). All meetings shall be open to the public.

A. Special Meetings. Special Meetings may be held by the Public Arts Commission subject to notice requirements prescribed by State law. Special Meetings may be called by the Chairperson or any three members of the Commission by written notice delivered to each member of the Commission at least twenty-four hours before the time specified for the proposed meeting. The notice of such Special Meeting shall state the subjects to be considered, and no subject other than those specified in the notice shall be considered.

B. Public Notice. The City shall comply with the provisions of RCW 42.30.077.

Section 4. Order of Business. The general order of business for each meeting shall be as follows:

1. Welcome and Agenda Review/Approval
2. Roll Call
3. Approval of the Minutes
4. Continued Business
5. New Business
6. Good of the Order
7. Adjournment

Section 5. Effect/Waiver of Rules. These rules of procedure are adopted for the sole benefit of the members of the Public Arts Commission to assist in the orderly conduct of Commission business. These rules of procedure do not grant rights or privileges to members of the public or third parties. Failure of the Public Arts Commission to adhere to these rules shall not result in any liability to the City, its officers, agents, and employees.