

**City of Aberdeen  
ART COMMISSION  
By Laws and Rules of Procedure  
Adopted 9.11.2007; edited 3.22.2023**

Aberdeen Ordinance No. 6438, approved June 27, 2007, and codified in part as Chapter 2.66 Aberdeen Municipal Code, created the Aberdeen Art Commission to:

*Increase public involvement in the arts: encourage collaboration among artists, architects, engineers and owners in the design process: provide an impetus and incentives for private sector participation in funding public art; and promote the installation and maintenance of high-quality public art.*

- 1. Name:** The Official name shall be 'Aberdeen Arts Commission' and may be referred to as the Arts Commission.
- 2. Meetings:** The Arts Commission shall meet regularly on the **second Tuesday of each month at 2:30 p.m.** in the City of Aberdeen council meeting room at Aberdeen City Hall, 200 East Market Street unless otherwise directed by the Chair.
  - a. Time, date, and location of a regular meeting may be changed by motion approved at a prior meeting.
  - b. Notice of meetings shall be given in a manner consistent with Chapter 42.30 RCW. Open public meetings act.
  - c. All meetings shall be open to the public and all persons shall be permitted to attend any meeting. Meetings shall be conducted in accordance with Chapter 42.30 RCW and Robert's Rules of Order (Newly Revised).
  - d. The Commission shall provide reasonable notice of meetings to any individual specifically requesting such in writing.
- 3. Official Business Location and Mailing Address:**

Aberdeen Arts Commission,  
C/O Aberdeen Parks Director  
200 East Market Street  
Aberdeen Washington 98520
- 4. Membership:** Commission members shall be appointed as provided in AMC 2.66.010 with Terms of Office as provided in AMC 2.66.020. Generally, the commission consists of six (6) members appointed by the Mayor and confirmed by the City Council. One of the commission members shall be an Aberdeen City Councilmember. No more than two members at a given time may reside outside the Aberdeen city limits.
  - a. Attendance at all meetings is expected of all Arts Commission members. Any member anticipating an absence from a meeting should notify the Chair or staff in advance of that meeting.
  - b. If a member shall miss three consecutive meetings without notice or reasonable cause, such member shall be considered to have tendered his or her resignation and shall be notified of such in writing.

5. **Conflict of Interest:** Commission members shall complete the City of Aberdeen's Potential Conflict of Interest Form. Commission members shall abstain from voting on issues, projects, or any other matter in which that member or a member of that person's immediate family has a financial interest in the issue being decided. Except as provided below, an exception may be made when the interest is remote and disclosure to the members of the Arts Commission is made on the record. Prior to Commission action in such instances the member may participate in a decision if such participation in the decision is approved by a majority of other Arts Commission members provided also that no member of the Commission shall vote on a contract in which he/she has a personal financial interest.
6. **Officers and Elections:** At the first regular meeting in July of each year, the Commission members shall elect from the entire Commission a Chairperson, and a Vice Chairperson, who shall hold office for one year. No member shall hold office more than three (3) consecutive terms. The Commission may elect from its membership other officers as it deems necessary. Duties of each officer are described as follows:
  - a. **Chairperson:** Will call and conduct Arts Commission meetings and represent the Commission in general but may not act on behalf of the commission, will serve as an ex-officio member of all committees. The Chairperson shall appoint all committees and their respective chairpersons as needed and shall fill committee vacancies as they occur.
  - b. **Vice-Chairperson:** Will stand in for the Chairperson when necessary and be responsible for updating and recommending amendments to these bylaws or rules of procedure of the Commission.
7. **Standing and Ad Hoc Committees:** The Arts Commission shall create or disband standing or ad hoc committees as deemed appropriate to perform the business of the Commission.
  - a. If authorized by a vote of the Arts Commission, these committees may include individuals who are not Arts Commission members.
  - b. Committees shall have an appointed lead who is an Aberdeen Arts Commission member.
  - c. Each committee shall report as appropriate to the Commission and give full information of all its proceedings.
  - d. Committees may not act on behalf of the Commission nor bind it to any action but may make recommendations to the Arts Commission.
8. **Voting:** Decisions requiring a vote of the Arts Commission shall be made by an affirmative vote of majority of the members present.
9. **Quorum:** A quorum for the transaction of official business shall consist of three (3) members of the Commission.
10. **Representatives:** The Commission may designate members to attend special meetings in the community as it deems necessary, defining their terms and duties for such purpose. Commission members shall be information gatherers and shall not represent the Commission as a whole.
11. **Act As a Body:** The Commission shall act as a body in making its decisions and announcing them. No member shall speak or act for the Commission without prior written authorization from the Mayor.
12. **Relationship to Mayor and Council:** The Commission shall report directly to the Mayor or his/her designee. For administrative purposes the Mayor shall designate a city employee to support the commission in maintaining its records and providing notice of meetings.
13. **Public Meetings/Public Participation:** All meetings of the Arts Commission held for the purpose of conducting business or acting shall be open to the public. Citizens are encouraged to participate, speak,

and voice their interest in issues during the Visitor portion of the Commission agenda. Unless this portion of the agenda is extended for a specific meeting, audience participation during this public comment time shall be limited to four (4) minutes per speaker.

**14. Agenda for Regularly Scheduled Public Meetings:** An agenda for each public meeting shall be prepared by the Chairperson and staff and forwarded to each Arts Commission member with a reminder of the next regular meeting.

- a. Additional agenda items may be proposed by any member of the Arts Commission when submitted at least two weeks prior to the regular monthly meeting.
- b. Typical agenda shall consist of:
  - I. Call to Order and Roll Call
  - II. Review and adoption of minutes from previous meeting
  - III. Officer and committee reports
  - IV. Visitors not part of the agenda
  - V. Old business
  - VI. New Business
  - VII. Good of the Order
  - VIII. Adjournment

**15. Minutes and Records:** The Arts Commission shall keep an official journal containing the minutes of proceedings of all meetings of the Arts Commission and records of all reports, conclusions, and recommendations adopted by the Arts Commission. These minutes and all records and publications of the Arts Commission shall be maintained by the City.

**16. Meeting Minutes:** Meeting minutes shall consist primarily of a record of action taken and shall be framed generally in accord with Robert's Rules of Order (Newly Revised). Minutes of each meeting shall be subject to approval by the Arts Commission.

**17. Co-sponsorship of Programs:** All requests from community organizations for Commission assistance or sponsorship shall be in written form.

**18. Annual Report to the Council:** The Arts Commission shall provide an annual written report to the Mayor on or before July 1 of each year that describes the activities of the commission during the current calendar year.

**19. Budget and Expenditures:** The Arts Commission shall not incur any indebtedness on behalf of the city without express approval of the mayor and city council.

**20. Procedure:** The foregoing bylaws are intended to govern the conduct of the affairs of the Aberdeen Arts Commission and to prescribe the conduct of its officers.

**21. Communications subject to the Open Public Meetings Act:** All communications by commission members on behalf of the City of Aberdeen Arts Commission are subject to the OPMA. This includes text messages, emails, paper documents, and voicemails.

**22. Amendments to Bylaws:**

- a. These bylaws may be amended by a resolution passed by an affirmative vote of a majority of the members of the Commission.
- b. Amendments to these bylaws are subject to review and approval by the City's Legal Department.

- c. All Bylaw amendments shall be submitted for consideration at a regular Commission meeting but shall not be voted upon until the following month's regular meeting.
- d. Amendments to the bylaws shall not take effect until the meeting following their approval.