

2-8-24

CULTURE, ARTS AND HERITAGE COMMISSION RESOLUTION NO. 2024-02

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

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

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

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

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

WHEREAS, the Commission approved Resolution 2024-01 to introduce the amendments at its regular meeting on January 11, 2024;

WHEREAS, the Commission considered the bylaws amendments at its regular meeting on February 8, 2024;

NOW, THEREFORE,

BE IT RESOLVED BY THE COMMISSION:

**Section 1.** The following amendments to the bylaws are approved:

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

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

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

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

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

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

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

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

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

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

**Section 2.** The Commission authorizes the Executive Director to amend the bylaws pursuant to this Resolution and post the amended bylaws to the City's website.

**Section 3.** The bylaws amendments are effective immediately upon adoption by the Commission.

ADOPTED at a Regular Meeting of the Culture, Arts and Heritage Commission this 8th day of February, 2024.

*Signature page follows.*

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Commissioner Linda Reid

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Commissioner Alex Gall

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Commissioner Beth Harrington

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Commissioner Lee Rafferty

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Commissioner Christine Richardson

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Commissioner Julie Mercado

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Commissioner Brad Richardson

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Commissioner Rebekah Percival

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Commissioner Russell Ford - CCAC

**Exhibit A – Commission Bylaws**