

Kirkland Cultural Arts Commission

BYLAWS

The Kirkland Cultural Arts Commission (KCAC) is an advisory body to the Kirkland City Council. Provisions establishing the purpose of the KCAC and establishing requirements for member terms, vacancies, and attendance are contained in the governing legislation, Resolution R-5478, and in the City Council Policies and Procedures, as adopted in Resolution R-5470 or hereinafter amended. These bylaws provide additional procedures for the operation of the KCAC.

Article I. Member Responsibilities

Section 1. Code of Ethics and Nondiscrimination

- A. KCAC members must follow the City of Kirkland's Conflict of Interest Policy as it appears now or as amended in the future, as detailed in the City Council Policies and Procedures and in the City's Code of Ethics, Chapter 3.14 of the Kirkland Municipal Code.
- B. The KCAC and its members must follow the Nondiscrimination Policy of the City of Kirkland as it appears now or as amended in the future.

Section 2. Attendance

- A. When a member misses three or more consecutive meetings, not excused by a majority vote of the KCAC, the KCAC will consider reporting a member's pattern of absence to the City Council, together with a recommendation concerning removal by the City Council.
- B. A member who is unable to attend regular meetings is expected to tender their resignation, which resignation will be effective on such date designated by the resigning member.

Section 3. Additional Duties

- A. Participation: KCAC members are expected to participate in at least one standing committee and/or task force team per year.
- B. Ambassadorship: KCAC members are expected to attend at least one program or event that the KCAC supports and/or endorses per year.

Article II. Parliamentary Authority

Section 1. Conduct of Meetings

- A. Any questions concerning parliamentary procedure at meetings will be determined by reference to Robert's Rules of Order Revised, except where such rules conflict with the City Council Policies and Procedures or these Bylaws. The Parliamentary Rules may be suspended by a two-thirds vote of the KCAC.

Section 2. Voting

- A. To vote, a KCAC member must be present at the meeting, either in-person or virtually as authorized by the City Council, or must attend by phone. Proxies and votes cast outside of the meeting are prohibited.
- B. Each member present at a meeting may cast one vote on each motion. Voting may be by voice vote or by roll call.
- C. Although it is the duty of every member who has an opinion on a question to express it by their vote, they can abstain, since they cannot be compelled to vote.
- D. A member must abstain from voting if they have a conflict of interest.
- E. Every motion requires approval of a majority of the KCAC members present to pass.

Article III. Officers

Section 1. Duties of the Officers

- A. The Chair
 - i. To preside at all meetings of the KCAC.
 - ii. To open the meetings of the KCAC.
 - iii. To sign documents on behalf of the KCAC, as authorized by the City Council.
 - iv. To act as a liaison between the KCAC and other City entities.
 - v. To facilitate the orderly discussion of the KCAC and guide the KCAC in providing direction to staff and making recommendations to the City Council.
- B. Vice Chair
 - i. During the absence, disability, or disqualification of the Chair, or upon the request of the Chair, the Vice Chair will exercise the above duties and be subject to the responsibilities of the Chair.

Section 2. Process for Election of Officers

- A. All voting for officers must be done in an open public meeting. Secret ballot voting is not allowed. Paper ballots may be used for convenience as long as the results are tallied and votes are reported out in the meeting minutes.

- B. The names of all KCAC members interested in an office are to be presented for a vote of the KCAC members, and the member receiving the majority of the vote is elected to the office.
- C. A vote for Chair will be conducted first, followed by a vote for Vice Chair.

Section 3. Resignation or Termination of Officers

- A. An officer may resign from office at any time by submitting written notice of such resignation to the KCAC.
- B. An officer may be removed from office by a two-thirds vote of the remaining KCAC Members at a regular meeting or at a special meeting called for that purpose.
- C. A member should be elected by the KCAC to fill a vacancy on an interim basis until the next regular election of officers.

Article IV. Meetings

Section 1. The Open Public Meetings Act, chapter 42.30 RCW, applies to the KCAC.

Section 2. Regular Meetings

- A. The KCAC will meet at least every other month, but no more than ten times per year. Meetings may be for up to a two-hour duration.
- B. A majority of the appointed members of the KCAC constitutes a quorum. A quorum must be in attendance or participate via a conference call or other electronic media before business can be transacted.
- C. Public Comments:
 - i. The Chair will permit any person to make a brief oral presentation at the KCAC meeting.
 - ii. Public comments are limited to 3 minutes per speaker.
 - iii. No more than three speakers at one meeting may address the KCAC on any one subject. However, if both proponents and opponents wish to speak, then up to three proponents and up to three opponents of the matter may address the KCAC.

Section 3. Special Meetings

- A. The KCAC will meet for special meetings at the discretion of the Chair or a majority of the KCAC.
- B. All special meetings must be recognized by proper public notice. In addition, KCAC members should be provided notice, including time and place, by email at least 24 hours in advance of the special meeting.

Section 4. Meeting Agenda

- A. A meeting agenda will be distributed to KCAC members in advance of the meeting.
- B. The Chair, Vice Chair, and City staff will determine the Agenda one week prior to the regularly scheduled meeting.
- C. Any member who would like to add an item to the KCAC Agenda must make a request to the Chair and City staff one week prior to the regularly scheduled meeting.

Section 5. Minutes

- A. Approval of the KCAC meeting minutes must occur at the following monthly meeting.
- B. All approved meeting minutes from KCAC meetings must be filed and be available for public review.

Article V. Committees

Section 1. Purpose

- A. The KCAC can establish committees or task force teams to be advisory to the KCAC.
- B. The purpose of committee or task force team structure is to facilitate and support the work of the KCAC via smaller working groups. Collectively, these committees or teams are responsible for becoming the domain experts on the assigned project or program and for reporting back to the full KCAC at regular meetings.

Section 2. Types and Terms

- A. Standing committees work on longer-term projects or ongoing programs as determined by the KCAC. Standing committee terms will be completed upon the end of the assigned long-term project or for a minimum of one year for ongoing programs.
- B. Task force teams work on shorter-term projects with a definitive goal and end date. Task force team terms will be completed at the conclusion of the short-term project.

Section 3. Membership

- A. All KCAC members are expected to actively participate in at least one Standing Committee and/or Task Force Team per year.

- B. Members are assigned on a volunteer basis or by appointment or recommendation of the Chair based on other committee involvement, specific interest, and/or skill sets.
- C. Each standing committee will have three (3) KCAC members and may include other community stakeholders.
- D. Each task force team should have at least two (2) and no more than three (3) KCAC members and may include other community stakeholders.
- E. A KCAC member must chair the committee or task force and be present at all meetings.
- F. Less than a quorum of KCAC members may sit on a committee or attend committee meetings in order to adhere to requirements of the Open Public Meetings Act, chapter 42.30 RCW.

Section 4. Authority & Reporting

- A. Committee members are expected to conduct research, make contacts, and become domain experts on their assigned program.
- B. Every committee or task force must appoint a chair or point person responsible for being the staff liaison and for reporting to the KCAC and putting to a vote any items that need to be voted on by the full KCAC.
- C. A majority of KCAC members assigned to a committee must be present at that committee meeting for a vote to be called, regardless of any other stakeholders present.
- D. Any committee or task force that seeks a vote by the KCAC is expected to provide a report for the KCAC Agenda one week before the regular meeting, to enable an informed vote. If possible, the Chair or City staff will share reports electronically with the full KCAC prior to the monthly meeting.

Article VI. Annual Report

- Section 1. The KCAC will provide an annual report on the work of the KCAC for the Kirkland City Council and the public to review, including reporting on budget, funding, and annual project review.

Article VII. Discretionary Funds

- Section 1. From time to time, the City Manager may obtain or otherwise make available discretionary funding to support cultural or arts programming. Such discretionary funding includes 4Culture grants or other funds, but it does not include any 1% for the Arts funding.

- Section 2. Proposal Review and Selection Process

- A. Staff will share information on new sources of funds and seek KCAC direction on use of the funding.
- B. Upon direction by the KCAC, City staff will create a public call for proposals, if applicable.
- C. Complete proposals from all eligible organizations will be considered for review by the full KCAC.
- D. A majority vote by the full KCAC is necessary to determine grant recipients.

Article VIII. Bylaws Amendment

- Section 1. These Bylaws may be amended by a two-thirds vote of the members of the KCAC, provided such amendments are not in conflict with Resolution R-5478, with the City Council Policies and Procedures, as applicable to advisory bodies, or with applicable municipal code.