

## CHAPTER 2.17

### MILWAUKIE ARTS COMMITTEE

#### Sections:

**2.17.010 Establishment**

**2.17.020 Membership**

**2.17.030 Term of Office**

**2.17.040 Responsibilities**

#### **2.17.010 ESTABLISHMENT**

There is created a Milwaukie Arts Committee whose duties and responsibilities shall be as follows:

- A. Support and promote the arts, artists, and art education within the Milwaukie area;
- B. Work cooperatively with other community groups and sources including, but not restricted to, Milwaukie's neighborhood district associations, Design and Landmarks Committee, North Clackamas School District, North Clackamas Parks and Recreation District, Clackamas Arts Action Alliance, New Century Players, Portland Waldorf and other schools in and around Milwaukie, Ledding Library, local businesses, area arts guilds and other groups already existing, or hereafter established, to promote the arts in the community. (Ord. 1978 § 1, 2008)

#### **2.17.020 MEMBERSHIP**

The Committee shall consist of seven (7) members appointed by the Mayor with the consent of the City Council. The majority of members shall be residents of the City. (Ord. 2098 § 1, 2015; Ord. 1982 § 1, 2008; Ord. 1978 § 1, 2008)

#### **2.17.030 TERM OF OFFICE**

Initially five (5) members shall serve a three (3) year term and five (5) shall serve a two (2) year term. At the expiration of the initial terms, each position shall be filled for a two (2) year term. (Ord. 1982 § 1, 2008; Ord. 1978 § 1, 2008)

#### **2.17.040 RESPONSIBILITIES**

- A. The Committee shall update Council periodically regarding their activities.
- B. The Committee shall abide by guidelines established for all City committees as stated in Section 2.10.050 of the Municipal Code.
- C. Any other duties assigned by the City Council. (Ord. 1978 § 1, 2008)

## **BOARDS, COMMISSIONS, AND COMMITTEES GUIDELINES FOR MEMBER CONDUCT**

Thank you for your interest in volunteering as a member of a board, commission or committee (“board”) for the City of Milwaukie. Serving on a board provides a way for residents who have special experience or interests to participate in the City’s decision-making process by advising the City Council on numerous issues.

### **CARRYING OUT THE BOARD DUTIES**

Now that you have been appointed to one of the boards, we would like to make you aware of the following guidelines, which you may find useful during your tenure. They are a supplement to the existing statutes governing conduct, which includes the ethics law of the State of Oregon.

It is important to remember as a representative of the City you are a public official and are therefore held to a higher standard by Council, staff, peers and the citizens of Milwaukie while performing your board responsibilities. You may be faced with difficult decisions and situations. Civility and diplomacy are not only important but expected in your role as a City board member.

- All meetings of boards, commissions or committees are public meetings, unless declared to be an executive session, in accordance with the State of Oregon public meeting laws.
- You should always review materials provided in advance of the meeting so you are prepared to give your full attention to the matters at hand.
- You should always do your part to maintain the organization’s transparency. Take steps to avoid even the appearance of a conflict of interest, declaring publicly if a potential or actual conflict of interest arises, and take appropriate steps.
- You should treat other board members, City Council, staff and the public with patience, courtesy and civility, even when there is disagreement on what is best for the community.
- Always be aware of the public nature of written notes, calendars, voicemail messages, and e-mail. All written or recorded materials including notes, voicemail, text messages, and e-mail created as part of one’s official capacity will be treated as potentially “public” communication.
- Recognize that even private conversations can have a public presence. As board members you are often the focus of the public’s attention. Even casual conversation about city business, other public officials, the public or staff may draw the attention of the public and be repeated.
- Board members often are asked to explain a board action or to give their opinion about an issue as they meet and talk with citizens. It is appropriate to give a brief overview of a board action or project status, however, be careful to not promise that a City board or staff member will take any specific action.

### **Attendance of Meetings**

- Members are expected to attend all board meetings, however, the community understands that conflicts may prevent a member from attending up to 25% of the meetings a year. Year refers to a member’s board term. For instance, some terms start on April 1 while others begin July 1.

### **Individual Conduct of Board Members**

The individual attitudes, words, and actions of board members in public and in private should demonstrate, support, and reflect the qualities and characteristics of Milwaukie. Milwaukie suggests these guidelines:

- Be honest with fellow board members, the public and others.
- Credit others’ contributions to moving our community’s interests forward.
- Strive to make independent, objective, fair and impartial judgments.
- Adhere to the State ethics rules and reject gifts, services or other special considerations that are

only offered because of your service as a public official. This includes excusing yourself from participating in decisions when a member of your immediate family's or household's financial interests or your own may be affected by the board's action.

- Conduct yourself in a courteous and respectful manner at all times.

### **Board Conduct with the Media and Social Media**

Be mindful if speaking with the press that anything said in a City meeting may end up in print. In discussions about City business or issues with the press or through social media, you should be careful to not represent your personal opinion as if it is the City's position on an issue, or represents that of your board or commission.

### **Milwaukie Municipal Code and Board By Laws**

City boards, commissions and committees are established by the City Council as authorized in the Milwaukie Municipal Code Chapter 2.10. Chapters 2.10 to 2.24 reference the appointment and removal process for members and also explain the purpose and membership of each board, commission or committee. Additionally, each board also has its own set of bylaws for members to follow.

RESOLUTION NO. 93-2011

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON,  
ADOPTING BYLAWS FOR THE MILWAUKIE ARTS COMMITTEE (artMOB).**

**WHEREAS**, Section 2.10.050 (A) of the Milwaukie Municipal Code states that Council shall adopt bylaws for each board, commission, and committee's meetings and the performance of its duties; and

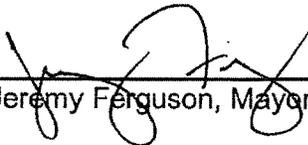
**WHEREAS**, the Milwaukie Arts Committee (artMOB) approved the attached bylaws at its March 2011 monthly meeting; and

**WHEREAS**, the Milwaukie Arts Committee (artMOB) met with Council in August 2011 to discuss these bylaws and their annual work plan;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby adopts the bylaws drafted by the Milwaukie Arts Committee (artMOB) and recommends that the committee adhere to these bylaws.

Introduced and adopted by the City Council on October 18, 2011.

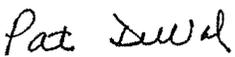
This resolution is effective immediately.

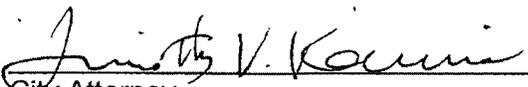
  
\_\_\_\_\_  
Jeremy Ferguson, Mayor

ATTEST:

APPROVED AS TO FORM:

Jordan Ramis PC

  
\_\_\_\_\_  
Pat DuVal, City Recorder

  
\_\_\_\_\_  
City Attorney

## Milwaukie Arts Committee (artMOB) Bylaws

### Purpose and Mission

The Milwaukie City Council is committed to providing a livable and vibrant community for all its citizens and visitors. Based on the community's suggestion the Milwaukie Arts Committee was created by Ordinance #1982 on March 18, 2008 and the first set of ten committee members appointed by Resolution 6-2008 on July 1, 2008.

The committee is appointed to do the following:

- Assist and advise the City Council and the Planning Commission in using public art to enhance continuing development, including public structures.
- Encourage and help promote greater opportunities to experience the arts in the Milwaukie area;
- Identify groups or organizations that could bring cultural enrichment to the Milwaukie area; this includes, but is not limited to, music, art, drama, dance, lectures and other areas as may be designated by the committee;
- Identify funding sources for artists and arts events and help to secure such funding as necessary;
- Work cooperatively with other organizations and City groups including other City boards and commissions, local schools, county and regional arts organizations, arts guilds and theater groups and local businesses to promote the arts in the community; and
- Provide liaison and representation of the Milwaukie area to county, regional and state arts agencies.

### Responsibilities

- The committee shall draft and submit to City Council bylaws for adoption.
- The committee shall abide by guidelines established for all city boards, commissions and committees as stated in Milwaukie Municipal Code Chapter 2.10 Boards, Commissions and Committee Generally.

The Committee shall abide by guidelines specific to this committee established by Milwaukie Municipal Code Chapter 2.17 Milwaukie Arts Committee.

- Any other duties assigned by the City Council.

### Membership

The committee shall consist of ten members appointed by the Mayor with the consent of the City Council. The majority of the committee shall be residents of the City.

### Terms of office

Terms for the Committee shall be two years. No person may serve more than three (3) successive terms on any other board, commission, or committee unless there is an interval of at least one (1) term prior to the reappointment.

### Committee and City staff procedures

The Committee shall have a staff liaison from the City's Community Services or Community Development Department or their designee.

The Committee shall have the following City resources available:

- Use of meeting rooms in City Hall, or other City facilities
- Reasonable use of City equipment through designated staff liaison (photocopies, fax machine etc.)
- Access to publicly available reports maintained by the City

The Committee shall meet on a regular basis according to and under the Oregon Public Meeting Laws requirements.

The Committee may hold public working sessions to solicit the input of the community and/or interested citizens or parties. Such working sessions shall be noticed and open meetings according to Oregon meeting requirements.

### Rules of Procedure

- a) A quorum of the Committee shall consist of a majority of the members seated. A quorum must be present in order for the Committee to hold a meeting.
- b) All actions require a majority vote of the Committee members in attendance.
- c) These Bylaws, the Milwaukie City Council Ordinance, and the Oregon Public Meeting laws shall govern the operation of the Committee and its meetings.
- d) The Committee shall follow all applicable City fiscal and administrative policies and

procedures.

e) At the first regular meeting the committee shall appoint a Chairperson, Vice Chairperson, Secretary, and Treasurer. Other committee positions can be determined by majority vote of the committee. Officer elections shall take place every March.

f) The Chairperson shall preside at all regular and special meetings and rule on all points of order and procedure during the meetings.

g) The Vice-Chairperson shall assume all duties of the Chairperson in his/her absence. In the event the Chairperson and Vice Chairperson are both absent, the first order of businesses shall be the appointment of an Acting Chairperson.

h) The Secretary shall record the attendance and notes of all meetings according to Oregon Public Meeting Laws requirements.

i) The Committee may organize itself into Subcommittees to carry out tasks. Subcommittees composed of less than a quorum of the membership shall bring all decisions or recommendations back to the Committee for review and approval.

j) Individual Committee members may not speak for or on behalf of the entire Committee unless authorized to do so by a majority of the Committee;

k) The Committee is an important function within the City of Milwaukie and as such, certain expectations are held by the City Council in making the appointment of individuals to the Committee. These expectations include the following:

1. Committee members will attend regular meetings and special meetings as scheduled or as they arise. Committee members will communicate expected and unexpected absences to the Staff Liaison, or his/her designee, in a timely manner. Any member with three or more unexcused absences in a 12-month period shall be reported to City Council with a recommendation for removal from the Committee. Any member of the Committee may be removed from office by majority vote of the City Council at a regularly scheduled meeting.

2. Committee members will communicate potential conflicts of interest on agenda items to the Chair, or his/her designee, at least 48 hours in advance of the hearing to allow confirmation of a quorum.

3. Committee members will avoid conflicts of interest between their personal and professional financial interests and those interests that may come before the Committee.