



# ARTS COUNCIL STAFF REPORT

**Item 4**  
**October 25, 2023**  
**Regular Business**

## AGENDA ITEM INFORMATION

<b>TITLE:</b>	Arts Council Bylaws Update	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Adopt the revised Bylaws	

<b>STAFF:</b>	Andrea Larson, City Clerk
<b>COUNCIL LIAISON:</b>	Katie Herzog, Recreation Supervisor
<b>EXHIBITS:</b>	Ted Weinberg
	1. Draft Arts Council Bylaws

## SUMMARY

The purpose of this staff report is to align the Arts Council (Bylaws) with those of the other boards and commissions of Mercer Island and to seek the Arts Council’s adoption of the revised Bylaws (Exhibit 1).

**BACKGROUND**

In 1985, the Arts Council originally adopted Bylaws in accordance with Mercer Island City Code 3.55.040, which reads, in part: “The Arts Council shall determine the time and place of its meetings and other rules and regulations.” The Bylaws were reviewed and/or amended each year thereafter. The most recently amended version of the Bylaws were adopted in [July 2022](#).

Since the onset and sunset of the COVID-19 Pandemic, several internal procedures have been modified to meet current needs and address outdated or new practices. At the request of the City Clerk’s office, all board and commission bylaws will be reviewed and updated to address these changes and to ensure consistency. Significant changes include:

- 1. City Council Rules of Procedure, City Code, and State Law**  
The Legislature recently amended the Open Public Meetings Act (OPMA), which requires a physical meeting location even if all meeting participants are remote. Additionally, appearances are now a requirement of all public meetings. The Bylaws were amended to address the changes in the OPMA and align with City Council Rules of Procedure, City Code, and state law.
- 2. Training and Elections**  
Training requirements were added to address Code of Ethics and the Open Government Trainings Act. The election process for the Chair and Vice Chair was also revised to align with the City Council election of the Mayor and Deputy Mayor.
- 3. Meetings and Agenda Preparation**

Consistent with Council Rules of Procedure, sections on remote attendance, the “order of meeting agendas,” and printed agenda materials were added.

**4. Arts Council Protocols**

Like City Council, a section on Arts Council Protocols was added to address appearances, discussion, decisions, no surprises, and prohibited conduct.

**5. Appendices**

Consistent with the Council Rules of Procedure, appendices were added to address the following:

- Parliamentary Rules and Motions
- Arts Council Code of Conduct
- Arts Council - Staff Communication Guidelines
- How does the City use Nextdoor.com?

**6. Housekeeping**

Staff reviewed the Bylaws at length and language was updated throughout the document to correct scrivener errors, formatting, and reflect changes to staff titles, clarify references, gain consistency amongst the advisory board and commission bylaws, and align with City Council Rules of Procedure as appropriate.

**RECOMMENDED ACTION**

Adopt the revised Bylaws