

EXHIBIT A TO ORDINANCE 904

Chapter 2.70 Arts, Recreation, Culture, and History (ARCH) Commission

2.70.005 - Established.

There is hereby established a Commission to be known as the “Arts, Recreation, Culture, and History Commission (ARCH Commission, or simply “Commission”). The Commission shall be an advisory Commission to the Tenino City Council and the Mayor and shall be considered part of the City’s Executive Branch. It shall be the purpose of the Commission to propose the ways and means of integrating the areas of The Arts, Recreation, Culture, and History into the City’s Comprehensive Plan, and all other Economic Development plans and efforts of the City, and to advise the Mayor and City Council on matters concerning the Arts, Recreation, Culture, and History.

2.70.010 – Composition, Status, and Term.

- A. The Commission shall consist of five members, to be appointed by the Mayor. Such appointment shall not be subject to confirmation by the City Council.
- B. Commissioners shall serve without remuneration of any sort, except the reimbursement of authorized expenses.
- C. The Commissioners shall fill positions that shall be numbered from 1 to 5.
- C. The term of service shall be for four years. Initially, however, the odd-numbered Commissioners shall serve only a two-year term in order to ensure continuity. The two Commissioners who will serve “short terms” shall be as a result of drawing lots; the two shortest lots shall fill the odd-numbered positions. Thereafter, Commissioners shall be appointed or reappointed according to the schedule set forth in § 2.070.020, below.
- D. In the event a vacancy occurs prior to the expiration of an existing term, the Mayor shall appoint a qualified applicant to serve the remainder of the term so vacated and the position so filled will be subject to appointment or reappointment according to the schedule set forth in § 2.070.020, below.

2.70.015 – Requirements to serve.

No person shall serve as a Commissioner unless they shall be a resident of the Tenino School District, have attained the age of legal majority, have graduated high school or its equivalent, and able to effectively communicate in English.

2.70.020 – Officers.

- A. Chairperson. The Commissioners shall elect from amongst themselves a Chairperson during the first meeting of the Commission, and during the October meeting in every odd-numbered year thereafter. The Chair shall have a vote.

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B. Clerk. The commissioners shall elect from amongst themselves a Clerk during the first meeting of the Commission, and during the October meeting in every even-numbered year thereafter. The Clerk shall have a vote.

C. Chair Pro Tempore. Whenever the Chairperson is unable to attend a scheduled meeting, the commissioners shall elect from amongst the commissioner's then present a Chair Pro Tempore to preside over the meeting. The Chair Pro Tempore shall have a vote.

2.70.025 – Meetings.

The ARCH Commission shall meet at the call of the Chairperson, or a minimum of twice each year on the 3rd Thursday in April and October.

2.70.030 – Quorum.

A quorum shall consist of three members. No action shall be taken without a quorum being present. In the event there is not a quorum, the Commissioners then present may decide amongst themselves to continue the meeting and may deliberate upon any matter they wish, including items on the proposed agenda, but may not vote.

2.70.035 – Conduct of Meetings.

A. Roberts Rules of Order, as it currently exists or may hereafter be amended, shall be the Commission's rules for the conduct of meetings whenever a procedural issue needs to be resolved.

B. Meetings of the ARCH Commission are Open Public Meetings and must adhere to all the requirements for such in accordance with State law.

2.70.040 – Voting.

A. A simple majority shall be required for the passage of any motion.

B. In the event of a tie vote, the issue shall be tabled until such time as the full Commission is in attendance and the matter can be brought up for a vote by the full Commission.

2.70.045 – Public Participation.

A. The City has a policy of open government and every meeting of the Commission shall afford any member of the public an opportunity to speak during a "Public Comment Period."

B. The Commission shall not deliberate upon any issue raised by a member of the public during the current meeting. The Commission may, however, decide to include such

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issue as an agenda item in a future meeting. In such a circumstance, the Commission should inquire if the member of the public who raised the issue would like to make a full presentation to the Commission on a future date.

C. While public participation is highly encouraged, such participation must remain respectful in all ways. Any member of the public who becomes disruptive shall be warned by the Chair that if they cannot comport themselves in a respectful manner, they shall be asked to leave. Any member of the public who is asked to leave by the Chair shall be removed by a member of the Tenino Police Department if necessary to continue the current meeting.

2.70.050 – Staff.

A. The City of Tenino shall provide a member of the full-time City Staff as and for the administrative support to the Commission. The City, in its sole discretion, may appoint an existing staff member to these duties, or may provide such staff member by contract.

B. The purpose of the Staff Member shall be to carry forward the work of the Commission between meetings of the Commission. The minimum duties that shall be performed by the Staff Member are:

1. Preparation and publication of meeting agendas.
2. Recording and publishing the minutes of each meeting.
3. Providing input to the preparation of the Commission's budget and executing such budget, once approved by the City Council.
4. Liaison between the Commission and all other elements of the City and with external organizations that support the City's goals and objectives.
5. Once approved by the Tenino City Council, implement the Commission's proposals for the integration of the Arts, Recreation, Culture, and History into the City's Comprehensive Plan and any other plans or programs the City may have that are related to the purpose of the ARCH Commission.

2.70.055 – Budget.

A. The City Council shall fix by Ordinance the Commission's funding level for each fiscal year.

B. The assigned Staff Member shall participate in the City's budget development process as would any other department. For budgeting purposes, the ARCH Commission shall be considered a part of Community Planning and Economic Development.

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C. Budget development and execution of the budget once adopted by the City Council shall be in accordance with the City of Tenino Financial Policies Manual as it currently exists or as may be amended from time to time.