

Commission Members:

Chair-Jan Allan Zarr

Vice Chair-Ana Paz

Secretary-Catherine Seamons

Sharon Fisher

Diane Kulin

Kody Newton

Teri Woods

Vacant

Vacant

Vacant

Vacant

City Staff:

Chris Engels



CITY OF KUNA

Kuna Arts Commission, 751 W 4th Street, Kuna, Idaho 83634

Kuna Arts Commission Meeting

AGENDA

Thursday December 14, 2017

5:45 pm-6:45 pm

Discussion is limited to the items listed on the agenda.

1. Consideration to approve Kuna Arts Commission Minutes
 - a. Approve Regular Arts Commission Minutes, November 9, 2017
2. Consideration to approve membership for Kuna Arts Commission with the Chamber of Commerce – Chris Engels, City Clerk
3. Review Create N Sip and Consideration to take January off – Chris Engels, City Clerk
4. Begin review of 2018 Arts Events – Catherine Seamons, Secretary
5. Review meeting of Kuna/Boise Arts & History – Chris Engels, City Clerk
6. Formalize Kuna Arts Commission Policies and Procedures – Chair Zarr
7. Review Arts Commission Member Removal Letter and promote available seats – Catherine Seamons, Secretary
8. Items for next Kuna Arts Commission agenda
9. Adjournment:

**BYLAWS OF THE
KUNA ARTS COMMISSION
CITY OF KUNA, IDAHO**

**ARTICLE I.
INTRODUCTION**

Section 1. The Kuna Arts Commission is established pursuant to Kuna City Resolution No. R89-2016, and the board shall be known as the “Kuna Arts Commission”, hereinafter referred to as “Commission”.

Section 2. These bylaws have been adopted by the Kuna Arts Commission.

Section 3. The purpose of these bylaws is to establish rules and procedures necessary to carry out the purpose and duties of this Commission, as set forth in City of Kuna, Idaho Resolution No. R89-2016.

**ARTICLE II.
PURPOSE**

Section 1. The Commission is established to serve in an advisory capacity and to make recommendations to the Kuna City Council on the following matters:

- A. The primary purposes of the Kuna Arts Commission shall be to promote, sustain, and cultivate public art through the display of art pieces throughout the City at selected public locations.
- B. The Commission shall promote art in many forms including but, not limited to; painting, photography, sculpture, dance, and music.
- C. The Commission shall review the conceptual design and placement of artwork; solicit public comment; and provide recommendations to the Kuna City Council on the design and location of artwork.
- D. The Commission shall make available all minutes and agendas.
- E. The Commission shall also perform other duties as may be requested from time to time by the City Council.
- F. The Commission shall work collaboratively with other committees and groups to promote, sustain, and cultivate public art.

ARTICLE III.
MEMBERSHIP

Section 1. Membership. The Commission shall be comprised of three (3) voting Commissioners (Executive Board) with an additional eight (8) Commissioners (Commissioners) as follows:

- A. Prospective Commissioners shall file an application in the office of the City Clerk.
- B. All Commissioners shall be appointed by the City Council with recommendations from the sitting Kuna Arts Commissioners.
- C. All members shall serve without compensation. Expenses associated with a Commissioner's official duties may be reimbursed, if approved beforehand by the City Council.
- D. Commissions shall serve two (2) year terms. The initial terms shall stagger with one half (1/2) of the commission members being appointed for one (1) year and one half (1/2) of the commission members being appointed for two (2) years.
- E. Commissioners agree to act in their official capacity without conflict of interest, and they shall comply with Idaho Code §18-1361A
- F. The Executive Board shall consist of the Chair, Vice Chair and Secretary.
- G. A quorum shall be present when two (2) or more Executive Board Commissioners are present. If a quorum is not present, the meeting shall be adjourned to the next regular meeting.
- H. The Executive Board shall consider with equal weight, all input of the Commission.
- I. The Chair shall conduct the meeting and determine the format for discussion and testimony, including the length permitted to speak by a presenter.

Section 2. Resignation.

- A. Voluntary: Voluntary resignations of the Commission shall be made in writing to the City Clerk who shall forward such resignation to the Commission Members. The resignation of Commission shall be effective immediately upon receipt and verification by the City Clerk's office.
- B. Involuntary: A Commissioner may be removed by a two-thirds (2/3) vote of the Commission at a regular meeting, or a special meeting called for that purpose.

Section 3. Vacancies. Vacancies on the Commission shall be filled by appointment by a majority of the City Council with recommendation from the sitting Commission members. Appointments which replace a vacancy for an incomplete term shall complete the remainder of said term.

Section 4. City Staff Liaison. A non-voting Staff Liaison provides the following support and assistance to the Commission. Additional duties are subject to approval by the department head based on budget and available resources.

- A. Ensure that the agenda is prepared and distributed on schedule.
- B. Post notice of meetings in the official posting places, City Hall, the City Website, and in any additional places designated by the Commission.
- C. Ensures that minutes are taken, posted, and submitted to the City Clerk for the City's permanent archives.
- D. Ensure that actions and activities of the Commission are consistent with policies and procedures of the City.
- E. Offer insights about City organization, policies, and efforts.
- F. Notify the Commission of events, meetings, or circumstances when the Staff Liaison is asked to speak on behalf of the Commission.
- G. Update the Commissions presence on the City Website.
- H. Act as point person for contact with other City liaisons, departments, or boards, unless otherwise delegated.
- I. Facilitate communication among members.
- J. Assist the Chair during the meeting, if necessary.

Section 5. Removal of a Member.

- A. If a member has two (2) or more consecutive absences from Commission meetings within a period of one (1) year, it shall constitute cause for the Executive Board to determine if the member will be removed from the Commission and a request will be made to the absent Commissioner for resignation.
 - a. Absences will be identified as “with notification” and “without notification”. An absence is considered “with notification” if the member notifies the city clerks’ office prior to the meeting (prefer 24 hours). If there has been no prior notification, the absence is considered “without notification”. It is important to notify staff or any absence for the purposes of determining a quorum.
- B. The Mayor or the Commission, with the consent of the Mayor and Commission, may remove a commissioner for inefficiency, neglect of duty, or misconduct but only after the commissioner has been made aware of the charges made by the Mayor against

him and has had an opportunity to be heard in person or by counsel before the Commission. A recommendation will be made to City Council for approval of the action.

ARTICLE IV.
OFFICERS

Section 1. Officer Terms and Duties. The officers of the Commission shall be a Chair, Vice-Chair and Secretary. Officers shall serve one (1) year terms and may serve a maximum of two (2) consecutive terms in a single office. In addition, for an Executive Board which includes the Chair, Vice-Chair and Secretary to meet Mid-Month. All Commissioners need to attend a minimum of 8 meetings a year. There are no meetings the month of August.

- A. The Chair shall preside over all regular and special meetings of the Commission, and shall, subject to these Bylaws and rules of procedure, decide all points of procedure, unless otherwise directed by a majority of the members present at a particular meeting. The Chair shall serve as primary contact between the Commission and the City Staff Liaison.
- B. The Vice-Chair shall assume the duties and responsibilities of the Chair in the event the Chair is absent or unable to perform his/her duties.
- C. When both the Chair and Vice-Chair are absent, the members present shall select a member to preside over the meeting by consensus or by a majority vote.

Section 2. Elections. Officers shall be elected by a majority vote of the Commission at the first meeting of the calendar year. Nominations for an officer position require a second. A voice vote shall be taken to elect all officers. Officers shall be elected by a majority of members present.

Section 3. Vacancies of Officers. A vacancy in an officer position shall be filled by election at the next regular or special meeting of the Commission from the Commission members. Until such election, the Vice-Chair shall serve as acting Chair, if the Chair position is vacant. All officers elected to fill a vacant officer position shall serve until the next officer election.

ARTICLE V.
MEETINGS

Section 1. Schedule. Meetings shall occur at least quarterly as determined by the Commission. Such determination includes the dates, time, and place of such meetings.

Section 2. Notice of Meetings. Meeting agendas shall be posted as notice of a meeting and in accordance with Kuna Municipal Code and Idaho law at designated posting places, City Hall, and the City's website. Notice of any regular or special meeting shall be posted in the designated posting places no less than 48 hours prior to the holding of such meeting, unless an emergency requires posting within 24 hours of the meeting time.

ARTICLE VI.
COMMISSION SUBCOMMITTEES

Section 1. Special Committees. Special committees may be authorized and formed for special, limited purposes and to work on specific issues or projects as needed. A special committee shall serve only until the completion of its special, limited purpose. Recommendations of a special committee must be approved by the Commission before being officially adopted.

Section 2. Standing Committee. There shall be no standing committee of the Commission unless authorized by the Kuna City Council.

Section 3. Communications Outside of the Commission. Individuals shall not speak for the Commission without the City's and Commission's authorization and shall not make commitments on behalf of the City and Commission unless the Commission has formally approved such a commitment.

ARTICLE VII.
PUBLIC COMMITMENT

Section 1. Commitment to the Public. Commissioners commit to the public to adhere to these bylaws and conduct themselves in a manner that is beneficial and productive and that does not reflect adversely on the City or community of Kuna.

ARTICLE VIII.
AMENDMENTS TO BYLAWS

Section 1. Amendments. These bylaws shall be reviewed as needed and proposed amendments shall be approved by an affirmative vote of no less than a majority of the total current members of the Commission. Copies of proposed amendments shall be provided to each member of the Commission at least 48 hours prior to the date of any regular or special meeting at which the bylaws amendment is on the agenda for consideration.

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Approved this _____ day of _____.

Kuna Arts Commission Chair

Kuna Arts Commission Vice Chair

Kuna Arts Commission Secretary

Attested: Kuna City Clerk

Exhibit A

Motions

Section 1. Call for Motion-

Upon conclusion of the preliminary discussion, any Commissioner, other than the Chair, may make a motion. The motion shall contain the proposed action to be taken.

Section 2. Seconding a Motion-

After a Motion is made, the Chair shall call for a second. The Chair may second a Motion.

Section 3. Lack of Second for a Motion-

If, after a reasonable time, no second has been made, the Motion shall be declared dead for lack of a second, and the Chair shall state such.

Section 4. Discussion/debate-

After a Motion has been made and seconded, the Chair shall call for a discussion on the Motion. All discussion shall be limited to the Motion before the Commission. At the close of the discussion, the Chair shall put the matter to vote.

Section 5. Time limits on discussion/debate-

The Chair may, at his/her discretion, limit the debate on any Motion, except that each Commissioner shall have the opportunity to speak.

Section 6. Amending the Motion-

A Motion to amend may be made by any Commissioner to review a motion that is being discussed/debated; it cannot be a freestanding Motion on its own, nor can it substitute for the main Motion. The Motion to amend must be voted upon, and if it passes, it becomes part of the main Motion.

Section 7. Withdrawing a Motion-

Any Motion may be withdrawn by the maker, and seconded.