



**CLARK COUNTY ARTS COMMISSION
HANDBOOK**

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History

“Creativity takes courage” – Henri Matisse

Clark County Arts Commission was formed through a collaboration of visionaries who saw the value of supporting and promoting the arts. On March 16th, 2010, Clark County Commissioners, Steve Stuart, Tom Mielke, and Marc Boldt along with Prosecuting Attorney, Art Curtis created and signed, Resolution 2010-03-07. Their mission was to bring together the local municipalities in Clark County under one umbrella to be the advocates of this vision.

The eleven members are comprised of eight cities; Battle Ground, Camas, La Center, Ridgefield, Vancouver, Washougal, Woodland, Yacolt and three members in the area of Business, Education and At-Large.

As an advisory commission, CCAC can provide a conduit for innovative voices to be encouraged and creativity to flourish.



RESOLUTION

WHEREAS, an Arts Commission will promote awareness of the arts as a vital part of our contemporary lives; and

WHEREAS, an ARTS Commission will enhance and support the growth of the local economy; and

WHEREAS, an Arts Commission will work to expand the opportunity and accessibility of citizens to experience art in public places and to create a more visually pleasing environment; and

WHEREAS, an Arts Commission will support successful collaborations among arts patrons, artists, the business community, service groups, schools, and cultural groups; and

WHEREAS, an Arts Commission will support local artists and arts groups in applying for grants and other sources of funding; and

WHEREAS, an Arts Commission by celebrating the creative talents and diverse skills of our residents enhancing the quality of life in Clark County.

NOW, THEREFORE, be it resolved by this Clark County Board of commissioners, that there is hereby established the Clark County Arts Commission; and

BE IT FURTHER RESOLVED that said commission shall have eleven (11) members to be nominated as follows:

Eight (8) members, one each from the arts communities in cities of Battle Ground, Camas, La Center, Ridgefield, Vancouver, Washougal, Woodland and the Town of Yacolt; to serve initial term of four years. Three (3) members nominated by the Clark County Board of Commissioners; one representing the unincorporated area of Clark County, one representing the local arts education profession, and one representing local business; to serve initial terms of two years.

All subsequent terms shall be for four years.

Arts disciplines/professions to be represented on the commission may include: architecture; dance; digital; heritage or cultural; literary; music; theater; or visual.

Signed this 16th day of March, 2010

ATTEST:

Louise Richards
Clerk to the board

Arthur D. Curtis
Prosecuting Attorney

CLARK COUNTY:

Steve Stuart
Chair

Tom Mielke
Commissioner

Marc Bolt
Commissioner

GENERAL DUTIES

Commission Members:

- Attend 9 of the 12 regular scheduled commission meetings a year.
- Members support the work of the Commission by serving on board committees, ad-hoc committees or sub-committees.
- Actively participate in meetings.
- Assist in routinely reporting accomplishments to the community, the County and City Councilors at the open meetings.
- Assist in setting the strategic direction of the Arts Commission.
- Be engaged in the development, monitoring and evaluation of events/goals of the Arts Commission.
- Attend events as a representative of the Arts Commission.
- Represent the Arts within the community, at public hearings, budget hearings or other public forums as needed.
- Adhere to the Open Public Meetings Act (OPMA) , laws concerning public disclosure and transparency and the Conflict of Interest Policy; RCW 42.23.070

Chairperson

- Principle executive officer of the Commission.
- Preside at all meetings of the Commission.
- Serve as ex officio as a member of all committees; except the Nominating Committee.
- Represent the Commission before the Board of County Commissioners.
- Ability to create and appoint committees.

Vice-Chairperson

- Perform the duties of the Chairperson at their request or in the Chairpersons absence.
- Perform as Chair of the Nominating Committee.

Secretary

- Keep the minutes of all official meetings.
- Distribute in a timely manner.
- Post to the website after approval by the Commission members.

Treasurer

- Actively involved in the annual budget.
- Prepare and monitor all financial transactions.
- Work with appropriate

**BYLAWS OF THE
CLARK COUNTY ARTS
COMMISSION CLARK COUNTY,
WASHINGTON**

ARTICLE I

ORGANIZATION

1. **Name:** The name of this organization shall be the Clark County Arts Commission. The Clark County Arts Commission is a standing committee of Clark County.

2. **Membership, Purposes and Activities:** The membership, purposes and activities of the Commission shall be as provided by Clark County Resolution #2010-03-07.

3. **Duties:** Duties of the Commission shall be to fulfill the mandate set forth in Resolution #2010-03-07 adopted by the Board of County Commissioners. In addition, the duties of the Commission may include:
 - a. Public Relations;
 - b. Communications with the Clark County Council and the City Councils of the cities of Battle Ground, Camas, La Center, Ridgefield, Vancouver, Washougal, Woodland and the Town of Yacolt;
 - c. Developing and implementing programs and projects;
 - d. Pursuing grants or other funding sources in aid of arts and artists
 - e. Approving the annual budget for the Arts Commission
 - f. Establishing standing, advisory and ad hoc committee.

4. **Removal, Resignation and Recall of Commission Members:** A majority of the members of the Commission may recommend to the Clark County Council that any individual Commission member be removed for sufficient cause. Any member of the Commission may submit his or her resignation

5. in writing to be effective at the time designated and, if not designated, at such time as a written resignation is received by the County. Two unexcused absences or three consecutive excused absences by a Commission member from regularly scheduled Commission meetings can be construed as sufficient cause for the remaining Commission members to recommend to the Clark County Council to remove said absent member from the Commission.
6. Vacancies on the Commission: Vacancies in any Commission position shall be filled by the Clark County Council in consultation with the appropriate appointing authority, and those so appointed shall fulfill the unexpired term until such positions would normally terminate. Sitting Commissioners may continue past the expiration of their term, subject to the approval of the Commission, until replacements are designated.

ARTICLE II OFFICERS

1. Number. The officers of the Commission shall be a Chairperson, a Vice-Chairperson, a Secretary and a Treasurer. Other officers may be appointed from time to time by the Commission based on Commission activities.
2. Election and Term: The officers of the Commission shall be elected by a majority of the Commission for a two year term. Such elections shall be held at the November meeting of the Commission. Each officer shall hold office during his or her term or until his or her death, resignation, disqualification, or until his or her successor is elected and qualifies.

Officers of the Commission may be reelected, or elected to a different office. Term limits for any office shall be two terms of consecutive service.

Nominations for election to an office shall be made by the Nominating Committee, headed by the Vice-Chairperson and may be made by members of the Commission at any meeting in which officers are nominated and/or elections to office are held.

3. Removal of Officer: Any officer elected by the Commission may be

removed by the vote of two-thirds of the members of the Commission appointed to office with cause at any regular or special meeting of the Commission, but no vote for the removal of an officer shall be effective unless notice of the proposed removal shall have been given to the members of the Commission at least 10 days in advance of the meeting. Such notice shall be sent by the Chairperson at the request of the members proposing the removal.

4. **Vacancies:** A vacancy occurring among the officers of the Commission may be filled by the Commission acting at any regular or special meeting of the Commission.
5. **Chairperson:** The Chairperson shall be the principal executive officer of the Commission. The Chairperson shall preside at all meetings of the Commission. He or she shall serve ex officio as a member of all committees (except the Nominating Committee) created by the Commission, the Chairperson, or these Bylaws; he or she shall represent the Commission before the Board of County Commissioners; he or she shall have the power to create and appoint committees pursuant to Article III, Section 3 of these Bylaws; and, in general, he or she shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Commission from time to time.
6. **Vice-Chairperson:** At the request of the Chairperson, or in his or her absence or disability, the Vice-Chairperson shall perform all the duties of the Chairperson and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson shall act as Chair of the Nominating Committee. The Vice-Chairperson shall perform such other duties and have such authority as from time to time may be assigned by the Chairperson or the Commission.
7. **Secretary:** The Secretary shall keep the minutes of all official Clark County Arts Commission meetings and distribute them in a timely manner.
8. **Treasurer:** The Treasurer shall be actively involved in the annual budget preparation and shall monitor all financial transactions. The Treasurer will be responsible for working with appropriate County staff to assure accurate financial statements are prepared for the Commission.

ARTICLE III
COMMITTEES

1. **Executive Committee:** The Commission may, by proper resolution, designate an Executive Committee composed of the Chairperson, Vice-Chairperson, Secretary and Treasurer. The Executive Committee shall exercise such powers of the Commission in the management of the affairs of the Commission, except at such time as the Commission is in session; provided, however, that the Commission shall have the power to direct, limit or control the Executive Committee by resolution at any special or regular meeting, or by general rules adopted for its guidance.
2. **Nominating Committee:** The Commission may, by proper resolution, designate a Nominating Committee composed of three members to be nominated by the Chairperson and approved by the Commission. One member shall be the Vice - Chairperson and the Nominated Committee will be chaired by the Vice - Chairperson. The Nominating Committee shall be a standing Committee for the purpose of nominating the Officers, which nomination shall be reported to the Commission at the regular meeting held during the month of February. The Commission may direct, limit or control the Nominating Committee by resolution at any special or regular meeting or by general rules adopted for guidance.
3. **Other Committees:** The Chairperson or the Commission may designate other special or standing committees. Such committees shall report to and be responsible to the Chairperson and the Commission and the Commission may direct, limit or control such committees by resolution at any special or regular meeting or by general rules adopted for guidance.
4. **Public Committee Members:** The Chairperson may appoint individuals who are not members of the Commission to special or standing committees. Appointments are for one year terms, with reappointments not to exceed 5 years. Removal of Public Committee Members shall be the same as for Commission members, as stated in Article I, Section 4. All Appointments of Public Committee Members are as non-voting members.

5. Notice of Committee Meetings: Various committees of the Commission shall meet as needed. The time and place of committee meetings shall be determined by the Chairperson of each individual committee. The usual manner of informing committees of their meeting dates and times is by electronic mail. If it becomes necessary to make any change in the time of any committee meeting, committee members shall be promptly notified.

ARTICLE IV

MEETINGS OF THE COMMISSION

1. Regular Meetings: Unless notified otherwise, regular meeting of the Commission shall be held as determined by the Commission in an available meeting room, the time and location as which will be published subject to Section 3 of this Article. The location of the regular meetings shall from time to time move around the County in recognition of the participation of the various jurisdictions in the Commission. The regular monthly meeting held during the month of November shall be designated the Annual Meeting. Subject to the requirements of Section 3 of this Article, the time and place of the regular meeting may be changed by the Chairperson.
2. Special Meetings: Special meetings of the Commission may be called at any time by the Chairperson. In addition to the foregoing, the Chairperson shall call a special meeting at the written request of sic members of the Commission.
3. Notice of Meetings: Notice of all regular and special meetings shall be as given to the public in compliance with the applicable statutes of the State of Washington, and notice of special meetings shall be given to each Commission member either in writing, via electronic mail or by telephone at least 48 hours prior to the meeting time. Failure to give such notice shall not of itself void any action properly taken by the Commission.
4. Conduct of Meetings: All meetings shall be open to the public. Any questions concerning parliamentary procedure at meetings shall be determined by reference to Robert's Rules of Order Revised except where such rules conflict with the laws of the State of Washington, ordinances of Clark County, Washington or these Bylaws. Robert's Rules of Order may be suspended by a two-thirds vote of the Commission members present at any meeting. Except as otherwise provided in these Bylaws, the act of a

majority of the members present at a meeting at which a quorum is present shall be the act of the Commission.

5. **Quorum:** A majority of the Commission appointed to office shall constitute a quorum for the transaction of business at any meeting of the Commission.

ARTICLE V

LEGAL COUNSEL

1. **Legal Counsel:** The Chief County Prosecuting Attorney or his/her designated representative shall be the Legal Counsel for the Commission and its committees.

ARTICLE VI

MISCELLANEOUS PROVISIONS

1. **Conflict of Laws:** In the event that anything contained herein shall conflict with an ordinance of Clark County or law of the State of Washington, such ordinance or law shall control.
2. **Amendment:** These Bylaws may be amended by the affirmative vote of a majority of the members of the Commission appointed to office, provided that such amendment shall have first been presented to the membership in writing at a regular or special meeting or by electronic mail preceding the meeting at which the vote is taken.
3. **Receipt and Expenditure of Funds:** As a standing Committee of Clark County, and subject to the approval of the County, the Arts Commission may receive and expend funds in accordance with the tasks as outlined in Clark County Resolution #2010-03-07 and these By-Laws.

THESE BYLAWS WERE APPROVED AND ADOPTED AT THE CLARK COUNTY ARTS COMMISSION REGULAR MEETING ON April 2, 2019.

CONFLICT OF INTEREST

The Commissioners on the board of the Clark County Arts Commission shall abide by RCW 42.23, which governs municipal officers and "governs all contracts by such officials, including contracts or employment, sales, leases, and purchases." This shall also be related to grant funding.

RCW 42.23.070 describes specific prohibitions: "(1) a municipal officer using his or her position to obtain special privileges; (2) accepting compensation or a gift from a source other than the employing municipality for a matter related to the officer's services as a municipal officer; (3) engaging in a business or professional activity that the officer might reasonably expect would induce him or her to disclose confidential information gained by virtue of his or her official position; and (4) disclosing confidential information or using such information for personal gain."

In addition, The Appearance of Fairness Doctrine, a rule of law that requires government decision-makers to conduct hearings and make decisions in a way that is both fair in appearance and in fact, shall become part of this policy for the purpose of "bolstering public confidence in the fairness of such decisions by the elimination of actual bias, prejudice, improper influence or favoritism, but also in the curbing of conditions which, by their very existence, tend to create suspicion, generate misinterpretation, and cast a pall of partiality, impropriety, conflict of interest or prejudgment over the proceedings to which they relate." Excepted from [Chrobuck v. Snohomish County](#), 78 Wn.2d 858,868 (1971)

Based on the RCW's and Appearance of Fairness Doctrine, each Clark County Arts Commission Board Member has an affirmative duty to disclose whether the Board Member has any Conflict of Interest. An example of such conflict would be affiliation or relation to a grant applicant or any entity of grant fund. If there is any affiliation or relationship with such applicant, then special procedures shall be taken to ensure independence. The Board Member will recuse him or herself, both for participation in discussion and voting (the board may allow a member to participate in discussion, but this is up to the board to include or not in its policy), and such board members will be asked to leave the meeting during proceedings regarding any conflict of interest.

Once discussion has been completed, and any action has been taken, if there still remains a quorum, the Board Member may once again join the current commission and participate in the regular board proceedings.

-Drafted April 25th, 2011

APPOINTMENT PROCEDURES

Announcement of Vacancy:

- All upcoming vacancies will be advertised through public announcement via news release, CCAC website and/or other reasonable outreach methods.

Methods of Application and Term Length:

- Any potential candidate interested in applying for a vacancy in a municipality must apply through the city in which the vacancy has occurred.
 - The city Mayor will review the applicant and if approved, will forward a letter of recommendation to the Clark County Commissioners for consideration of appointment.
 - The Clark County Commissioners will review the applicant and if approved, will confirm the appointment.
 - City appointments are a four year term with an additional one (1) four year term available.
- Business, Education and At-large applicants apply through Clark County Commissioners.
 - The Clark County Commissioners will review the applicant and if approved, will confirm the appointment.
 - Business, Education and At-large appointments are a two year term with an additional one (1) two year term available.
- Applicants will provide a letter of interest along with a resume pertaining to their art background, nonprofit or business experience, etc.
- If a candidate is selected to fill a remainder of an unexpired term of six (6) months or less, their appointment shall be for the remainder of an unexpired term plus the next full term.

Resignation:

- In the event that a Clark County Arts Commissioner needs to resign prior to their term ending, a letter of resignation shall be sent to the city that they are representing, along with a copy to the Clark County Arts Commission and the Clark County Commissioners. When practical, a minimum of 30 day notice is requested.

For those representing Business, Education and At-large, a letter of resignation shall be sent to Clark County Arts Commission and the Clark County Commissioners. When practical, a minimum of 30 day notice is requested.

Length of Terms:

- The appointments dates will be staggered to provide continuity and overlapping of vacancies.

Position	Start Date	End Date	Length of Term
Battle Ground	00/00/0000	12/31/2020	4 years
Camas	00/00/0000	04/01/2022	4 years
La Center	00/00/0000	12/31/2020	4 years
Ridgefield	00/00/0000	12/31/2020	4 years
Vancouver	00/00/0000	12/31/2022	4 years
Washougal	00/00/0000	12/31/2021	4 years
Woodland	00/00/0000		4 years
Yacolt	00/00/0000	12/31/2020	4 years
At-large	00/00/0000	12/31/2022	2 years
Business	00/00/0000	12/31/2020	2 years
Education	00/00/0000	12/31/2021	2 years

Clark County Arts Commission
COMMISSIONERS INFORMATION FORM

Name: _____

Email Address: _____

Primary Phone: _____

Secondary Phone: _____

Home Address: _____

Mailing Address: _____

Appointed to: _____

Original Appointment date: _____

Term Limit: **Two Year / Four Year**

With one additional term available.

Potential Reappointment date #1 _____

Expiration Date If all terms served: _____

Orientation completed on: _____

Date of appointment: _____

OPMA training completed on: _____

Your email address: _____

Temporary Password: _____

Email Policy

- **First and foremost, you should avoid using your personal email to conduct official business.** Any emails dealing with official business must be kept in accordance with the Open Public Meeting Act. (OPMA)
- **There are three main types of emails:**

1. Transitory

Most emails are considered "transitory" meaning they will be kept for fewer than 90 days (basically, until they are no longer useful). Transitory emails include: information requests that don't require policy decisions or administrative action; memoranda that do not involve official actions (like office closings), reminders or to-do lists, information about routine activities that contain no substantive information (meeting reminders, visit or training scheduling), emails that are personal in nature and involve no official business, and reference materials that do not warrant long-term preservation.

2. Short-term

Short-term emails are kept for approximately 90 days to one year and contain minimal or no documentary value. These emails can be left on a shared drive or in an email folder until they are disposed after they are no longer useful. Short-term emails include general administrative emails, emails that do not require action or emails that do not document specific agency functions.

3. Long-term

Long-term emails are those that will be kept for more than a year and must be retained in accordance to the Washington State Retention Schedule time line. These include: emails that document actions; emails documenting important program or project decisions; records of programs or projects that require a decision or administrative action; emails relating to an individual's affairs that do not contain information on agency actions or activities (including invitations to meetings, discussions about a person's working schedule, memoranda used only as a reference, personal messages that do not have anything to do

with the agency, etc.). These emails should be deleted as soon as they are no longer needed.

- **When you receive an email, ask yourself if you should delete, or saved, based on whether it is transitory, short-term, or long-term.** Transitory emails should be deleted once they are no longer needed. Short-term emails can be saved in a shared drive or in an email folder for less than a year. Any documents that need to be retained after that point should be saved.
- **Emails that meet the retention Record guidelines** should contain as much information in the subject line as possible.
- **Don't mix personal and professional topics in the same email** (you never want to have your embarrassing secrets released to the public under a FOIA request!). That said, you're better off sending personal emails from your private email account. If you do use your government account to send a message that is personal in nature, it is important to make sure that what you are saying is not construed as an official position of your agency. If you believe there might be confusion, include a disclaimer like "The views expressed in this email are solely those of the sender and do not reflect the views of [your agency] or Clark County."
- **When in doubt, error on the side of caution** and retain your email.
- **It is likely that your agency has some standards on top of what is typically required for Federal Records.** This might include specific messages that must appear at the bottom of each email or how emails containing classified information should be handled.
- **Add below your signature line:**
 - *This e-mail and related attachments and any response may be subject to public disclosure under state law.*

**CLARK COUNTY ARTS COMMISSION
IN-KIND CONTRIBUTION RECORD**

Fiscal Year: _____

Name of contributor: _____

Address of contributor: _____

Phone # of contributor: _____

Date of contribution: _____

Description of contributed materials: _____

Number of hour's services contributed: _____

Rate contributor is generally paid for similar services: _____

Other method of valuation of services contributed: * _____

(*Hourly wage based on Federal Volunteer Value.)

SUMMARY

Value of materials: _____

Value of services: _____

Total: _____

Signature of contributor: _____

Company Name: _____

Date: _____

Signature of CCAC representative receiving contribution:

_____ Date: _____