



AGENDA

PUBLIC ARTS COMMITTEE

JANUARY 16, 2025

4:00 PM

Irvine Fine Arts Center

14321 Yale Ave.

Irvine, CA 92604

PARTICIPATION VIA ZOOM

MEETING ID: 880-0380-1916

PASSCODE: 325508

WEBSITE: zoom.us/join

TELEPHONE: 669-444-9171

or 669-900-6833

Mimi Falcone
Chair

Paul Abbaszadeh
Committee Member

Katie Farrell
Committee Member

Matthew Hustad
Committee Member

Beverly Jacobs
Committee Member

Kirsten Maeda
Committee Member

Vacant
Committee Member

To participate virtually, visit zoom.us/join using any web browser, or the Zoom app on smartphones or tablets, and enter the Meeting ID and Passcode noted above. To participate by telephone, dial one of the numbers listed above and enter the same Meeting ID and Passcode. For technical assistance before or during the meeting, call 949-724-6078.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

1. PRESENTATIONS

1.1 PUBLIC ARTS MASTER PLAN IMPLEMENTATION

PUBLIC COMMENTS - NON-AGENDIZED ITEMS

Any member of the public may address the Public Arts Committee on items within the Public Arts Committee's subject matter jurisdiction, but which are not listed on this agenda. If 20 or fewer requests to provide public comments are submitted, each speaker shall be limited to three minutes. If between 21 and 30 speakers submit public comments, each speaker shall be limited to two minutes. If more than 30 speakers submit public comments, each speaker shall be limited to 90 seconds. The time limit per speaker shall be established based on the number of requests to speak submitted to the Recording Secretary before the first speaker is called. Requests to speak submitted after the first speaker is called shall receive 90 seconds.

These time limits may be shortened or extended, or a cumulative limit on the time for all public speakers may be imposed, at the discretion of the Chair or by a majority vote of the Committee.

INTRODUCTIONS

ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES

Announcements, and Committee Reports are for the purpose of presenting brief comments or reports, are subject to California Government Code Section 54954.2 of the Brown Act and are limited to 15 minutes, 3 minutes per member of the Public Arts Committee. In addition, the Chair shall receive any necessary additional time to deliver announcements of community events and opportunities.

ADDITIONS AND DELETIONS

Additions to the agenda are limited by California Government Code Section 54954.2 of the Brown Act and for those items that arise after the posting of the Agenda and must be acted upon prior to the next Committee meeting.

2. COMMITTEE BUSINESS

Public comments on Public Arts Committee items will be heard at the time the matters are considered. If 10 or fewer requests to speak are submitted, each speaker shall be limited to three (3) minutes per item. If between 11 and 15 speakers submit requests to speak, each speaker shall be limited to two (2) minutes per item. If 16 or more requests to speak are submitted, each speaker shall be limited to 90 seconds per item. The time limit per speaker shall be established based on the number of requests to speak submitted to the Recording Secretary before the first speaker is called. Requests to speak submitted after the first speaker is called shall receive 90 seconds. These time limits may be shortened or extended, or a cumulative limit on the time for all public speakers may be imposed, at the discretion of the Chair or by a majority vote of the Public Arts Committee.

2.1 MINUTES

RECOMMENDED ACTION:

Approve the minutes of the Public Arts Committee special meeting held October 1, 2024.

2.2 2025 PROPOSED MEETING SCHEDULE

RECOMMENDED ACTION:

Approve the Public Arts Committee meeting schedule for the calendar year 2025.

2.3 ELECTION OF OFFICERS

RECOMMENDED ACTION:

Conduct elections of Public Arts Committee Chair and Vice-Chair.

ADJOURNMENT

NOTICE TO THE PUBLIC

PARTICIPATION AT PUBLIC ARTS COMMITTEE MEETINGS

Meetings are held in person at Irvine Fine Arts Center, 14321 Yale Avenue, Irvine, California. You may submit comments on any agenda item or on any item not on the agenda, in writing via mail to: "Attn: Irvine Public Arts Committee," 1 Civic Center Plaza, Irvine, CA 92606; by email to CScommittee1@cityofirvine.org. or through e-Comment at <https://www.cityofirvine.org/irvine-fine-arts-center/public-arts-committee>. E-Comments submitted at least two hours prior to the commencement of the meeting will be distributed to the Board at the meeting. You may also provide live comments via "Zoom." For more information, visit <https://www.cityofirvine.org/irvine-fine-arts-center/public-arts-committee>.

REQUEST TO SPEAK IN PERSON: If you would like to address the Public Arts Committee on a scheduled agenda item, non-agenda item, or public hearing, please fill out a Request to Speak Form and submit to the Recording Secretary. We respectfully ask that you identify on the form your name and the item(s) on which you would like to speak. The Request to Speak Form assists the Chair in ensuring that all persons wishing to address the Public Arts Committee are recognized. It also ensures the accurate identification of meeting participants in the Public Arts Committee minutes. Your name will be called at the time public comments are heard by the Public Arts Committee. City policy is to limit public testimony to up to three minutes per speaker depending on relevant circumstances, which includes the presentation of electronic or audio/visual information. Speakers may not yield their time to other persons.

Please take notice that the order of scheduled agenda items and/or the time they are actually heard, considered, and decided may be modified by the Chair or the Public Arts Committee during the course of the meeting, so please stay alert.

PLEASE NOTE: The Public Arts Committee is making every effort to follow the spirit and intent of the Brown Act and other applicable laws regulating the conduct of public meetings, in order to maximize transparency and public access. For questions or assistance, please contact the Community Services Department at 949-724-6647, or via email at CScommittee1@cityofirvine.org. It would be appreciated if written communications of public comments related to items on the agenda, or items not on the agenda, are provided prior to the commencement of the meeting.

ADJOURNMENT

At 11 p.m., the Public Arts Committee will determine which of the remaining agenda items can be considered and acted upon prior to 12 midnight and will continue all other items on which additional time is required until a future Public Arts Committee meeting. All meetings are scheduled to terminate at 12 midnight.

STAFF REPORTS

As a general rule, staff reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials are on file with the Community Services Department and are available for public inspection and copying once the agenda is publicly posted (at least 7 days prior to a regular Public Arts Committee meeting). Staff reports can also be downloaded from the City's website at cityofirvine.org at least 7 days prior to the scheduled Public Arts Committee meeting. If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact Community Services staff at 949-724-6647.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Public Arts Committee regarding any item on this agenda after the posting of the agenda will be available for public review in the Community Services Department, 1 Civic Center Plaza, Irvine, California, during normal business hours. In addition, such writings or documents will be made available for public review on the City's website and at the respective public meeting.

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact Community Services staff at 949-724-6647.

**SUBMITTAL OF INFORMATION BY MEMBERS OF THE PUBLIC FOR
DISSEMINATION OR PRESENTATION AT PUBLIC MEETINGS**

Written Materials/Handouts:

Any member of the public who desires to submit documentation in hard copy form may do so prior to the meeting or at the time he/she addresses the Public Arts Committee. Please provide 15 copies of the information to be submitted and file with the Recording Secretary at the time of arrival to the meeting. This information will be disseminated to the Public Arts Committee at the time testimony is given.

CITY SERVICES TO FACILITATE ACCESS TO PUBLIC MEETINGS

It is the intention of the City of Irvine to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Irvine will attempt to accommodate you in every reasonable manner. Please contact the Community Services Department at (949) 724-6647.

Assisted listening devices are available at the meeting for individuals with hearing impairments. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35. 102-35. 104 ADA Title II).

COMMUNICATION DEVICES


To minimize distractions, please be sure all personal communication devices are turned off or on silent mode.

MEETING SCHEDULE

Regular meetings of the Public Arts Committee are held quarterly on the third Thursday of January, April, July, and October at 4:00 p.m. unless otherwise noted. Agendas are available at the following locations:

- City Clerk's Office
- Irvine Police Department
- Main Entrance of City Hall
- Lakeview Senior Center, 20 Lake Rd
- Northwood Community Center, 4521 Bryan Ave
- Rancho Senior Center, 3 Ethel Coplen Way
- William Woollett Jr. Aquatics Center, 4601 Walnut Ave
- City's web page at cityofirvine.org

I hereby certify that the agenda for the Public Arts Committee meeting was posted in accordance with law at the main entrance of City Hall, 1 Civic Center Plaza, Irvine, California, on January 9, 2025, by 5:30 p.m. as well as on the City's website.



Recording Secretary

1. PRESENTATION

ITEM 1.1

PUBLIC ARTS MASTER PLAN IMPLEMENTATION

2. COMMITTEE BUSINESS

ITEM 2.1

MINUTES



MINUTES

PUBLIC ARTS COMMITTEE SPECIAL MEETING

October 1, 2024
William Woollett Jr. Aquatics Center
4601 Walnut Avenue
Irvine, CA 92604

CALL TO ORDER

The special meeting of the Public Arts Committee (PAC) was called to order at 12:05 p.m. on October 1, 2024, by Chair Falcone via Zoom. At the request of Chair Falcone, Vice Chair Krassner presided over the meeting at William Woollett Jr. Aquatics Center, 4601 Walnut Avenue, Irvine, California.

ROLL CALL

Present:	5	Committee Member	David Ihrig
		Committee Member	Beverly Jacobs
		Committee Member	Kristen Maeda
		Vice Chair	Liza Krassner
		Chair	Mimi Falcone*
		*Via Zoom	

PLEDGE OF ALLEGIANCE

Vice Chair Krassner lead the Pledge of Allegiance.

PUBLIC COMMENTS – NON-AGENDIZED ITEMS

There were no public comments on non-agendized items.

INTRODUCTIONS

Superintendent Dean Mattson introduced Chris Slama, Community Services Director, and Dena Diggins, Community Services Deputy Director.

ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES

Vice Chair Krassner announced that Irvine Global Village Festival will take place on Saturday, October 5.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

1. BUSINESS ITEM

1.1 PUBLIC ARTS MASTER PLAN

Richard Stein, Arts Orange County CEO, presented the proposed Public Arts Master Plan to the Committee and received feedback from committee members, several of which provided feedback and comments for inclusion in the plan. Discussion included:

- Sustaining the Public Arts Committee; and
- Funding opportunities.

There were no public comments.

ACTION: Moved by Committee Member Ihrig, seconded by Chair Falcone, and unanimously carried to advise Community Services Commission recommend City Council approve and adopt the proposed City of Irvine Public Arts Master Plan with the addition of the committee’s feedback.

ADJOURNMENT

Moved by Vice Chair Krassner, seconded by Committee Member Ihrig, and unanimously carried to adjourn the meeting at 1:25 p.m.

LIZA KRASSNER, VICE CHAIR

Date Approved: _____

LAURA MURPHY
COMMUNITY SERVICES SUPERVISOR

ITEM 2.2

2025 PROPOSED MEETING SCHEDULE



REQUEST FOR PUBLIC ARTS COMMITTEE ACTION

MEETING DATE: JANUARY 16, 2025

TITLE: PUBLIC ARTS COMMITTEE 2025 MEETING SCHEDULE



Manager of Community Services

RECOMMENDED ACTION

Approve the Public Arts Committee meeting schedule for the calendar year 2025.

EXECUTIVE SUMMARY

The Public Arts Committee (Committee) serves as an advisory body to the Community Services Commission (Commission). The Committee's purpose is to provide input regarding the needs of the community pertaining to arts and cultural programs. The Committee also advises on the creation of the Public Arts Master Plan and serves as a recommending Committee per the Public Arts Program Policy on matters pertaining to evaluation of solicited and unsolicited Public Art Proposals (permanent or temporary murals, sculptures, statues, structures, or installations intended for outdoor public display).

The Committee is made up of five voting members, each member appointed by the City Council, including the Mayor. All Committee members serve at the will of their respected Councilmember for the entirety of their term. Per Committee Bylaws, Attachment 1, the Committee meets quarterly on the third Thursday of designated months.

ANALYSIS

Committee meetings are held quarterly on the third Thursday of designated months at 4 p.m. at the Irvine Fine Arts Center in Irvine, California, unless otherwise noted. The 2025 meeting schedule, presented as Attachment 2, proposes the Committee meet on the third Thursdays of January, April, July, and October.

The Committee meets quarterly to:

- a) Provide input to staff and the Commission on the needs of the community pertaining to arts and cultural programs.

- b) Provide input on design and development of public spaces pertaining to arts and cultural programming.
- c) Advise on the creation of the Public Arts Master Plan, implementation of work plans, and future updates.
- d) Serve as a recommending committee to the Community Services Commission per the Public Arts Program Policy on matters pertaining to evaluation of solicited and unsolicited Public Art Proposals (permanent or temporary murals, sculptures, statues, structures, or installations intended for outdoor public display). Additionally, advise on placement, accessioning and deaccessioning, destruction and alterations of proposed public art.
- e) Perform such other duties as directed by the City Council.

The 2025 meeting schedule is presented for the Committee's consideration and approval.

ALTERNATIVES CONSIDERED

The Committee may choose to amend the proposed 2025 meeting schedule to change regular meeting times, dates, and/or location or add additional meetings.

FINANCIAL IMPACT

There are no new financial impacts to approving the Committee's 2025 meeting schedule.

REPORT PREPARED BY Dean Mattson, Community Services Superintendent

ATTACHMENT

1. Bylaws of the Public Arts Committee
2. Public Arts Committee proposed 2025 Meeting Schedule

**BY-LAWS
OF THE
PUBLIC ARTS COMMITTEE
OF THE
CITY OF IRVINE**

PREAMBLE

The Bylaws of the Public Arts Committee of the City of Irvine (“**Bylaws**”) were adopted by the City Council of the City of Irvine pursuant to Resolution No. _____ and pursuant to Irvine Municipal Code (“**IMC**”) Sections 1-4-301 and 3-7-101.

1. PUBLIC ARTS COMMITTEE CREATION, TITLE, AND AUTHORITY

1.1 Creation: The Public Arts Committee (“**Committee**”) was created under and continues to exist under Division 4 of Title 1 and Division 7 of Title 3 of the IMC.

1.1.1 IMC Title 1, Division 4 generally governs or otherwise regulates the Committee’s powers, duties, limitations, and general purpose is attached to these Bylaws as APPENDIX A.

1.1.2 IMC Title 3, Division 7 specifically describes the creation, composition, appointment, duties, and meeting procedures for the Committee, and is attached as APPENDIX B.

1.1.3 IMC Title 1, Division 15 establishes generally applicable rules regarding public meetings, the conduct of public business, notice and agenda requirements, conduct at meetings, procedures for minutes and recordings, and other matters.

1.1.4 Title 1, Divisions 4 and 15, and Title 3, Division 7 are subject to change, consistent with City Council policies and State law, and each such Division shall take precedence over these bylaws and over any procedures adopted by the Committee.

1.2 Title: The Committee officially shall be known as the “Public Arts Committee.” The term “Committee,” where used in these Bylaws, also shall refer to and mean the “Public Arts Committee.”

1.3 Duties: The Committee was formed pursuant to IMC section 1-4-301 to perform one or more specific assigned task. The powers and duties of the Committee are as follows:

1.3.1 Provide input to staff and the Community Services Commission on the needs of the community pertaining to arts and cultural programs.

1.3.2 Provide input on design and development of public spaces pertaining to arts and cultural programming.

1.3.3 Advise on the creation of the Public Arts Master Plan, implementation of work plans, and future updates.

1.3.4 Serve as a recommending committee to the Community Services Commission per the Public Arts Program Policy on matters pertaining to evaluation of solicited and unsolicited Public Art Proposals (permanent or temporary murals, sculptures, statues, structures, or installations intended for outdoor public display). Additionally, advise on placement, accessioning and deaccessioning, destruction and alterations of proposed public art.

1.3.5 Report annually to the Community Services Commission on its goals and accomplishments.

1.3.6 Perform such other duties as directed by the City Council.

1.4 Individual Member Duties: It shall be the duty of each Committee Member to take an active part in the Committee's deliberations and to act in whatever capacity the Committee Member may be called. Absence from three consecutive meetings without the formal consent of the Committee shall be deemed to constitute the retirement of the Committee Member, and the position shall automatically be vacant and therefore subject to the vacancy procedures as set forth in Section 2.1.4 below.

2. MEMBERS, OFFICERS AND STAFF

2.1 Committee Members:

2.1.1 Appointment: The Committee shall be comprised of the same number of members as there are members of the City Council, including the Mayor. All members of the Committee shall reside or work in the City.

2.1.2 Staff Liaison: The City Manager or his/her designee shall appoint a staff member as liaison to the Committee.

2.1.3 Term and Removal: Each Committee member appointed by an individual City Council member serves at the will of such City Council member for a term expiring upon the expiration of such City Council member's term; provided, however, that a Committee member's term shall terminate on the date either that the Committee member resigns from office or that the appointing City Council member replaces the Committee member prior to the expiration of the Committee member's term.

2.1.4 Vacancy: Should any vacancy occur among the members of the Committee, the City Manager or his/her designee shall immediately notify the City Council member who appointed the Committee member. Such City Council member shall fill the vacancy by appointment for the unexpired portion of the term.

- 2.1.5 Representation of Committee: No Committee member may speak on behalf of the Committee before any other board, commission, council, agency, or entity without prior authorization approved by a majority of the members of the Committee. Committee members shall represent themselves as members of the Committee speaking on their own behalf when presenting their views on Committee business that comes before any other commission, committee, board, or council of the City.
- 2.1.6 Disclosures: Committee members shall make such disclosures as are required by the Political Reform Act (Government Code Section 81000 *et seq.*) and other applicable state laws, and/or by resolutions or ordinances adopted by the City Council. Without limiting the foregoing, each Committee member shall file a Fair Political Practices Commission Statement of Economic Interest (Form 700) within thirty days after assuming office, annually thereafter for so long as they remain a Committee member, and promptly upon leaving office.
- 2.2 Officers: Officers of the Committee shall consist of a Chair and Vice Chair. The Chair and Vice Chair shall be elected by the membership of the Committee at the first regular meeting in January of each calendar year.
 - 2.2.1 Chair: The Chair shall preside at all meetings and hearings of the Committee. The Chair may represent the Committee before the City Council or appoint other members to do so.
 - 2.2.2 Vice Chair: The Vice Chair shall perform all of the duties of the Chair in the Chair's absence or disability and shall perform such other duties as may from time to time be assigned by the Chair.
 - 2.2.3 Officer Vacancy: Should the Chair or Vice Chair cease to be a member of the Committee, the remaining Committee members shall elect a Chair or Vice Chair at the second regular meeting thereafter, by a majority vote of members present. The Chair or Vice Chair so elected shall serve in that office until the next regularly scheduled election of officers.
- 2.3 Staff:
 - 2.3.1 Staff Liaison: The City Manager or his/her designee shall assign a staff liaison to the Committee who shall be an *ex-officio* member of the Committee and as such shall provide technical service to the Committee and shall attend all meetings.
 - 2.3.2 City Manager and City Attorney: The City Manager and City Attorney shall be optional and as-needed advisors or consultants to the Committee and as such may be called upon as follows:

2.3.2.1. City Manager: Upon request of the Chair for specific matters.

2.3.2.2. City Attorney: Upon request of the Chair for specific matters and as a consultant to the professional staff.

2.3.3 Staff Direction: The Committee, or any one of its individual members, shall not direct the performance of significant staff work without the prior authorization of the City Manager.

3. MEETINGS AND AGENDAS

3.1 Agendas: All meetings of the Committee shall be noticed via posting of the agenda in accordance with the notice and agenda requirements set forth in the IMC, Title 1, Division 15. Except as provided in IMC Section 1-15-107 and/or as otherwise provided in Government Code § 54954.2, no action shall be taken on matters not appearing on the posted agenda.

3.2 Initiating an Agenda Item:

3.2.1 Committee Member-Initiated Items: Committee Members wishing to place items on the agenda shall adhere to the following:

3.2.1.1. Agendized items shall be within the scope of the duties specifically assigned to the Committee under IMC Section 3-7-104 and/or Section 1.3 of these Bylaws.

3.2.1.2. Agenda requests for items not requiring a staff report shall be presented in a memorandum to the staff liaison, with a copy to the Chair and members of the Committee, no later than noon, seven days prior to the next scheduled Committee meeting. No staff report will be provided for such items.

3.2.1.3. Agenda requests for items requiring a staff report shall be presented in a memorandum to the Staff Liaison, with a copy to the Chair and members of the Committee, no later than noon, fourteen days prior to the next scheduled Committee meeting.

3.2.2 Staff-Initiated Agenda Items: Staff may initiate such agenda items as are mandated by direction of the City Council, the IMC, City policy, and/or the processing of regular business of the City of Irvine with regard to matters assigned to the Committee under IMC Section _____ and/or Section 1.3 of these Bylaws.

3.3 Meetings:

- 3.3.1 Regular Meetings: Regular meetings of the Committee shall be held in Studio I, Irvine Fine Arts Center, Irvine, California, and remotely via Zoom as and to the extent allowable under Government Code section 54953, at 4:00 p.m., on the third Thursday of January, April, July, and October. Unless a majority of the members present votes otherwise, the meetings of the Committee shall adjourn at or before 7:00 p.m. If the business of the Committee has not been completed by 7:00 p.m., the Committee may vote to remain in session until all or a portion of its remaining business has been completed. All matters remaining after the Committee adjourns shall be continued to a subsequent regular meeting of the Committee.
- 3.3.2 Adjourned Meetings: Any regular meeting may be adjourned to a designated time and place and when so adjourned shall be considered as a regular meeting.
- 3.3.3 Special Meetings: Special meetings of the Committee may be called by the Chair or upon the written request of at least a majority of the Committee members. Special meetings shall be held at a time and place, and in the manner, required by IMC Title 1, Division 15.
- 3.3.4 Annual Meeting: The Annual Meeting of the Committee shall be the first regular meeting in January of each year. Such meeting shall commence with the election of a Chair and Vice Chair for the ensuing year and such other business as shall be scheduled by the Committee.
- 3.3.5 Meetings on Holidays: When a regular meeting falls on a holiday, the meeting shall be held on the next ty business day or on a day to which the previous meeting was adjourned.
- 3.3.6 Cancellation of Meetings: Whenever reasons exist, (for example, lack of a quorum, no business for Committee consideration, or other good and valid reason), a meeting may be canceled.
- 3.3.7 Additional Rules and Procedures; Order of Precedence: The meetings and procedures of the Committee shall be subject to and governed by the ordinances, resolutions, and applicable policies and procedures adopted by the City Council establishing rules and regulations for Committees. If and to the extent there is a conflict between these Bylaws and the rules and regulations applicable to Committee meetings established by the City Council, the rules and regulations for Committee meetings established by the City Council shall govern.

3.4 Meeting Procedures:

- 3.4.1 Duties of Presiding Officer: The Chair, or in the Chair's absence the Vice Chair, shall be the presiding officer, and shall assume the place and duties of such office immediately following selection. The Chair shall preserve strict order and decorum at all meetings of the Committee, state questions coming before the Committee, announce its decision on all subjects and decide all questions of order, subject, however, to an appeal to the Committee as a whole, in which event a majority vote of the Committee members present shall govern and conclusively determine such question of order. The Chair shall vote on all questions, and on roll call the Chair's name shall be called last. The seating arrangement for the Committee shall be determined by the Chair.
- 3.4.2 Regular Meeting Order of Business: All regular meetings shall be conducted in the order set forth in the following paragraphs. The Chair, or a majority of the Committee, may direct an agenda item to be taken out of order.
- 3.4.2.1. Call to Order: The meeting of the Committee shall be called to order by the Chair, in the Chair's absence, the Vice Chair.
- 3.4.2.2. Roll Call: The Recording Secretary shall record the attendance.
- 3.4.2.3. Pledge of Allegiance: The Chair or the Chair's designee shall lead the Pledge of Allegiance to the Flag of the United States of America.
- 3.4.2.4. Presentations: Presentations by Staff or others to the Committee.
- 3.4.2.5. Public Comment: The Chair shall ask if any person wishes to speak to the Committee on any item not listed on the agenda. Public comment time limitations and procedures are identical to the time limitations and procedures applicable to public comments before the City Council.
- 3.4.2.6. Announcements, Committee Reports: The chair shall ask if the Staff Liaison or members of the Committee have announcements as required by Assembly Bill 1234 or as otherwise relevant to the assigned tasks of the Committee.
- 3.4.2.7. Additions or Deletions to the Agenda: Additions may be made so long as such additions are in accordance with IMC Title 1, Division 15.

3.4.2.8. Consent Calendar: Any item which does not require specific findings of fact as required by law, may be placed on the Consent Calendar. The approval of minutes shall be included within this category. Any Committee Member may withdraw an item from the Consent Calendar for discussion. After all requests for removal have been made, the Consent Calendar shall be voted on as a single item. A majority vote for approval of the Consent Calendar shall constitute the approval of each item thereon. Each removed item shall then be voted on individually.

3.4.2.9. Committee Business: Items of Committee Business shall be considered in the following sequence: (i) the matter shall be called, (ii) staff shall provide a report, (iii) public comments on the item shall be received, subject to the same time limitations and procedures as are applicable to public comments before the City Council, (iv) the Committee shall deliberate on the item, and (v) the Committee shall consider appropriate motions on the item. A majority vote for approval of the item shall constitute approval of the item.

3.4.2.10. Adjournment. The meeting shall be adjourned.

3.4.3 Decorum:

3.4.3.1. By Committee Members: While the Committee is in session, Committee Members must preserve order and decorum, and a Committee Member shall neither, by conversation or otherwise, delay or interrupt the proceeding or the peace of the Committee, disturb any member while speaking or refuse to obey the orders of the Committee or the presiding officer, except as otherwise provided in these Bylaws.

3.4.3.2. By Other Persons: Each person who addresses the Committee shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Committee, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Committee meeting shall, at the discretion of the presiding officer or a majority of the Committee, be barred from further addressing the Committee at the meeting. If such conduct thereafter continues so as to disrupt the orderly conduct of

the public's business, the Chair shall order the person removed from the Committee's meeting location. Aggravated cases may be prosecuted on appropriate complaint signed by the Chair, a member of the Committee or any other authorized City representative. The members of Committee may, pursuant to Government Code section 54957.9, order the meeting room cleared and continue with the session when the orderly conduct of the meeting becomes unfeasible and order cannot be restored.

3.5 Standing Rules:

3.5.1 Quorum: At any meeting of the Committee, a quorum shall consist of more than half of the filled seats of the Committee. No action shall be taken in the absence of a quorum, except that those members present shall be entitled by motion to adjourn the meeting to another date.

3.5.2 Voting:

3.5.2.1. One Vote Per Member: The Chair, Vice Chair, and each Committee member shall be entitled to one vote.

3.5.2.2. Proxy Vote: No proxy votes are permitted.

3.5.2.3. Roll Call: A roll call shall be taken upon the passage of all resolutions. Such votes shall be recorded in the minutes of the proceedings of the Committee. Upon the request of any Committee member, a roll call vote shall be taken and recorded on any vote. Whenever a roll call vote is in order, the Recording Secretary shall call the names of the members in alphabetical order, except that the name of the presiding officer shall be called last; provided, however, that when a voting light system is available, the simultaneous use of the voting light system shall serve as the roll call vote.

3.5.2.4. Disqualification and Abstention from Voting: Except as otherwise provided by law, no member of the Committee shall be permitted to abstain from voting unless such disqualification shall be identified as a legal conflict of interest mandating such disqualification, or by unanimous vote of the remainder of the Committee present. Unapproved disqualifications and abstentions shall be recorded by the Recording Secretary in the minutes as an affirmative vote.

- 3.5.2.5. Majority Vote: A majority vote of the members present shall be necessary for the recommendation of any proposed action, resolution, or other voting matter except where otherwise set forth in these Bylaws or controlling law.
- 3.5.2.6. Tie Votes: Tie votes shall be recorded as a failure of action to pass. A tie vote on a motion defeats the motion.
- 3.5.2.7. Absence from Meeting: Any member absent from a meeting shall not be allowed to vote on any matter discussed at that meeting (and continued to a subsequent meeting) until said member has watched/listened to the official recording of the meeting, reviewed the minutes, if prepared, and all correspondence pertaining to the subject, and discussed the matter with staff.
- 3.5.2.8. Silence Constitutes an Affirmative Vote: Unless a member of the Committee has been permitted to and abstains from voting, pursuant to section 3.2.5.4 above, such member's silence shall be recorded as an affirmative vote.

3.5.3 Signature:

- 3.5.3.1. Official Signature: Any resolution of the Committee, duly recorded in the minutes, or where otherwise required by law, shall be signed by the officer presiding over the meeting at which the resolution was adopted.

In form, the official signature shall be substantially as follows:

PUBLIC ARTS COMMITTEE

 (signature)

 (name, title)

- 3.5.3.2. Minutes: The minutes of each Committee meeting shall be signed by the officer presiding over the meeting at which the minutes are approved.

- 3.5.3.3. Other Documents: In all other matters, the Chair shall have the power to execute, verify or attest to documents on behalf of this Committee.

- 3.5.4 Procedural Questions: The presiding officer shall rule on all procedural questions.

3.5.5 Suspension of Rules: The Committee may suspend any of these rules by a unanimous vote of the members present to the extent that such suspension does not conflict with controlling state law.

3.5.6 Rules of Debate:

3.5.6.1. Presiding Officer May Debate and Vote: The presiding officer may move, second and debate from the Chair, subject only to such limitations of debate as are by these rules imposed on all members of the Committee, and shall not be deprived of any of the rights and privileges of a member of the Committee by reason of acting as the presiding officer.

3.5.6.2. Getting the Floor; Improper References to be Avoided: Every member of the Committee desiring to speak shall address the Chair, and upon recognition by the presiding officer, shall confine their remarks to the question under debate, avoiding all personalities and indecorous language.

3.5.6.3. Interruptions: A member of the Committee, once recognized, shall not be interrupted when speaking unless it be a call to order, or as herein otherwise provided. A member of the Committee called to order shall cease speaking until the question of order be determined, and if in order, shall be permitted to proceed.

3.5.6.4. Motion to Reconsider: A motion to reconsider any action taken by the Committee may be made only on the day such action was taken. Such motion must be made by one of the prevailing side but may be seconded by any member of the Committee and may be made at any time and have precedence over all other motions. It shall be debatable. Nothing herein shall be construed to prevent any member of the Committee from making or remaking the same or other motion at a subsequent meeting of the Committee.

3.5.6.5. When Remarks of Committee Members Entered in Minutes: A member of the Committee shall have the right, upon request to the presiding officer, to have an abstract of his or her statement on any subject under consideration by the Committee entered in the minutes. Such an abstract shall contain the statement of each other Committee member who addresses the subject at that time.

3.5.6.6. When Synopsis of Debate Entered in Minutes: The Recording Secretary may be directed by the presiding

officer, with consent of the Committee, to enter in the minutes a synopsis of the discussion on any subject under consideration by the Committee.

3.5.6.7. Rules of Order: Except as otherwise provided in these Bylaws, Robert's Rules of Order, Newly Revised shall govern the conduct their scope of the Committee's powers and duties under these Bylaws.

APPENDIX A

IRVINE MUNICIPAL CODE, TITLE 1, DIVISION 4

[THIS WILL INCLUDE CHAPTERS 1 and 3]

APPENDIX B

IRVINE MUNICIPAL CODE, TITLE __, DIVISION __

PROPOSED
PUBLIC ARTS COMMITTEE
PROPOSED 2025 REGULAR MEETING SCHEDULE

All meetings to convene at 4 p.m. at
Irvine Fine Arts Center
14321 Yale Avenue, Irvine

DATE	<u>TIME</u>
January 16	4 p.m.
April 17	4 p.m.
July 17	4 p.m.
October 16	4 p.m.

ITEM 2.3
ELECTION OF OFFICERS



REQUEST FOR PUBLIC ARTS COMMITTEE ACTION

MEETING DATE: JANUARY 16, 2025

TITLE: ELECTION OF PUBLIC ARTS COMMITTEE OFFICERS



Manager of Community Services

RECOMMENDED ACTION

Conduct elections of Public Arts Committee Chair and Vice-Chair.

EXECUTIVE SUMMARY

The Public Arts Committee (Committee) serves as an advisory body to the Community Services Commission. The Committee's purpose is to provide input regarding the needs of the community pertaining to arts and cultural programs. The Committee also advises on the creation of the Public Arts Master Plan and serves as a recommending Committee per the Public Arts Program Policy on matters pertaining to evaluation of solicited and unsolicited Public Art Proposals (permanent or temporary murals, sculptures, statues, structures, or installations intended for outdoor public display).

The Committee is made up of five voting members, each member appointed by the City Council, including the Mayor. All Committee members serve at the will of their respected Councilmember for the entirety of their term.

COMMISSION/BOARD/COMMITTEE RECOMMENDATION

Not applicable.

ANALYSIS

In accordance with the Committee Bylaws (Attachment), the Committee shall elect a Chair and Vice Chair at the last regular meeting of the calendar year. Per Section 8 of Committee Bylaws, the Committee Chair shall preside over all meetings and is responsible for approval of the final agenda. The Chair shall represent the Committee to the Community Services Commission, the City Council, and City staff. The Vice Chair shall assume these duties in the absence of the Chair.

ALTERNATIVES CONSIDERED

The Committee may delay the election of Chair and Vice Chair to a future meeting.

FINANCIAL IMPACT

There is no financial impact to the Committee conducting its election of officers.

REPORT PREPARED BY Dean Mattson, Community Services Superintendent

ATTACHMENT

Bylaws of the Public Arts Committee

**BY-LAWS
OF THE
PUBLIC ARTS COMMITTEE
OF THE
CITY OF IRVINE**

PREAMBLE

The Bylaws of the Public Arts Committee of the City of Irvine (“**Bylaws**”) were adopted by the City Council of the City of Irvine pursuant to Resolution No. _____ and pursuant to Irvine Municipal Code (“**IMC**”) Sections 1-4-301 and 3-7-101.

1. PUBLIC ARTS COMMITTEE CREATION, TITLE, AND AUTHORITY

1.1 Creation: The Public Arts Committee (“**Committee**”) was created under and continues to exist under Division 4 of Title 1 and Division 7 of Title 3 of the IMC.

1.1.1 IMC Title 1, Division 4 generally governs or otherwise regulates the Committee’s powers, duties, limitations, and general purpose is attached to these Bylaws as APPENDIX A.

1.1.2 IMC Title 3, Division 7 specifically describes the creation, composition, appointment, duties, and meeting procedures for the Committee, and is attached as APPENDIX B.

1.1.3 IMC Title 1, Division 15 establishes generally applicable rules regarding public meetings, the conduct of public business, notice and agenda requirements, conduct at meetings, procedures for minutes and recordings, and other matters.

1.1.4 Title 1, Divisions 4 and 15, and Title 3, Division 7 are subject to change, consistent with City Council policies and State law, and each such Division shall take precedence over these bylaws and over any procedures adopted by the Committee.

1.2 Title: The Committee officially shall be known as the “Public Arts Committee.” The term “Committee,” where used in these Bylaws, also shall refer to and mean the “Public Arts Committee.”

1.3 Duties: The Committee was formed pursuant to IMC section 1-4-301 to perform one or more specific assigned task. The powers and duties of the Committee are as follows:

1.3.1 Provide input to staff and the Community Services Commission on the needs of the community pertaining to arts and cultural programs.

1.3.2 Provide input on design and development of public spaces pertaining to arts and cultural programming.

1.3.3 Advise on the creation of the Public Arts Master Plan, implementation of work plans, and future updates.

1.3.4 Serve as a recommending committee to the Community Services Commission per the Public Arts Program Policy on matters pertaining to evaluation of solicited and unsolicited Public Art Proposals (permanent or temporary murals, sculptures, statues, structures, or installations intended for outdoor public display). Additionally, advise on placement, accessioning and deaccessioning, destruction and alterations of proposed public art.

1.3.5 Report annually to the Community Services Commission on its goals and accomplishments.

1.3.6 Perform such other duties as directed by the City Council.

1.4 Individual Member Duties: It shall be the duty of each Committee Member to take an active part in the Committee's deliberations and to act in whatever capacity the Committee Member may be called. Absence from three consecutive meetings without the formal consent of the Committee shall be deemed to constitute the retirement of the Committee Member, and the position shall automatically be vacant and therefore subject to the vacancy procedures as set forth in Section 2.1.4 below.

2. MEMBERS, OFFICERS AND STAFF

2.1 Committee Members:

2.1.1 Appointment: The Committee shall be comprised of the same number of members as there are members of the City Council, including the Mayor. All members of the Committee shall reside or work in the City.

2.1.2 Staff Liaison: The City Manager or his/her designee shall appoint a staff member as liaison to the Committee.

2.1.3 Term and Removal: Each Committee member appointed by an individual City Council member serves at the will of such City Council member for a term expiring upon the expiration of such City Council member's term; provided, however, that a Committee member's term shall terminate on the date either that the Committee member resigns from office or that the appointing City Council member replaces the Committee member prior to the expiration of the Committee member's term.

2.1.4 Vacancy: Should any vacancy occur among the members of the Committee, the City Manager or his/her designee shall immediately notify the City Council member who appointed the Committee member. Such City Council member shall fill the vacancy by appointment for the unexpired portion of the term.

- 2.1.5 Representation of Committee: No Committee member may speak on behalf of the Committee before any other board, commission, council, agency, or entity without prior authorization approved by a majority of the members of the Committee. Committee members shall represent themselves as members of the Committee speaking on their own behalf when presenting their views on Committee business that comes before any other commission, committee, board, or council of the City.
- 2.1.6 Disclosures: Committee members shall make such disclosures as are required by the Political Reform Act (Government Code Section 81000 *et seq.*) and other applicable state laws, and/or by resolutions or ordinances adopted by the City Council. Without limiting the foregoing, each Committee member shall file a Fair Political Practices Commission Statement of Economic Interest (Form 700) within thirty days after assuming office, annually thereafter for so long as they remain a Committee member, and promptly upon leaving office.
- 2.2 Officers: Officers of the Committee shall consist of a Chair and Vice Chair. The Chair and Vice Chair shall be elected by the membership of the Committee at the first regular meeting in January of each calendar year.
- 2.2.1 Chair: The Chair shall preside at all meetings and hearings of the Committee. The Chair may represent the Committee before the City Council or appoint other members to do so.
- 2.2.2 Vice Chair: The Vice Chair shall perform all of the duties of the Chair in the Chair's absence or disability and shall perform such other duties as may from time to time be assigned by the Chair.
- 2.2.3 Officer Vacancy: Should the Chair or Vice Chair cease to be a member of the Committee, the remaining Committee members shall elect a Chair or Vice Chair at the second regular meeting thereafter, by a majority vote of members present. The Chair or Vice Chair so elected shall serve in that office until the next regularly scheduled election of officers.
- 2.3 Staff:
- 2.3.1 Staff Liaison: The City Manager or his/her designee shall assign a staff liaison to the Committee who shall be an *ex-officio* member of the Committee and as such shall provide technical service to the Committee and shall attend all meetings.
- 2.3.2 City Manager and City Attorney: The City Manager and City Attorney shall be optional and as-needed advisors or consultants to the Committee and as such may be called upon as follows:

2.3.2.1. City Manager: Upon request of the Chair for specific matters.

2.3.2.2. City Attorney: Upon request of the Chair for specific matters and as a consultant to the professional staff.

2.3.3 Staff Direction: The Committee, or any one of its individual members, shall not direct the performance of significant staff work without the prior authorization of the City Manager.

3. MEETINGS AND AGENDAS

3.1 Agendas: All meetings of the Committee shall be noticed via posting of the agenda in accordance with the notice and agenda requirements set forth in the IMC, Title 1, Division 15. Except as provided in IMC Section 1-15-107 and/or as otherwise provided in Government Code § 54954.2, no action shall be taken on matters not appearing on the posted agenda.

3.2 Initiating an Agenda Item:

3.2.1 Committee Member-Initiated Items: Committee Members wishing to place items on the agenda shall adhere to the following:

3.2.1.1. Agendized items shall be within the scope of the duties specifically assigned to the Committee under IMC Section 3-7-104 and/or Section 1.3 of these Bylaws.

3.2.1.2. Agenda requests for items not requiring a staff report shall be presented in a memorandum to the staff liaison, with a copy to the Chair and members of the Committee, no later than noon, seven days prior to the next scheduled Committee meeting. No staff report will be provided for such items.

3.2.1.3. Agenda requests for items requiring a staff report shall be presented in a memorandum to the Staff Liaison, with a copy to the Chair and members of the Committee, no later than noon, fourteen days prior to the next scheduled Committee meeting.

3.2.2 Staff-Initiated Agenda Items: Staff may initiate such agenda items as are mandated by direction of the City Council, the IMC, City policy, and/or the processing of regular business of the City of Irvine with regard to matters assigned to the Committee under IMC Section _____ and/or Section 1.3 of these Bylaws.

3.3 Meetings:

- 3.3.1 Regular Meetings: Regular meetings of the Committee shall be held in Studio I, Irvine Fine Arts Center, Irvine, California, and remotely via Zoom as and to the extent allowable under Government Code section 54953, at 4:00 p.m., on the third Thursday of January, April, July, and October. Unless a majority of the members present votes otherwise, the meetings of the Committee shall adjourn at or before 7:00 p.m. If the business of the Committee has not been completed by 7:00 p.m., the Committee may vote to remain in session until all or a portion of its remaining business has been completed. All matters remaining after the Committee adjourns shall be continued to a subsequent regular meeting of the Committee.
- 3.3.2 Adjourned Meetings: Any regular meeting may be adjourned to a designated time and place and when so adjourned shall be considered as a regular meeting.
- 3.3.3 Special Meetings: Special meetings of the Committee may be called by the Chair or upon the written request of at least a majority of the Committee members. Special meetings shall be held at a time and place, and in the manner, required by IMC Title 1, Division 15.
- 3.3.4 Annual Meeting: The Annual Meeting of the Committee shall be the first regular meeting in January of each year. Such meeting shall commence with the election of a Chair and Vice Chair for the ensuing year and such other business as shall be scheduled by the Committee.
- 3.3.5 Meetings on Holidays: When a regular meeting falls on a holiday, the meeting shall be held on the next ty business day or on a day to which the previous meeting was adjourned.
- 3.3.6 Cancellation of Meetings: Whenever reasons exist, (for example, lack of a quorum, no business for Committee consideration, or other good and valid reason), a meeting may be canceled.
- 3.3.7 Additional Rules and Procedures; Order of Precedence: The meetings and procedures of the Committee shall be subject to and governed by the ordinances, resolutions, and applicable policies and procedures adopted by the City Council establishing rules and regulations for Committees. If and to the extent there is a conflict between these Bylaws and the rules and regulations applicable to Committee meetings established by the City Council, the rules and regulations for Committee meetings established by the City Council shall govern.

3.4 Meeting Procedures:

- 3.4.1 Duties of Presiding Officer: The Chair, or in the Chair's absence the Vice Chair, shall be the presiding officer, and shall assume the place and duties of such office immediately following selection. The Chair shall preserve strict order and decorum at all meetings of the Committee, state questions coming before the Committee, announce its decision on all subjects and decide all questions of order, subject, however, to an appeal to the Committee as a whole, in which event a majority vote of the Committee members present shall govern and conclusively determine such question of order. The Chair shall vote on all questions, and on roll call the Chair's name shall be called last. The seating arrangement for the Committee shall be determined by the Chair.
- 3.4.2 Regular Meeting Order of Business: All regular meetings shall be conducted in the order set forth in the following paragraphs. The Chair, or a majority of the Committee, may direct an agenda item to be taken out of order.
- 3.4.2.1. Call to Order: The meeting of the Committee shall be called to order by the Chair, in the Chair's absence, the Vice Chair.
- 3.4.2.2. Roll Call: The Recording Secretary shall record the attendance.
- 3.4.2.3. Pledge of Allegiance: The Chair or the Chair's designee shall lead the Pledge of Allegiance to the Flag of the United States of America.
- 3.4.2.4. Presentations: Presentations by Staff or others to the Committee.
- 3.4.2.5. Public Comment: The Chair shall ask if any person wishes to speak to the Committee on any item not listed on the agenda. Public comment time limitations and procedures are identical to the time limitations and procedures applicable to public comments before the City Council.
- 3.4.2.6. Announcements, Committee Reports: The chair shall ask if the Staff Liaison or members of the Committee have announcements as required by Assembly Bill 1234 or as otherwise relevant to the assigned tasks of the Committee.
- 3.4.2.7. Additions or Deletions to the Agenda: Additions may be made so long as such additions are in accordance with IMC Title 1, Division 15.

3.4.2.8. Consent Calendar: Any item which does not require specific findings of fact as required by law, may be placed on the Consent Calendar. The approval of minutes shall be included within this category. Any Committee Member may withdraw an item from the Consent Calendar for discussion. After all requests for removal have been made, the Consent Calendar shall be voted on as a single item. A majority vote for approval of the Consent Calendar shall constitute the approval of each item thereon. Each removed item shall then be voted on individually.

3.4.2.9. Committee Business: Items of Committee Business shall be considered in the following sequence: (i) the matter shall be called, (ii) staff shall provide a report, (iii) public comments on the item shall be received, subject to the same time limitations and procedures as are applicable to public comments before the City Council, (iv) the Committee shall deliberate on the item, and (v) the Committee shall consider appropriate motions on the item. A majority vote for approval of the item shall constitute approval of the item.

3.4.2.10. Adjournment. The meeting shall be adjourned.

3.4.3 Decorum:

3.4.3.1. By Committee Members: While the Committee is in session, Committee Members must preserve order and decorum, and a Committee Member shall neither, by conversation or otherwise, delay or interrupt the proceeding or the peace of the Committee, disturb any member while speaking or refuse to obey the orders of the Committee or the presiding officer, except as otherwise provided in these Bylaws.

3.4.3.2. By Other Persons: Each person who addresses the Committee shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Committee, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Committee meeting shall, at the discretion of the presiding officer or a majority of the Committee, be barred from further addressing the Committee at the meeting. If such conduct thereafter continues so as to disrupt the orderly conduct of

the public's business, the Chair shall order the person removed from the Committee's meeting location. Aggravated cases may be prosecuted on appropriate complaint signed by the Chair, a member of the Committee or any other authorized City representative. The members of Committee may, pursuant to Government Code section 54957.9, order the meeting room cleared and continue with the session when the orderly conduct of the meeting becomes unfeasible and order cannot be restored.

3.5 Standing Rules:

3.5.1 Quorum: At any meeting of the Committee, a quorum shall consist of more than half of the filled seats of the Committee. No action shall be taken in the absence of a quorum, except that those members present shall be entitled by motion to adjourn the meeting to another date.

3.5.2 Voting:

3.5.2.1. One Vote Per Member: The Chair, Vice Chair, and each Committee member shall be entitled to one vote.

3.5.2.2. Proxy Vote: No proxy votes are permitted.

3.5.2.3. Roll Call: A roll call shall be taken upon the passage of all resolutions. Such votes shall be recorded in the minutes of the proceedings of the Committee. Upon the request of any Committee member, a roll call vote shall be taken and recorded on any vote. Whenever a roll call vote is in order, the Recording Secretary shall call the names of the members in alphabetical order, except that the name of the presiding officer shall be called last; provided, however, that when a voting light system is available, the simultaneous use of the voting light system shall serve as the roll call vote.

3.5.2.4. Disqualification and Abstention from Voting: Except as otherwise provided by law, no member of the Committee shall be permitted to abstain from voting unless such disqualification shall be identified as a legal conflict of interest mandating such disqualification, or by unanimous vote of the remainder of the Committee present. Unapproved disqualifications and abstentions shall be recorded by the Recording Secretary in the minutes as an affirmative vote.

- 3.5.2.5. Majority Vote: A majority vote of the members present shall be necessary for the recommendation of any proposed action, resolution, or other voting matter except where otherwise set forth in these Bylaws or controlling law.
- 3.5.2.6. Tie Votes: Tie votes shall be recorded as a failure of action to pass. A tie vote on a motion defeats the motion.
- 3.5.2.7. Absence from Meeting: Any member absent from a meeting shall not be allowed to vote on any matter discussed at that meeting (and continued to a subsequent meeting) until said member has watched/listened to the official recording of the meeting, reviewed the minutes, if prepared, and all correspondence pertaining to the subject, and discussed the matter with staff.
- 3.5.2.8. Silence Constitutes an Affirmative Vote: Unless a member of the Committee has been permitted to and abstains from voting, pursuant to section 3.2.5.4 above, such member's silence shall be recorded as an affirmative vote.

3.5.3 Signature:

- 3.5.3.1. Official Signature: Any resolution of the Committee, duly recorded in the minutes, or where otherwise required by law, shall be signed by the officer presiding over the meeting at which the resolution was adopted.

In form, the official signature shall be substantially as follows:

PUBLIC ARTS COMMITTEE

 (signature)

 (name, title)

- 3.5.3.2. Minutes: The minutes of each Committee meeting shall be signed by the officer presiding over the meeting at which the minutes are approved.

- 3.5.3.3. Other Documents: In all other matters, the Chair shall have the power to execute, verify or attest to documents on behalf of this Committee.

- 3.5.4 Procedural Questions: The presiding officer shall rule on all procedural questions.

3.5.5 Suspension of Rules: The Committee may suspend any of these rules by a unanimous vote of the members present to the extent that such suspension does not conflict with controlling state law.

3.5.6 Rules of Debate:

3.5.6.1. Presiding Officer May Debate and Vote: The presiding officer may move, second and debate from the Chair, subject only to such limitations of debate as are by these rules imposed on all members of the Committee, and shall not be deprived of any of the rights and privileges of a member of the Committee by reason of acting as the presiding officer.

3.5.6.2. Getting the Floor; Improper References to be Avoided: Every member of the Committee desiring to speak shall address the Chair, and upon recognition by the presiding officer, shall confine their remarks to the question under debate, avoiding all personalities and indecorous language.

3.5.6.3. Interruptions: A member of the Committee, once recognized, shall not be interrupted when speaking unless it be a call to order, or as herein otherwise provided. A member of the Committee called to order shall cease speaking until the question of order be determined, and if in order, shall be permitted to proceed.

3.5.6.4. Motion to Reconsider: A motion to reconsider any action taken by the Committee may be made only on the day such action was taken. Such motion must be made by one of the prevailing side but may be seconded by any member of the Committee and may be made at any time and have precedence over all other motions. It shall be debatable. Nothing herein shall be construed to prevent any member of the Committee from making or remaking the same or other motion at a subsequent meeting of the Committee.

3.5.6.5. When Remarks of Committee Members Entered in Minutes: A member of the Committee shall have the right, upon request to the presiding officer, to have an abstract of his or her statement on any subject under consideration by the Committee entered in the minutes. Such an abstract shall contain the statement of each other Committee member who addresses the subject at that time.

3.5.6.6. When Synopsis of Debate Entered in Minutes: The Recording Secretary may be directed by the presiding

officer, with consent of the Committee, to enter in the minutes a synopsis of the discussion on any subject under consideration by the Committee.

3.5.6.7. Rules of Order: Except as otherwise provided in these Bylaws, Robert's Rules of Order, Newly Revised shall govern the conduct their scope of the Committee's powers and duties under these Bylaws.

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[THIS WILL INCLUDE CHAPTERS 1 and 3]

APPENDIX B

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