



ART SELECTION ADVISORY COMMITTEE

Thursday, February 2, 2012

City of Fairbanks, City Hall, 800 Cushman Street
City Council Chambers

1. Call to Order
2. Introduction of Members, Staff and Attendees
3. Public Comment Period
4. Old Business
5. New Business
 - a. Policy Committee Action Item
 - Confirm Committee
 - Confirm Scope
 - Confirm Site
 - Confirm Schedule
 - Confirm Budget
 - b. Committee Operating Procedures Draft for Discussion, Amendment and Approval
 - c. Other Non-voting Representation
 - d. Naming the Committee
 - e. Brainstorm Possible Art Themes
 - f. Request for Quotes
 - Process Choices
 - g. Public Participation Plan
6. Public Comment Period
7. Other Issues
8. Adjourn



TO: Policy Committee
FROM: Donna Gardino, FMATS Coordinator
DATE: 1.30.12
SUBJECT: Art Selection Advisory Committee

The Policy Committee, via an action item at the 1.18.12 meeting directed the following:

To have the FMATS Coordinator establish a committee to pursue a selection process, including input from the Fairbanks community, for a public feature not to exceed the amount of \$100,000 and be included within the Illinois Street construction project timeline and have FMATS Staff report back one year from today, with a project.

The group will guide the selection of the new art to be located in the grassy area between Cushman and Barnette Streets, just north of the Chena River. To that end, I have appointed an ad-hoc committee comprised of the following members:

- ◆ June Rogers, Fairbanks Art Association
- ◆ Mark Fejes, Community Artist
- ◆ Amy Nordrum, Downtown Association
- ◆ Ron Inouye, Historian, Community Member
- ◆ Kelley Hegarty Lammers, Chena Riverfront Commission
- ◆ George Lounsbury, Pioneers of Alaska, Igloo #4
- ◆ Julie Enger, Festival Fairbanks
- ◆ Sue Sprinkle, Graphic Designer
- ◆ Carol-Ann Newcomer, Doyon

To assist the group, I have also obtained staff support to assist in facilitating this project as follows:

- ◆ Michael Bork—Director, FNSB Parks and Recreation
- ◆ Meadow Baily, Public Information Officer, DOT & PF
- ◆ Maureen Carey, PLA, Construction Project Manager, DOT & PF
- ◆ Margaret Carpenter, Transportation Planner, DOT & PF
- ◆ Kellen Spillman, Planner, FMATS
- ◆ Michael Schmetzer, P.E., Director of Public Works and Engineering, City of Fairbanks

I will keep you informed as the process progresses. The first meeting is February 2, 2012 at Noon in the City Council Chambers.



Art Selection Advisory Committee

1.25.12 - revised

Chair: Donna Gardino

djgardino@ci.fairbanks.ak.us

459-6786

Voting Members:

June Rogers

June.rogers@acsalaska.net

456-6485 x 225

Mark Fejes

mfejes@alaska.net

452-7570

Amy Nordrum

amy@downtownfairbanks.com

452-8671

Ron Inouye

rinouye@gci.net

474-9403

Carole-Ann Newcomer

newcomer@doyon.com

459-2103

Staff Resources:

Michael Bork – FNSB Parks and Recreation

mbork@fnsb.us

459-1069

Meadow Bailey – DOT & PF - PIO

Meadow.bailey@alaska.gov

451-2240

Maureen Carey – Construction Project

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451-5405

Kelley Hegarty Lammers

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457-2400

George Lounsbury

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479-3058

Julie Engfer

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456-1984

Sue Sprinkle

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452-4166

Margaret Carpenter – DOT & PF Planning

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451-2252

Kellen Spillman – FMATS

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459-6805

Michael Schmetzer – City of Fairbanks

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459-6759

**Art Selection Advisory Committee for
The Fairbanks Metropolitan Area Transportation System (FMATS)
DRAFT 1.30.12**

Role and Responsibilities:

1. Facilitate the selection of art for the Illinois Street Project as defined by the FMATS Policy Committee
2. Provide recommendations to the Technical and Policy Committees of FMATS regarding art

As a member of The Arts Committee, I commit to:

- Participation in person or on the phone for up to six meetings of either the committee, public meetings, or as a representative in support of its mission.
- Read materials distributed for committee review prior to the meeting in order to ensure best use of time at such meetings.
- Ask for clarification on any matter before making decisions.
- Listen to other's opinions with an open mind and objective perspective in order to work toward decisions and solutions in the community's best interest.
- No politics, profanity, or personal attacks,

Committee Meeting Procedures

1. All meetings are to be held under Robert's Rules of Order and are subject to the Alaska Open Meetings Act.
2. All meetings will start and end on time.
3. No cell phones during meetings.
4. Speak in turn.
5. A quorum shall consist of 51% of the members of the Arts Committee. The Committee Chair is a non-voting member.
6. All acts of the Committee shall be forwarded to the FMATS Policy Committee for final approval.
7. In the absence of a quorum, no meeting shall be held.
8. Agendas: The order of business of meetings shall be as follows:
 - a. Meeting Call to Order
 - b. Introduction of Members, Staff and Attendees
 - c. Public Comment Period
 - d. Approval of the agenda
 - e. Approval of the minutes
 - f. Old Business
 - g. New Business
 - h. Public Comment Period
 - i. Other Issues

j. Committee Comments

k. Adjourn

9. Public Comment shall be limited to three minutes per speaker during the discussion of an agenda item. Once a motion is made by a committee member, public comment will no longer be accepted.
10. Staff is to be called upon as a resource for input to ensure that decisions made do not conflict with state, federal and local policies, laws and regulations as well as to garner their expertise in certain areas.
11. FMATS Staff will prepare an agenda to be considered in accordance with these procedures and provide meeting minutes prior to the next meeting.
12. Any member may request to add any matter to the agenda no later than five days before the meeting.
13. Items not on the agenda may be discussed, but no action may be taken until the next meeting.

I agree to be informed and to observe the following board policies:

- Code of Ethics: Any effort to realize personal gain through official conduct is a violation of trust. Members shall not only be impartial and devoted to the best interests of FMATS and the community but shall act and conduct themselves both inside and outside this service as not to give occasion for distrust of their impartiality or of their devotion to the best interests of the citizens they represent.
- Conflict of Interest: No member who has a direct or indirect financial or personal interest in any matter before the committee shall use his/her position to exert influence on such matter.
- Removal of a committee member may be done through their voluntary resignation, after three consecutive absences unless the chair finds extenuating circumstances or removed by cause with a 2/3 vote of the Committee.

Signed: _____ Date: _____

Printed name: _____

ROBERT'S RULES OF ORDER

MOTIONS

A **motion** is a member's formal proposal that the assembly take a certain action. The introduction of a motion may be for a substantive purpose, may allow for a member to express a view, or may trigger an investigation that will later be reported to the assembly.

CATEGORIES OF MOTIONS

1. **Main motions** introduce new, substantive business or relate to past or future business of the assembly. A main motion is the lowest ranking motion, and a member may make one only when no other business is pending.
2. **Subsidiary motions** assist the assembly in handling a main motion. Motions in this class rank above the main motion and lower-ranking subsidiary motions but rank lower than privileged motions. Subsidiary motions:
 - Always apply to another motion while it is pending
 - May apply to any main motion
 - Fit into an order of precedence
 - Are in order from the time the chair states a main motion until the vote on that motion
3. **Privileged motions** do not relate to the pending motion but deal with special matters of immediate and overriding importance. Motions in this class rank above the main motion, subsidiary motions, and lower-ranking privileged motions.
4. **Incidental motions** change the procedure for handling a motion but do not change what the assembly is considering. Incidental motions also relate to pending business or business the assembly will conduct in the future. These motions never have all four of the characteristics of subsidiary motions. Incidental motions also do not have rank but are incidental to the other motions. They must be decided immediately, before proceeding with further business.
5. **Motions that bring a question again before the assembly** bring back business that has been preciously decided. Members usually introduce them when no other business is pending.

Subsidiary motions:

2. **Postpone indefinitely:** A motion to reject a main motion without a direct vote, or kill it in order not to consider it at that session.
3. **Amend:** A motion to alter or modify the wording of a main motion. A **primary amendment** (amendment of the first degree) modifies the motion; a **secondary amendment** (amendment of the second degree) modifies the primary amendment. Members vote on amendments in reverse order (secondary amendment, primary amendment, and then motion). A member can amend a motions in three ways:
 - a) **Insert or add words or a paragraph:** Insert words at the beginning or within the motion; add words at the end.
 - b) **Strike out words or a paragraph:** Remove words or a paragraph.
 - c) **Strike out and insert words or substitute a paragraph.** Remove certain words and replace them with others, or strike out an entire paragraph and substitute a different on in its place.

INCIDENTAL MOTIONS

Incidental motions are listed below in the order in which they appear in Robert's Rules of Order Newly Revised. They do not have rank but, when made, take precedence over the pending motion.

- **Point of order:** A motion that brings any violation of a rule of the assembly to the attention of the presiding officer. A member must raise the point of order immediately after the infraction; otherwise, the point cannot be raised. The presiding officer must rule that the point of order is either well taken or not well taken, or allow the assembly to decide.
- **Appeal:** An appeal from the decision of the chair must be made immediately after the presiding officer rules on a point of order. If the appeal is seconded, the assembly takes a vote to decide whether it agrees with the ruling. It votes not on the appeal but on the chair's decision: "Shall the decision of the chair be sustained?" If the assembly decided the point of order, no appeal is allowed.
- **Suspend the rules:** A motion to temporarily set aside a rule that would prevent the assembly from taking up a certain question or action. An assembly may not, however, suspend bylaws, a statutory law, or rules of basic parliamentary law (e.g., that only members may vote). Also, the vote required to suspend the rules depends on the rule to be suspended.
- **Objection to the consideration of a question:** An objection to any original main motion. A member must offer the objection before any discussion has begun or subsidiary motion stated. The chair immediately takes the vote by asking, "Shall the question be considered?" Unless two-thirds of the assembly vote in the negative, the question is considered.
- **Division of a question:** A vote by the assembly to divide a pending motion into two or more parts capable of standing on their own merit (i.e., parts that are not dependent on the adoption of the other portion of the motion).
- **Consideration by paragraph or seriatim:** A motion to consider a lengthy motion by paragraph, article, or section. The presiding officer opens each part of the paragraph for debate and amendment separately, before considering the entire document for adoption.
- **Division of the assembly:** A demand by a member to retake a **voice vote** or **vote by show of hands** by taking a **rising vote**. A member can call out the word "Division!" if each side of a voice vote sounds the same, or if that member doubts the result of a vote.
- **Motion relating to methods of voting and the polls:** A request by a member to change the method of voting or to close or reopen the polls in an election or ballot vote.
- **Motion relating to nominations:** A motion prescribing the method for making nominations (when the bylaws or rules fail to provide one) or dictating when to close or reopen nominations.
- **Request to be excused from a duty:** A request by a member to be relieved of an obligation imposed by the bylaws or by duties of an office.
- **Request or inquiry:** A request or inquiry related to pending business or business that a member wishes to introduce:
 - **Parliamentary inquiry:** A request for the chair's opinion on a point of parliamentary procedure.
 - **Point of information:** A request for facts affecting the pending business.
 - **Request for permission to withdraw or modify a motion:** A request by a member to withdraw his/her own motion from consideration or to modify it.
 - **Request to read papers:** A request by a member to read (or have the secretary read) a paper or book as part of debate.
 - **Request for any other privilege:** A request for a privilege not covered by the above requests (e.g., a request to make a presentation when no motion is pending).

METHODS OF VOTING

A deliberative assembly as the option of using a variety of **voting methods**. All members have the right but not the obligation to vote.

- **Note:** Members may **change their votes** until the point when the chair declares the results. After that, members may change their votes only with permission of the assembly.
- **Methods of voting:**
 - **Voice (viva voce):** The default method for taking a vote in a meeting.
 - **Show of hands:** An alternative to voting by voice.
 - **Rising:** The usual method for taking a vote requiring two-thirds for passage or for verifying a close vote by voice.
 - **Counted rising vote:** The usual method for verifying a close two-thirds vote.
 - **Voting cards:** An alternative to voting by voice or rising. Only voting members receive a brightly colored voting card, which they raise at the direction of the chair.
 - **Roll call vote:** An effective way to place on the record how each member or delegation votes (especially for representative bodies, such as local government boards, which are responsible to a constituency). A roll (a list of the members' names) is called one by one and the response may be "yes," "no," "present" (abstain), or "pass" (delay voting until all others have had the opportunity to vote).
 - **Ballot:** A method in which each member marks his or her choice on a slip of paper. When voting by this method, **tellers** who report to the assembly count the ballots and report to the chair, who announces the result of the vote. The tellers' report should include the following information:
 - Number of votes cast
 - Number of votes necessary for election
 - Number of votes each candidate or proposal received
 - Number of illegal votes (e.g., votes cast for ineligible persons, instances of more votes cast than the number to be elected, two or more ballots folded together, etc.)
 - **Machine or electronic voting:** An alternative to paper ballots in large organizations.
 - **Alternative methods of voting:** An organization must outline in its bylaws specifically how to vote outside of a meeting. For example, voting by postal mail, electronic mail, facsimile (fax) transmission, or proxy voting.

PROPER WORDING FOR TAKING A VOTE	
Type of vote	Wording
Voice (viva voce)	"Those in favor of the motion, say aye." [pause for response] "Those opposed, say no." [pause for response]
Show of hands	"Those in favor of the motion will raise the right hand." [pause for response] "Lower hands." (or nod, "Thank you.") "Those opposed will raise the right hand." [pause for response] "Lower hands." (or nod, "Thank you.")
Rising	"Those in favor of the motion will rise (or stand)." [pause for response] "Be seated." "Those opposed will rise (or stand)." [pause for response] "Be seated."

- **Note:** The assembly always takes the negative vote, even if it appears that all members have voted in favor of the proposal. The only exceptions to this rule are complimentary or courtesy resolutions (unless any member objects, in which case the "no" vote is taken).

1. The chair makes a complete announcement of the result of the vote.

- The chair states which side has the most votes and whether the motion is adopted or lose:

PROPER WORDING FOR ANNOUNCING THE OUTCOME OF A VOTE		
Type of vote	Wording to announce a "yes" vote	Wording to announce a "no" vote
Voice (viva voce)	"The ayes have it, and the motion is adopted."	The nos have it, and the motion is lost."
Show of hands	"The affirmative has it, and the motion is adopted."	"The negative has it, and the motion is lost."
Rising	"There are two-thirds in the affirmative, and the motion is adopted."	"There are less than two-thirds in the affirmative, and the motion is lost."
Counted*	"There are [x] in the affirmative and [y] in the negative. The affirmative has it, and the motion is adopted."	"There are [x] in the affirmative and [y] in the negative. The negative has it, and the motion is lost."

*If determined necessary by the chair or ordered by the assembly.

- After declaring the outcome, the chair makes a statement indicating the effect of the vote.
- If appropriate, the chair announces the next item of business.

DETERMINING VOTING RESULTS

The basic requirement for approval of an action in a deliberative assembly is a **majority vote**, or more than half the votes cast. Unless a specific requirement arises, the vote is always a majority of those "present and voting." Other voting requirements may be:

- **Two-thirds vote:** At least twice as many in favor as opposed.
- **Majority of the entire membership:** More than half of all the members (not just those present at the meeting). This requirement is sometimes an alternative to a two-thirds vote.
- **Unanimous consent (general consent):** Agreement by the members present without taking a vote. The chair asks, "Is there any objection?" If there is no objection, the motion passes by unanimous consent. Unanimous consent may be used for a majority or two-thirds voting requirement.
- **Three-fourths vote:** An unusually high percentage of the vote required for approval. These types of votes are often reserved for special items of business in accordance with the bylaws.
- **Plurality vote:** Merely the largest number of votes received, not necessarily a majority. Used when members have at least three choices of candidates or proposals.
- **Tie vote:** A lost vote, since neither the affirmative nor the negative received a majority.

BASIC UNDERLYING PRINCIPLES

1. **A quorum must be present to take legal action.** A quorum is the minimum number of members who must be present to transact business legally.
2. **All members are equal.** Each member of an organization has equal rights. No member's vote counts more than another's.
3. **Members bring business before an assembly in the form of a motion.** A motion is a formal proposal of business.
4. **Only one formal proposal to take certain action may be under consideration at a time.** Members may consider one basic form of motion, or **main motion**, at a time. Members seeking to make **secondary motions** (which deal with how a main motion will be handled) must make them before adopting, rejecting, or disposing of the main motion.
5. **Only one member may have the floor at a time.** When a member has been **assigned the floor**, or give up the right to speak, other members normally may not interrupt.

6. **Full debate is allowed on all questions, unless the rules do not allow debate.** Members may debate fully each proposed main motion. Certain secondary motions, however, are not debatable.
7. **The issue, not the person, is always what is under consideration.** Members should confine their remarks to the merits of the pending question and should not make disparaging comments about other members or their motives.
8. **The organization is paramount compared to the individual.** Though individual members have the right to make a motion, they cannot make a decision. Only the organization makes a decision through its voting members.
9. **A majority vote decides, unless a larger vote is required.** A majority vote—the affirmative vote of more than half those members present and voting—decides most questions. Certain motions that affect basic rights of members and changes to particular rules of the assembly usually require a **two-thirds vote** for adoption. Two-thirds is defined as at least twice as many members in favor as opposed.
10. **Silence gives consent.** A member who does not vote acquiesces to the will of the majority. The assembly does not consider an abstention an affirmative or negative vote; it simply does not count it at all.
11. **Once an assembly decides a question, that question cannot come back before the assembly in the same form.** Members cannot ask the assembly to decide the same question twice in the same session unless they amend, rescind, or reconsider the previously adopted question.

MEMBERS

- **Members of a deliberative assembly have the right to:**
 - Attend meetings
 - Offer motions
 - Speak in debate
 - Vote
 - Nominate other members
 - Hold office
- **Members have the duty and responsibility to:**
 - Attend meetings
 - Obey the rules
 - Further the object of the society
 - Insist on enforcement of the rules
 - Fulfill assigned duties until properly excused

HANDLING A MOTION

To offer a motion, a member must first seek recognition and be assigned the floor by the chair (presiding officer). To claim the floor (obtain the right to speak), a member rises at his place (or goes to a microphone in a larger meeting) and addresses the chair by title, "Mr. or madam President." The chair recognizes the member, usually by announcing the member's name or title. The member then has the floor and can make a motion or speak in debate, as appropriate. There are six steps in handling a motion: The first three steps bring the motion before the assembly; the last three involve the consideration of the question.

1. **A member makes a motion.**
 - This member says, "I move that . . . ," "I move to . . . ," or "Resolved, That . . . ," and then is seated.
2. **Another member seconds the motion.**
 - This member says, "Second," "I second the motion," "I second it," or "Support."

- A member neither has to be recognized nor has to be in agreement with a motion to second it. He or she merely agrees that the motion should come before the assembly.
 - If no member seconds the motion, the chair may ask, "Is there a second?"
 - If no member offers a second, the chair says, "There is no second, and the motion will not be considered." If for some reason an assembly omits this step and is already debating the issue, beginning the vote, or has completed the vote, it is too late to raise a point of order. The fact that there was not a second is immaterial and does not affect the vote's outcome.
3. **The chair states the question.**
- When the chair says, "It is moved and seconded . . . [repeats the motion]," the motion is officially placed before the assembly. At any time prior to this step, the member who made the motion may withdraw or modify it. But after the chair states the question, the motion belongs to the assembly, and the maker may withdraw or modify it only with the assembly's approval.
 - The chair may also request that a motion be submitted in wiring, in order to:
 - Perfect the motion's content and grammar
 - Provide the chair with the motion's exact wording so that it may be stated correctly
 - Provide the secretary with the motion's correct verbiage for inclusion in the minutes
4. **Members debate the motion.**
- The chair initiates debate by asking, "Are you ready for the question?" or "Is there any discussion?"
 - The maker of the motion is entitled to speak first if he or she seeks the floor. Members may speak twice to a question, for no more than ten minutes each time. No member may speak a second time until all have had an opportunity to make a first speech.
 - The assembly must confine all debate to the merits of the pending question.
5. **The chair puts the question to a vote.**
- The chair repeats the motion so that members know the question they are being asked to decide: "The question is on adoption of the motion (or resolution)"
 - If the chair does not repeat the motion exactly as it was made, a member may raise a point of order. Otherwise, the verbiage used by the chair in putting the question to a vote is the same as will appear in the minutes of the meeting.
 - **Methods for taking a vote:**
 - **Voice (viva voce):** The usual method for a vote requiring a majority for approval
 - **Show of hands:** An alternative to viva voce, often used in small boards or committees
 - **Rising:** The usual method for a vote requiring two-thirds for approval
6. **The chair makes a complete announcement of the result of the vote** – The chair states which side has the most votes and whether the motion is adopted or lost.



Alaska State Council on the Arts

Art in Public Places - Percent for Art Program

First Art Committee Meeting Agenda

- Review Art Selection Process Timeline
- Identify:
 - Budget for Art
 - Stakeholders/Community Experts/Non-Voting Representation
 - Possible Sites
 - Possible Themes

ASCA's Role in the Art Selection Process

During the public art selection process, The Alaska State Council on the Arts (ASCA):

- represents the interests of the State in purchasing quality, durable and original public artworks with public funds.
- selects an artist to serve as a voting art selection committee member.
- serves as the artist (applicant) representative until a contract is in place between the artist and the State provides resources for art care and maintenance, copyright and collection management.
- generates Requests for Qualifications and/or Proposals in coordination with the Project Manager, Architect & the Art Selection Committee.

The ASCA public art administrator is a non-voting member of the art selection committee that is chaired by the Project Manager or designated client representative. There is a fee of \$800-\$1000 to use the national online application website, CaFÉ on www.callforentry.org

Timeline:

Week 1-6

- When the final RFQ is approved by the Project Manager and the Art Committee, ASCA posts and advertises RFQ via press release, state and national networks.
- ASCA receives artist questions and disseminates responses from Project Manager & Architect
- Receipt deadline online (mm/dd/yr 9:59pm)

Week 7- 9

- ASCA prepares applications /selection packet for committee.

- Art Committee receives selection packet – letters of interest, and thumbnail images. All applications are CONFIDENTIAL.

Week 10 - 11

- ASCA facilitates Art Committee meeting (face to face) to review RFQ's, view portfolios and choose semi-finalists. Jurying of applications may take place online through CaFÉ when travel is prohibitive – ASCA provides jurors with a tutorial via teleconference.
- ASCA notifies semi-finalists who are invited to propose and artists not selected.
- ASCA and Project Manager generate small art purchase agreements for concept design proposals from semi-finalists (\$500 - \$2,500 fee per artist)

Week 12-16

- ASCA receives artist questions and disseminates responses from Project Manager & Architect
- Optional pre-proposal teleconference with Artists, Project Manager, Architect, ASCA
- ASCA arranges artist site visits if necessary
- Artists create proposals / concept designs and sketches/ budgets /material samples

Week 17

- Artist proposals due in ASCA office
- ASCA prepares proposals for committee review

Week 18

- ASCA facilitates Art Committee meeting (face to face) to review artist proposals and select finalists
- ASCA notifies artists selected and not selected
- If further design development is necessary, ASCA and the Project Manager coordinate:
 - Optional artist travel, further design development and draft for small art purchase agreements (\$2,500 - \$4,500 fee per artist) or optional phone interviews or committee meetings with selected finalists

Week 19

- Art Committee meets to select final commissions if finalists are paid to further refine design concepts from RFP's.
- In coordination with Project Manager, ASCA drafts contract for public art commission

Week 20

- Committee meets re: remaining funds.

Installation Notes: For commissioned artwork, installation is usually complete 1 year from contract signing. Exterior work usually requires two summers if site prep is involved. Dedication ceremony occurs at facility opening, or when all artwork is installed.

Budget Notes: Contingency, Artist Contract Items, Installation Costs, Display Considerations, Lighting

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