

# **BYLAWS OF THE CITY OF SAN ANTONIO ARTS COMMISSION**

## **SECTION 1: PURPOSE**

The creation of the San Antonio Arts Commission (“Arts Commission”) merges the functions and duties of the Arts and Culture Advisory Board and the Public Art Board into one encompassing body. The Arts Commission serves in an advisory capacity to San Antonio City Council.

## **SECTION 2: MISSION**

The purpose of the Arts Commission is to enhance the cultural environment of the City of San Antonio through the creative development of arts and culture. The Arts Commission will work with City staff to develop, promote, educate and preserve the artistic and cultural experiences unique to San Antonio.

## **SECTION 3: MEMBERSHIP**

### **3.1 Eligibility for Membership**

The Arts Commission members must be residents of the City of San Antonio. Residency (including Council District residency and category placement) as per Section 2(C), shall be based on one of the following: place of residency, place of employment or otherwise significant ties to a community through volunteer service.

### **3.2 Composition**

Arts Commission member shall be a recognized, qualified representative from one of the following seven categories and in the quantity shown in parenthesis.

The following categories identify the membership of the Arts Commission:

1. Chair - (1) a mayor-appointed, professional and/or active community participants with leadership qualities and experience regarding the arts and cultural community as a whole
2. Visual Arts - (4) professional and/or active community participants associated with the creation, education, and exhibition of art involving the visual senses, inclusive of traditional two-dimensional art (painting, photography, printmaking, etc) and three dimensional art (sculpture, ceramics, as well as film, new media, conceptual art
3. Performing Arts - (2) professional and/or active community participants associated with the creation, education and production of performance-based art that is experienced by audiences; such as theatre, music, dance, and performance art
4. Literary Arts - (1) professional and/or active community participants associated with the creation, education and publication of literary art consisting of writings; such as prose (fiction/non-fiction), drama and poetry

5. Public Art & Urban Design - (4) - professional and/or active community participants associated with public art and urban design; such as public artists, public art administrators, curators, urban planners, and architectural design
6. Cultural Festivals & Events - (1) professional and/or active community participants associated with the organization and production of arts and culture festivals and events
7. Art Patronage - (2) professional and/or community representatives associated with fine arts patronage and advocates for the advancement of arts

### **3.3 Membership Terms**

Arts Commission members shall follow the term limits and appointment procedures set forth in Chapter 2, Article IX of the City Code - General Rules and Procedures for City Council Boards and Arts Commissions.

### **3.4 Membership Size**

The Arts Commission shall be composed of fifteen (15) members. One (1) member appointment to be recommended by each City Council District and confirmed by City Council, and five (5) at-large appointments to be recommended by the Mayor and confirmed by City Council. Members shall be appointed as outlined in Chapter 2, Article IX of the City Code - General Rules and Procedures for City Council Boards and Commissions.

### **3.5 Compensation**

Members of the Arts Commission shall serve without compensation.

### **3.6 Conflict of Interest**

Arts Commission members shall not bind the City of San Antonio by contract or otherwise. In order to avoid conflicts of interest, no member of the Arts Commission shall vote or participate as a member in any matter that materially affects the property, income, or business interest of that member or in which the member holds a substantial interest. Such member shall give notice of abstention from voting prior to the taking of a vote and shall file all required conflict of interest documentation with City.

## **SECTION 4 – DUTIES AND RESPONSIBILITIES**

- 4.1 The Arts Commission shall review and make recommendations concerning the establishment and implementation of cultural policies and procedures, including arts funding, public art, items proposed by the DCCD Director, and issues relevant to the citywide advancement of arts, culture and creative development.
- 4.2 The Arts Commission shall inform City Council members and the public about all art-related developments and/or issues concerning its progress, recommendations and strategic goals and objectives.

- 4.3 The Arts Commission shall work through its Public Art Committee to oversee adherence to the City’s public art ordinance, including developing, presenting and approving a public art plan, and reviewing and making recommendations of artists, proposed gifts and donations, and matters affecting the City’s public art collection.
- 4.4 The Arts Commission shall work through its Arts Funding Committee to oversee adherence to the City’s arts funding guidelines, including developing, presenting and approving the application process and recommendations to City Council pertaining to proposed agencies and grant recipients to receive funds.

## **SECTION 5 - SELECTION AND TERM OF CHAIRPERSON AND VICE-CHAIRPERSON**

### **5.1 Appointment of the Chairperson**

The Chairperson shall be nominated by the Mayor and confirmed by City Council.

### **5.2 Chairperson Duties**

The Chairperson’s responsibilities include, but are not limited to: presiding over all Arts Commission meetings; keeping members informed of matters pertaining to their representation; meeting and communicating with the DCCD Director or his/her designee; calling special meetings, as needed; make panelist appointments, as needed to fill vacancies; encouraging members to participate in discussions and to arrive at decisions in a timely and democratic manner; undertaking certain administrative duties, such as approving draft minutes, proposed meeting venues and meeting dates.

The Chairperson will serve as the principle spokesperson for the Arts Commission, maintain communication with staff and report on the Arts Commission’s progress to City Council.

### **5.3 Selection of the Vice-Chairpersons**

One Vice-chairperson shall be nominated by each Standing Committee and elected by a majority vote of the Commission membership. One Vice-Chairperson shall be elected to the Arts Funding Committee and a second Vice-Chairperson elected to the Public Art Committee, respectively. Each Vice-Chairperson will serve for a term of one (1) year and is eligible to serve for consecutive terms if elected by a majority of the membership each year. The selection of the Vice-Chairperson will occur during the first month of the calendar year.

### **5.4 Vice-Chairpersons Duties**

The Vice-Chairpersons’ responsibilities include, but are not limited to: assisting the Chairperson on all assigned tasks and will perform the duties of the Chairperson when necessary; serving as a member of the Executive Committee; presiding over assigned Committee and appointing its members; as well as, meeting and communicating with the DCCD Director or his/her designee.

## **SECTION 6: MEETINGS OF MEMBERS**

In accordance to in Chapter 2, Article IX of the City Code “General Rules and Procedures for City Council Boards and Arts Commissions”, all meetings shall be in compliance with the Texas Open Meetings Act, Texas Government Code Chapter 551 to include posting of agenda that will clearly

identify, for the general public, the purpose of the items and the proposed action to be taken. Proper records (i.e. minutes, recordings, handouts, etc.) of all meetings shall be maintained, cataloged and made available to the public. All general meetings will be conducted in accordance with Robert's Rules of Order and all meetings will be open to the public

### **5.1 General Meetings**

The Arts Commission may hold monthly meeting, however the Arts Commission must hold no less than 4 quarterly general meetings per calendar year. Meetings will be held on specified time and specific day of the month as voted on by the majority of the membership during the first meeting of the calendar year. A meeting schedule will be provided to the members for the entire year five (5) working days after the meetings' specified time and specific date are adopted by the membership.

### **5.2 Notice of General Meetings**

DCCD staff, at the direction of the Department Director, shall provide printed and /or electronic notification of each meeting to each voting member no less than seventy-two (72) working hours prior to the meeting.

### **5.3 Special Meetings**

Special meetings may be called by the chairperson under the advisement of the Department Director.

### **5.4 Notice of Special Meetings**

DCCD staff, at the direction of the Department Director., shall provide printed and /or electronic notification of Special meetings to each voting member no less than seventy-two (72) working hours prior to the meeting.

### **5.5 Meeting Agenda**

The DCCD staff, at the direction of the Department Director, will draft meeting agendas for review and approval by the Executive Committee.

DCCD staff, at the direction of the Department Director, shall provide printed and /or electronic copy of the approved Agenda to each voting member no less than seventy-two (72) working hours prior to the meeting.

### **5.6 Quorum**

Simple majority of fifty percent (50%) plus one (1) of the currently appointed membership must be present to constitute a quorum. A quorum is needed for any vote when the Arts Commission is determining whether to make an official position or program recommendation to City Council or to City Staff. A meeting may proceed without a quorum; however no action may be taken without a quorum present.

### **5.7 Decision Making**

There shall be an effort extended to achieve a consensus of members present for all issues that require decision making. It is particularly desirable for a policy change to be completed through consensus. The Chairperson may decide to proceed with completion through a vote.

If the Chairperson deems that a vote is necessary, issues to be voted on will be decided by a simple majority of the membership present provided there is a quorum. Proxy votes are not allowed.

## **SECTION 6: EXECUTIVE COMMITTEE**

The Arts Commission shall form an Executive Committee responsible for reviewing and approving all meeting agendas; and reviewing all subcommittee recommendations to be presented to the full Arts Commission for consideration and action.

The Executive Committee shall have and may exercise all the authority of the Arts Commission outside of general and/or special meetings. However, the Executive Committee shall not have the authority of adopting any recommendation developed for City Council consideration and/or action.

### **6.1 Composition**

The Executive Committee shall consist of the Chairperson, the two (2) Vice-chairpersons (representing the Arts Funding Committee and the Public Art Committee) and the DCCD Director or his/her designee.

### **6.2 Executive Committee Chair**

The Commission Chairperson shall chair of Executive Committee.

### **6.3 Meetings**

The Executive Committee will meet at least one (1) week prior to the date of a general meeting or at least three (3) working days prior to a special meeting.

## **SECTION 7: STANDING COMMITTEES**

### **7.1 Arts Funding Committee (7 Members)**

The Arts Commission shall form an Arts Funding Committee responsible for reviewing and making recommendations pertaining to the Arts Funding Programs in accordance with established policies, guidelines, and criteria set forth by City ordinance.

The Art Funding Committee shall be comprise of the Vice-Chairperson for Art Funding and six (6) members representing Visual Arts, Performing Arts, Literary Arts, Cultural Festivals and Events, and Art Patronage. No more than seven (7) members may serve on the Arts Funding Committee.

The Vice-Chairperson for Arts Funding shall preside over the Arts Funding Committee and shall serve as the principle spokesperson for Arts Funding Committee, maintain communication with staff and report on the Arts Funding Committee's progress to the Arts Commission. Vice-Chairperson for Arts Funding shall appoint a presiding alternate to preside over the committee in his/her absence.

The Arts Funding Committee's responsibilities include, but not limited to:

- Reviewing changes to the operational and project funding policy;
- Participating in public meetings concerning arts funding;
- Reviewing progress of funding recipients; and
- Making reports at regular SAAC meetings.

## **7.2 Public Art Committee (7 Members)**

The Arts Commission shall form a Public Art Committee responsible for reviewing and making recommendations pertaining to the Public Art San Antonio (PASA) Program to the SAAC in accordance with established policies, guidelines, and criteria set forth by City ordinance.

The Public Art Committee shall be comprised of the Vice-Chairperson for Public Art and six (6) members representing Visual Arts and Public Art and Urban Design. No more than seven (7) members may serve on the Public Art Committee.

The Vice-Chairperson for Public Art will preside over the Public Art Committee and shall serve as the principle spokesperson for Public Art Committee, maintain communication with staff and report on the Public Art Committee's progress to the Arts Commission. Vice-Chairperson for Public Art shall appoint a presiding alternate to preside over the committee in his/her absence.

The Public Art Committee's responsibilities include, but not limited to:

- Reviewing and making recommendations concerning the public art plan, artist selection procedures, the design and placement of public art, proposed gifts and loans, and changes to the public art policy;
- Participating in public meetings concerning public art;
- Reviewing progress of public art projects and master plans; and
- Making reports at regular SAAC meetings.

## **7.3 Committee Meetings**

The Arts Funding Committee and Public Art Committee may meet monthly or at any other time as determined necessary by the Vice-Chairperson of the Arts Funding Committee or the Vice-Chair of the Public Art Committee, respectively.

The Arts Funding Committee and Public Art Committee shall provide minutes of each meeting held and present reports of their activities to the Arts Commission at a general meeting as determined by the Executive Committee or a special meeting as determined by the Arts Commission Chairperson.

## **SECTION 8: SUB-COMMITTEES**

The Arts Commission may create Sub-committees, as needed, to further discuss any aspect of a DCCD funding, programming, projects, planning or policy development. Members are encouraged to serve and actively participate on at least one subcommittee.

**SECTION 9: GENERAL PROVISIONS**

The Arts Commission and DCCD will hold an annual orientation and retreat for current and newly appointed members.

Newly appointed members will have an orientation upon appointment.

**SECTION 9: AMENDMENTS**

These rules of procedure may be amended at any regular or special meeting of the Arts Commission, provided that notice has been sent not less than fourteen days before such meeting setting forth and explaining any proposed amendments.

**SECTION 10: EFFECTIVE DATE**

Said Arts Commission shall assume its duties effective Month \_\_, Year