

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

SECTION 1: PURPOSE OF THE SAN ANTONIO ARTS COMMISSION

To serve as an advisory body to the City of San Antonio for Arts & Culture.

SECTION 2: MISSION OF THE SAN ANTONIO ARTS COMMISSION

To advocate for excellent, accessible, and engaging arts and cultural opportunities for the citizens and visitors of San Antonio and to support economic development related to the creative economy.

SECTION 3: MEMBERSHIP

3.1 Eligibility for Membership

The San Antonio Arts Commission members must be residents of the City of San Antonio.

- a. Council District residency shall be based on one of the following: place of residency, place of employment or otherwise significant ties to a community.
- b. If an appointed commissioner moves out of the city, the commissioner is automatically removed from the Commission and a new member must be appointed by City Council.
- c. The San Antonio Arts Commission may engage non-City Council appointed members to serve on particular Committees in order to meet the goals of the Committee. These Committee members are not members of the 15 member San Antonio Arts Commission, but rather serve only as voting members of their respective Committee.
- d. Non-City Council appointed members shall be:
 - i. Nominated by staff or a San Antonio Arts Commission member
 - ii. Recommended by Committee Chairperson
 - iii. Approved by majority of San Antonio Arts Commission members in an open meeting

3.2 Composition

San Antonio Arts Commission member shall be a recognized, qualified representative from one of the following categories:

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 - 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 and time-based art

3. Performing Arts - 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 - 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 - 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 designers
6. Cultural Festivals & Events - professional and/or active community participants associated with the organization and production of arts and culture festivals and events
7. Art Patronage - professional and/or community representatives associated with arts patronage and advocates for the advancement of arts
8. Film and Media Production – professional and/or active community participants associated with the creation, education, promotion and/or production of feature films, short films, television series / episodes, mini-series, made-for-television movies, animation, documentaries, and other video-related media
9. Music - professional and/or active community participants associated with the creation, education, promotion and/or production of music

3.3 Membership Terms

San Antonio Arts Commission members shall follow the term limits and appointment procedures set forth in Chapter 2, Article IX, Section 2-530 of the City Code - General Rules and Procedures for City Council Boards and Commissions. All members that are not appointed by the Mayor or City Council will serve a two year term.

3.4 Membership Size

The San Antonio 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.

3.5 Compensation

Members of the San Antonio Arts Commission shall serve without compensation.

3.6 Conflict of Interest

San Antonio 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 San Antonio 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 the City.

SECTION 4: DUTIES AND RESPONSIBILITIES

4.1 Cultural Policies

The San Antonio Arts Commission shall review and make recommendations concerning the establishment and implementation of cultural plans, policies and issues relevant to the citywide advancement of arts, culture and creative development.

4.2 Liaison to City Council and Community

The San Antonio Arts Commission shall regularly inform their respective City Council member and the public about all art-related developments and/or issues concerning its progress, recommendations and strategic goals and objectives. Department of Arts & Culture staff will provide informational packets to the Commissioners within two weeks of each meeting of the San Antonio Arts Commission for use by Commissioners in briefing their respective council member or the public.

4.3 Attendance

Attendance shall be in accordance with Chapter 2, Article IX, Section 2-533a of the City Code.

SECTION 5: SELECTION AND TERM OF CHAIRPERSON AND COMMITTEE CHAIRPERSONS

5.1 Appointment of the Chairperson

The Chairperson shall initially be nominated by the Mayor and confirmed by City Council. Each subsequent Chairperson shall be nominated by a member of the San Antonio Arts commission and elected by a majority of the San Antonio Arts Commission. The Chairperson will serve for a term of two (2) years and is eligible to serve for consecutive terms if elected by a majority of the Committee membership for the subsequent term. The initial term of the Chairperson shall run through December 31, 2017.

5.2 Chairperson Duties

The Chairperson's responsibilities include, but are not limited to: presiding over all San Antonio Arts Commission meetings; keeping members informed of matters pertaining to their representation; meeting and communicating with the Department of Arts & Culture 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 San Antonio Arts Commission, maintain communication with staff and report on the San Antonio Arts Commissions progress to City Council. The San Antonio Arts Commission Chairperson will designate which Committee Chairperson will serve during the San Antonio Arts Commission Chairperson's temporary absence.

5.3 Selection of the Committee Chairpersons

Initial appointment of one Committee Chairperson for each Committee shall be made by the San Antonio Arts Commission Chairperson and approved by a majority vote of the San Antonio Arts Commission. Only a City Council or Mayor appointed San Antonio Arts Commissioner may serve as the Chairperson for each Committee. The Committee Chairperson will serve for a term of two (2) years and is eligible to serve for consecutive terms if elected by a majority of the Committee membership for the subsequent term. The initial term of each Committee Chairperson shall run through December 31, 2017.

In January of each full year, each Committee Chairperson shall be nominated by a member of the San Antonio Arts Commission (including the Chairperson), and elected by a majority vote of the San Antonio Arts Commission membership.

5.4 Committee Chairpersons Duties

The Committee Chairpersons' responsibilities include, but are not limited to: assisting the San Antonio Arts Commission 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, appointing San Antonio Arts Commissioners to his/her Committee and recommending; as well as, meeting and communicating with the Department of Arts & Culture Director or his/her designee.

SECTION 6: MEETINGS OF MEMBERS

In accordance to in Chapter 2, Article IX, Section 2-531 of the City Code "General Rules and Procedures for City Council Boards and San Antonio Arts Commission", 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.

6.1 General Meetings

The San Antonio Arts Commission may hold monthly meetings; however the San Antonio 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.

6.2 Notice of General Meetings

Department of Arts & Culture 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.

6.3 Special Meetings

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

6.4 Notice of Special Meetings

Department of Arts & Culture 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.

6.5 Meeting Agenda

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

Department of Arts & Culture 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.

6.6 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 San Antonio Arts Commission is determining whether to make an official position or program recommendation to City Council or to City Staff. No action may be taken without a quorum present.

6.7 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. 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. Each San Antonio Arts Commission member may vote on issues before the entire Commission and issues before their assigned Committee and Subcommittee(s).

SECTION 7: SUBCOMMITTEES

The San Antonio Arts Commission may create Subcommittees as specified in Chapter 2, Article IX, Section 2-532 of the City Code, as needed, to further discuss any aspect of arts and cultural planning or policy development. Members are encouraged, but not required, to serve and actively participate on one Subcommittee. Members cannot serve on more than one standing Subcommittee except Committee Chairpersons will also serve on the Executive Committee.

7.1 Appointment of Committee Members

A. San Antonio Arts Commission Members

Each Committee Chair will recommend members for his/her respective Committee and Committee assignments will be officially made by the San Antonio Arts Commission Chairperson. San Antonio Arts Commission Chairperson will notify any changes to Committee membership in writing within ten days of the update.

B. Non-San Antonio Arts Commission Members

Each Committee may contain subject matter experts that are not members of the San Antonio Arts Commission who shall serve as voting members of the Committee. Committee Chairperson shall bring his/her recommendations to San Antonio Arts Commission. All Committee members who are not City Council or mayor appointed San Antonio Arts Commission members must be approved by a majority vote of the San Antonio Arts Commission in an open meeting.

7.2 Requirements for Committee Members

Committee members shall have subject matter expertise in the focus area of the Committee.

7.3 Number of Committee Members

Committees shall have at least 5 members but no more than 11 including the Chairperson. Each Committee must have at least two City Council or Mayor appointed San Antonio Arts Commission members.

7.4 Responsibility of Committee Chairperson

The Chairperson for each Committee must be a City Council or Mayor appointed San Antonio Arts Commission Member and will preside over and shall serve as the principle spokesperson for the their respective Committee. The Committee Chairperson shall maintain communication with staff and report on the Committee's progress to the San Antonio Arts Commission.

The Chairperson for each Committee shall appoint a presiding alternate to preside over the Committee in his/her absence on an as-needed basis. First consideration for presiding alternate must be given to City Council or Mayor appointed San Antonio Arts Commission members.

7.5 Committee Meetings

Committees may meet monthly or at any other time as determined necessary by the respective Committee Chairperson.

7.6 Minutes

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

SECTION 8: STANDING COMMITTEES

8.1 Executive Committee

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

A. Authority

The Executive Committee shall have and may exercise all the authority of the San Antonio 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.

B. Composition

The Executive Committee shall consist of the San Antonio Arts Commission Chairperson, the Committee Chairpersons and the Department of Arts & Culture Director or his/her designee.

C. Executive Committee Chair

The San Antonio Arts Commission Chairperson shall chair the Executive Committee.

D. Meetings

The Executive Committee should 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.

8.2 Arts Funding Committee

The San Antonio 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.

A. Composition. Every effort should be made to ensure that the following arts disciplines are represented without multiple conflicts of interest: Visual Arts, Performing Arts, Literary Arts, Cultural Festivals and Events.

B. Responsibilities. 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 as reported by Department Staff;
- Review Organizational Development, mentoring and training for arts agencies; and
- Making reports at regular San Antonio Arts Commission meetings.

8.3 Public Art Committee

The San Antonio Arts Commission shall form a Committee for public art entitled the “Public Art Committee” that will be responsible for reviewing and making recommendations pertaining to the Public Art San Antonio (PASA) Program to the San Antonio Arts Commission in accordance with established policies, guidelines, and criteria set forth by City ordinance. The Public Art Committee is responsible for reviewing the plans for exhibitions managed or curated by Department of Arts & Culture, Cultural Events & Exhibits Division in City-owned gallery facilities.

A. Composition. Members shall represent Visual Arts and Public Art and Urban Design.

B. Responsibilities. The Public Art Commission’s responsibilities include, but not limited to:

- Reviewing and making recommendations concerning the public art plan, gallery exhibition plan, artist selection/commissioning procedures, the design and placement of public art and gallery exhibition, proposed gifts and loans, and changes to the public art policy;
- Participating in public meetings concerning public art and City-owned gallery exhibition;
- Reviewing progress of public art projects and master plans; and
- Making reports at regular San Antonio Arts Commission meetings.

8.4 Film Committee – to be called “Film Commission”

The San Antonio Arts Commission shall form a Committee for film entitled the “Film Commission” responsible for reviewing and making recommendations pertaining to the Film Office in accordance with the Film Strategic Plan, established policies, guidelines, and criteria set forth by City ordinance.

A. Composition. Every effort should be made for representation of professionals in the areas of Education and Workforce, Infrastructure/Film Studios, Marketing/building a Film Culture, and Business/Contracting.

B. Responsibilities. The Film Commission’s responsibilities include, but not limited to:

- Reviewing Progress of the Film Strategic Plan;
- Participating in public meetings concerning Film;
- Making reports at regular San Antonio Arts Commission meetings.

8.5 Music Committee – to be called “Music Commission”

The San Antonio Arts Commission shall form a Committee for music entitled the “Music Commission” that is responsible for reviewing and making recommendations pertaining to

the Music Office in accordance with the Music Strategic Plan, established policies, guidelines, and criteria set forth by City ordinance.

A. Composition. Every effort should be made for representation of professionals in the areas of Education and Workforce, Infrastructure (Venues/Music Studios), Marketing/building a Music Culture, and Business/Contracting.

B. Responsibilities. The Music Commission's responsibilities include, but not limited to:

- Reviewing Progress of the Music Strategic Plan;
- Participating in public meetings concerning Music;
- Making reports at regular San Antonio Arts Commission meetings.

SECTION 9: GENERAL PROVISIONS

The San Antonio Arts Commission and the Department of Arts & Culture will hold an annual orientation and retreat for current and newly appointed members.

Newly appointed members will have an orientation upon appointment.

SECTION 10: AMENDMENTS

These rules of procedure may be amended at any regular or special meeting of the San Antonio Arts Commission, provided that notice has been sent not less than fourteen days before such meeting setting forth and explaining any proposed amendments. Any changes that conflict with Chapter 2, Article IX, Section 2-530, et al. of the City Code - General Rules and Procedures for City Council Boards shall require City Council approval.

SECTION 11: EFFECTIVE DATE

Said San Antonio Arts Commission shall assume its duties effective December 1, 2016.