

Tempe Arts Commission
Rules of Procedures
(Reference: Ordinance No. 88.62)

Article I

Name

The name of the Commission shall be the Tempe Municipal Arts Commission hereafter referred to as the Commission.

Article II

Location

The principal office of the Commission shall be located in the City of Tempe, Maricopa County, Arizona.

Article III

Purpose

The purpose of the Commission shall be to identify and develop a municipal arts plan on behalf of the City of Tempe and act as the official advisory body to the City Council on the expenditure of the Municipal Arts Fund and oversee and coordinate all city initiated art projects and programs.

Article IV

Duties & Responsibilities

Section 1

Develop and recommend to the City Council a yearly Municipal Arts Plan based upon projected revenues from the Municipal Arts Fund which shall be an amount equal to one percent of the total capital improvement budget for each fiscal year. The plan will include programs and special projects for the visual arts, performing arts and arts in education, as well as proposed public art and its siting.

Section 2

Determine a method or methods of selecting projects and commissioning artists for art in public places throughout the City of Tempe. Recommendations made to the City Council will include estimates of all costs, including any operation and maintenance costs, and who shall be the responsible party for such costs.

Section 3

Through the department with which the Commission is assigned, consult and coordinate with those City offices involved with cultural programming and city beautification in the development of the Municipal Arts Plan.

Article V
Membership

Section 1

The Commission shall be composed of fifteen (15) members, all of whom shall be residents of the city of Tempe, who shall represent the cultural, geographic, and particularly the ethnic diversity of the city, and who shall serve without pay. The members of the Commission shall be appointed by the mayor upon recommendation of the Commission, subject to the approval of the City Council. The foregoing appointments shall be for a period of three (3) years each to commence on the first day of January, with the terms of members so staggered that the terms of no more than seven (7) members shall expire in any one (1) year. The initial appointments hereunder shall be for four (4) members with terms expiring on December 31, 1987; for four (4) members with terms expiring on December 31, 1988; and for seven (7) members with terms expiring on December 31, 1989. Thereafter, all members shall be appointed for full three (3) year terms. In the event of the death or resignation of a member, the vacancy will be filled for the unexpired term by appointment by the mayor upon the recommendation of the Commission, and subject to the approval of the City Council. Members may not serve for more than two (2) complete successive terms.

Section 2: Voting

Each member of the Commission shall have one (1) vote at any meeting. All business shall be transacted by a majority vote of the members in attendance provided a quorum is present.

Article VI
Meetings

Section 1

Unless otherwise scheduled at a previous meeting, meetings of the Commission will be held on the 2nd Wednesday of each month at 6:00 p.m. at a pre-determined location.

Section 2

Meetings will be conducted using Roberts Rules of Order as a procedural guide.

Section 3

Meetings shall be open to the public. Minutes of the proceedings showing the vote of each member will be kept and forwarded to the City Council for review.

Section 4

Special meeting of the Commission may be called by the Chairman or when requested by three (3) or more members upon seven (7) days written notice.

Section 5

Members of the Commission, who miss three (3) consecutive meetings or any six (6) meetings during a one year period without prior notification, may be recommended to Council for dismissal as a member of the Commission and shall cease to be a member thereof upon Council approval.

Section 6

A quorum shall consist of eight (8) members of the Commission.

Article VII Officers & Appointments

Section 1

Officers shall consist of a Chairman, Vice Chairman, and a Secretary/Treasurer. They shall be elected by the members of the Commission for terms of one (1) year. No officer shall serve in the same capacity for more than two (2) consecutive one (1) year terms. All officers shall be elected from among the membership of the Commission. Officers shall be elected at the first meeting of the Commission following the 31st of December each year and shall take office at that time.

Section 2: Duties of the Officers

The Chairman shall:

- A. Supervise and preside over all meetings of the Commission, and shall be an ex-officio member of all committees except the nominating committee.
- B. Present written proposals to the City Council on behalf of the Commission.
- C. Sign reports and other documents of the Commission.
- D. Rule on all procedural questions and provide an efficient forum for balanced discussion.
- E. With the approval of the Commission, create any committee deemed necessary, either as a standing committee or special committee or task force.
- F. With the approval of the Commission appoint a chairman and the membership of any committee or delegate such appointive powers to any appropriate member.
- G. Participate in the voting process and the debate of any issue.
- H. Act as the Commission liaison to the City Council and Mayor.

The Vice-Chairman shall, in the absence of the Chairman or in the event of the Chairman's inability or refusal to function, perform the duties of the Chairman.

The Secretary/Treasurer shall:

- A. Will chair the Communications Committee.
- B. Maintain a file of the STANDING RULES, COMMITTEE REPORTS, and a current COMMISSION ROSTER.
- C. Be responsible for all correspondence and information contained in the correspondence file.
- D. Will be responsible for reporting the current status of the Municipal Arts Fund on a monthly basis.

Section 3: Staff

Commission staff will be provided by the Tempe Community Services Department. Director or designee will be responsible for:

- A. Serving the Commission in an advisory capacity, translating the goals, objectives, and policies of the Commission into programs, projects, and activities.
- B. The distribution of all material and information to Commission and various committee members.
- C. Recording of the minutes of each Commission meeting, Executive Committee Meetings, and all other standing committees, special committees, or task force meetings.
- D. Maintaining the permanent files of the Commission.
- E. Applying for and administering state, regional, and federal grants related to the approved programs and activities of the Commission.
- F. Assessing the needs and desires of the community as they relate to the purchase and display of artworks and the contract of performing dance and theatre groups for community performances as approved by the Commission.
- G. Negotiating and administering contracts with artists for the purchase of artwork and dance, theatre and other companies for community performances.

Article VIII

Committees

Section 1

Executive Committee shall consist of the Chairman, Vice Chairman, Secretary/Treasurer, and committee chairs of all standing committees. The Community Cultural Programs Coordinator shall be an ex-officio member of the Executive Committee.

The Executive Committee shall meet prior to each regular meeting of the Commission and when necessary to transact all necessary business. In addition, the Executive Committee shall have primary responsibility for coordinating and reviewing preparation of the Commission's monthly meetings as well as the annual arts plan and the annual budget.

Section 2: Standing Committees

- 1. Communications Committee shall be responsible for the coordination and execution of public relations, public information and education. More specifically, the committee will be responsible for developing the Commission's public relations plan, membership orientation and handbook, and progress reports. Further, this committee is responsible for coordination and execution of all lobbying efforts and public education programs relating to specific Commission projects.
- 2. Grants Committee shall be responsible for advising the Commission on all policy and actions necessary for implementation of the Municipal Arts Plan's Grant Programs. This Committee shall oversee the programs and address needs for revisions or adjustments in Grant guidelines, deadlines and special projects. In addition, the Grants Committee will oversee the panel review process and make funding recommendations to the full Commission.

3. Nominating Committee shall be responsible for continually updating the pool of interested citizens for appointment to the Commission as well as service on artist selection juries, ad-hoc committees and grants panels. The Nominating Committee shall strive to assure ethnic and cultural diversity as well as artistic backgrounds which are representative of the needs of the City. In addition, the Nominating Committee shall submit a slate of nominees at each November meeting of officers to be approved at the December meeting and filled at the January meeting.
4. Art In Private Development Committee shall be responsible for the development and reviewing of all policy guidelines and proposed projects from the Private Percent for Art Program. This includes the review of all proposed visual art projects from developers as well as the review and recommendation of cash contributions to the Municipal Arts Fund.
5. Fine Arts Planning Committee shall be responsible for advising the Commission on all policy and actions necessary for the Public and Private Percent for Arts Program. The Fine Arts Planning Committee will be responsible for the recommendation of all art projects and programs ineligible for funding through the grants program. These projects may include both visual and performing projects and programs as well as any gifts and loans made to the City.
6. Long Range Planning Committee shall be responsible for the coordination, development, and execution of all long range master plans. This committee will be responsible for advising the Arts Commission on all policy and actions necessary to implement these master plans within the City Of Tempe.

Article IX
Conflict of Interest

All conflicts of interest will be determined by State Law.

Article X
Amendments

These procedures may be amended at any regular business meeting of the Commission by a 2/3 vote of those present and voting provided the amendment has been submitted to the Commission in writing seven (7) days prior to the regular meeting and a quorum is present. The amendment shall become effective when approved by the City Council.