

RENO ARTS AND CULTURE COMMISSION BYLAWS

Proposed Changes

Article I. Mission and Function

The Reno Arts and Culture Commission (Commission) ~~will~~ secures, enhances, and ~~publicly funds~~ excellence in the arts.

The Commission ~~will~~ serves as ~~the-an~~ official advisor to the City of Reno on matters related to the artistic life of the community, and the allocation of public funds that become available for that purpose. More specifically, the Commission ~~will~~:

1. Performs s the duties assigned to it by its governing ordinances and bylaws, or through specific delegation to the Commission ~~committees from the City Council or City Manager;~~ ~~which shall report annually thereon, or as needed;~~
2. Advises s the Reno City Council on all matters concerning the arts, including pending legislation;
3. Advises s the Council on the allocation of funds in support of the arts, establishes firm and equitable standards for such allocations, and evaluates s those allocations annually;
4. Raises s the level of awareness and involvement of all members of the community in the preservation, expansion, and enjoyment of the arts and culture in Reno. ; This role includes but is not limited to:
 - -Recommending the use of ~~existing~~ City resources to promote and publicize arts and culture activities. ;
 - Wworking with City Departments and City Commissions/Boards to develop opportunities to support arts and culture. ;
 - Arts District development;
 - Public Arts programs;
 - Ttourism and economic development;
 - Ccultural programming;
 - Aaccessibility to art;
 - Aaesthetics, and urban design; and
 - Pplanning for the future development of arts and culture in Reno.
5. ~~Liaisons—Act as official liaison to appropriate governmental and private agencies.~~

Article II. Membership

The Commission shall consist of ~~nine~~ eleven voting members and non-voting members as established by the ByLaws.

Voting Members

Voting Members must be ~~who are~~ registered voters and reside in the Truckee Meadows area, a majority of whom ~~shall~~ must reside in the City of Reno. Members shall be appointed by the City Council as a whole. The Commission shall consist of at least one architect or designer, one arts educator, and one professional artist. The remaining members shall represent businesses, artists, art organizations, and the community at large.

Voting mMembers shall serve three-year terms. ~~and e~~ Each commissioner may serve a maximum of two consecutive terms, or two terms separated by a break of less than three years. A commissioner may be reappointed to the Commission after sitting out for a period of three years following completion of any second term.

Whenever a new Commissioner is appointed by the City Council, their term shall begin on the first day of the month following their appointment. There is no filling of partial terms.

The City Clerk shall track each member's term. ~~At least two months prior to the expiration of a member's term, the Clerk shall notify both the member and the Arts and Culture Manager of the upcoming expiration of the term.~~

Commission members seeking a second term must reapply ~~in a timely manner~~ no later than 45 days prior to their term expiring via the official City of Reno process for appointments to Commissions. Contributions to the Commission and attendance during the previous term will be considered when making these decisions. There is no automatic renewal of membership, and a member does not continue to serve if no appointment has been made to their position following their termination date.

Non-Voting, Ex Officio Members

The Commission may include non-voting, ex officio members who may actively participate in all Commission meetings and in discussion of any agenda item, but they may not vote.

Each non-voting member is to be selected by the organization they represent. An ex-officio member serves two-year terms but is not term-limited. Additional non-voting members may be added through amendment of these bylaws.

Two Non-Voting members are hereby established:

- A representative of the Recreation and Parks Commission or other park related organization, to provide a linkage to the city's recreation and park resources, and
- A representative of the Economic Development Authority of Western Nevada or other regional economic development organization, to help increase awareness of the importance of art in economic development activities and to help increase the amount of arts and cultural installations, activities and events in the community.

Article III. Meetings

The Commission shall meet monthly, ~~at~~ at least ten months per year.

Additional meetings may be held at any time upon the call of the Chairperson, ~~by a majority of the or two~~ four voting members, or upon the request of the City Council.

Meetings shall be held in compliance with the Nevada Open Meeting Law (NRS 241).

Article IV. Election of Officers

~~The Commission, at~~ At its first regular meeting in ~~June~~ December, the Commission shall elect a Chairperson and Vice-~~C~~hairperson. ~~The Arts and Culture Manager (or designee) shall serve as recording secretary.~~

Article V. Duties and Powers of Officers

A. Chairperson ~~(presiding) shall~~:

1. Preside at all Commission meetings.
2. Call special meetings of the Commission in accordance with the bylaws.
3. Sign Commission documents.
4. See that all Commission actions are properly taken.

~~5. Notify, in writing, the Reno City Clerk of any resignation or termination of membership.~~

~~6. Advise the City Clerks office, in writing, all changes of address of Commission members.~~

7. The Chairperson may ~~not~~ make motions, ~~but mayor~~ second motions and participate in the discussions. He/she shall be an ex officio member of all committees, with a voice but no vote.

8. No member may serve more than two (2) full consecutive terms as Chairperson.

B. Vice-Chairperson:

During the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all duties and be subject to all the responsibilities of the Chairperson.

C. Recording Secretary

1. The Arts and Culture Manager (or designee) shall serve as the Recording Secretary of the Commission and perform the following duties:-

~~2.1.~~ Keep the minutes of all meetings in an appropriate ~~minute book~~ physical and electronic location.

3. Give or serve all notices required by law or the bylaws.

4. Receive, for the Commission, all applications as required by NRS and City codes.

5. Prepare the agenda, in consultation with the Chair, and ensure it is distributed along with any backup materials to the Commission or Subcommittees of the Commission.

6. Be custodian of Commission and Committee records.

7. Inform the Commission and Committees of correspondence relating to business of ~~the~~ Commission and attend to such correspondence.

8. Handle funds, if any, that are allocated to the Commission in accordance with its directive, the law, and City regulations, and report annually the status of any allocated funds.

9. Notify, in writing, the Reno City Clerk and Chair of any resignation or termination of Commission membership.

106. Advise the City Clerk's office, in writing, of all changes of address of Commission members.

Article VI. Committees

A. The Commission may create Committees to assist in carrying out the purposes of the Commission, through a majority vote of the Commission. All official committees must carry out their activities in accordance with the Nevada Open Meeting Law (NRS 241).

The Chairperson may appoint, with the concurrence of the Commission, members to serve on Standing Committees, and Ad Hoc Committees. ~~the _____ committees listed below.~~ Members of these committees need not be members of ~~_____~~ the Commission.

1. ~~Such s~~Standing committees as are required to carry out the purposes of the Commission.

2. Ad Hoc Committees, whenever the need arises, provided that the goals and objectives of such committees are clearly specified at the time of appointment.

~~3. Adjunct committees for the purpose of inviting and broadening the interest of community-wide groups in assisting the Commission to achieve its purpose.~~

B. Committee ~~C~~chairpersons and Vice Chairpersons must be members of the Commission and shall be appointed by the Commission Chairperson subject to the approval of the Commission.

C. The Chairperson of the ~~Reno~~Commission shall be an ex-officio member of all ~~C~~committees as defined in this Article created by the Commission.

D. ~~Committee Chairpersons~~The Commission's Recording Secretary or designee shall be responsible for minutes and other records of committees and shall provide such records to the Arts and Culture Manager as soon as can reasonably be expected after each meeting.

E. Standing cCommittees shall be appointed for threeone-year terms and shall be governed by the procedural matters in Article VII below. ~~except that terminations may be appealed to the Commission instead of the City Council.~~

F. Ad-Hoc committees shall be appointed for one-year terms and shall be governed by the procedural matters in Article VII below.

Article VII. Procedural Matters

1. Quorum: A majority of the appointed members entitled to vote shall constitute a quorum for the transaction of business. If a Commission seat is open and has not been appointed at the time of a meeting it shall not be counted in determining the number needed for a quorum. A non-voting member is not counted as part of the determination of a quorum.

Each member of the Commission who has knowledge of the fact that he/she will not be able to attend a scheduled meeting of the Commission shall notify the Arts and Culture Manager at the earliest possible opportunity and, ~~in any event~~ preferably, prior to 5:00 p.m. on the day prior to the date of the meeting. The Arts and Culture Manager shall notify the Cchairperson of the Commission and identify any concern about whether the ~~in the event that the~~ projected absences will produce a lack of quorum.

2. A Tie Vote: A tie vote will result in a recommendation for denial.

3. Reconsideration: Any decision of the Commission may be reconsidered if City Council has not acted upon the decision. ~~An interested party of such reconsideration must make a showing to the Commission within 45 days. Such showing must make apparent that, without fault on the part of the party, essential facts were not brought to the attention of the Commission.~~ A motion to reconsider may be made only by a Commissioner who voted with the prevailing side ~~in during~~ the previous initial consideration of the item. If a motion to reconsider passes and must be approved by a majority of a quorum of the Commission, the item will be scheduled for reconsideration at the next regular meeting before the matter may be rescheduled for reconsideration.

4. Disclosure - TBD

54. Conflict of Interest/Recusal: Any member of the Commission who ~~shall~~ feels that he/she has a conflict of interest on any matter that is on the Commission agenda shall voluntarily excuse himself/herself from the meeting for that agenda item, ~~vacate his/her seat,~~ and refrain from discussing and voting on said items as a Commissioner.

65. Resignations:

a. A Commission member who resigns voluntarily shall notify the ~~Chairperson~~ Arts

and Culture Manager (Recording Secretary) and the Chairperson.

b. ~~Resignation of~~ If the Chairperson resigns, the ~~is followed by the Vice-Chairperson~~ shall automatically become the Chairperson, effective the date of the resignation of the Chairperson and ~~serve~~ serve the unexpired term of the vacated office. A new Vice-chairperson shall be elected at the next regular Commission meeting.

c. Removal of a Commissioner by the City Council: Any member of the Commission may be removed from ~~office~~ their position by a majority vote of the City Council.

76. Attendance:

Each Commissioner is expected to attend every Commission meeting.

~~a. Termination:~~ Three absences from regular Commission meetings during a calendar ~~fiscal~~ year by a Commission member shall result in a letter from the Arts and Culture Manager in the terminating ~~on of that member's term of office.~~ that member from the Commission. Such termination may be appealed to the Commission at the next meeting. If the Commission upholds an appeal the member will be reinstated. Any further absences in the Calendar year will result in termination with no further appeal. A member who has been terminated may not re-apply to the Commission until three years has passed.

~~b. Such termination may be appealed to the Reno City Council. Said appeal shall be initiated by the member and filed with the Reno City Clerk.~~

87. Press-Media Releases: ~~No press release may be made to the news media by the Commission until 24 hours after said release has been delivered, in writing, to the City Manager.~~

The Arts and Culture Manager will arrange any art related press releases in conjunction with the City of Reno Communications team.

98. Roberts Rules of Order are hereby adopted for the governing of the Commission in all cases not otherwise provided for in these rules.

Article VIII. Amendment of Bylaws

These ~~rules-bylaws~~ may be amended at any Commission meeting by a vote of the majority of ~~the entire membership~~ a quorum of the Commission. ~~provided ten (10) days written notice has been given to each member of the Commission.~~ After approval by the Commission, the amended bylaws must be forwarded to the City Council for final approval before they become effective.

Approved by the Reno City Council on _____ and effective on December 1, 2020.
~~APPROVED BY THE RENO CITY COUNCIL ON OCTOBER 26, 2016.~~