

HOLLISTER ARTS AND CULTURE ADVISORY COMMISSION

BYLAWS

The Arts and Culture Commission of the City of Hollister is committed to promoting art in public places that reflect diverse social and cultural perspectives in our community to enrich the lives of the City's residents and visitors and contribute to the vitality of the City's economic development.

ARTICLE I — THE COMMISSION

Section 1. **Name:** The name of this body is the "Hollister Arts and Culture Advisory Commission."

Section 2. **Composition:** The Arts and Culture Commission shall consist of seven (7) commissioners appointed by the City Council and serve at the Council's pleasure, none of whom shall hold any paid office or employment in the City government.

Section 3. **Term of Office:** Members shall be qualified electors of the city and shall serve for a term of four years. The four-year terms of the commission members shall be consistent with the Council Member that appointed them. All members must remain residents of the city while serving on the Arts and Culture Commission.

The members shall not receive any compensation for their attendance of commission meetings or any other services rendered as a commission member, provided, however, that any actual and necessary expenses incurred by a commission member in the performance of his or her duties on the commission may be paid if funds are available in the budget approved by the city council and the individual expenses are approved by the City Manager or his designee. Any vacancy occurring other than by expiration of a term of office shall be filled by the city council appointed for the unexpired portion of the term. Each Commission member serves at the pleasure of the Council Member who appointed them, and the Commission Member may be removed at any time, with or without cause.

Attendance Policy:

Commissioners are expected to attend all meetings of the Arts and Culture Commission. Attendance and ongoing participation of the Advisory Commission are critical to the commission's success. Any member of the Commission who has two (2) unexcused absences during a regular meeting, special meeting, or commission-sanctioned events within one calendar year shall constitute an automatic resignation. Attendance records shall be kept, and members shall be informed by letter when they have had two unexcused absences from regular meetings, special meetings, or commission-

sanctioned events. Absences will be excused and recorded in the Arts and Culture minutes if the Chairperson or City Staff is notified of a commissioner absence.

Resignations: A Commissioner wishing to resign before the expiration of the Commissioner's term shall submit to the City Clerk a written resignation that states the effective date of the resignation. If said written resignation fails to state the date the resignation shall be effective, then the resignation shall be effective upon receipt of the written resignation by the City Clerk. If a Commissioner states verbally or in any other form that the Commissioner is resigning but fails to provide to the City Clerk said written resignation notice, then resignation shall be effective upon adjournment of the next regularly scheduled Commission meeting or the expiration of 31 calendar days, whichever is soonest.

Section 4. Duties and Responsibilities of the Commission: The commission advises the City Council on all matters affecting the city's culture. The Arts and Culture Commission shall advise and assist the city council and commissions in fine arts and encourage programs in the field. Fine arts include, but are not limited to, painting, sculpture, architecture, poetry, music, literature, theatre, and dance. Commissioners shall help promote the community's cultural enrichment by establishing an effective liaison between the city and local cultural and artistic groups.

Commissioners must undertake and carry out all reasonably necessary functions to accomplish the objectives, discharge the commission's functions, and exercise such other functions as may be prescribed by the city council.

Study and consider long-range plans for the development and improvement of the Hollister Arts and Culture, giving due regard to the Arts and Culture General Plan and the needs of the citizens of Hollister.

Study and recommend matters relating to the present and future need for services rendered to the general public. Study and recommend matters relating to Arts and Culture improvements, including methods of financing and MOU agreements.

Review and recommend special permits and proposals that deviate from the adopted Arts and Culture General Plan. Perform other related duties as directed by the City Council.

ARTICLE II — COMMITTEE MEMBERS

The committee shall be composed of a total of seven (7) voting members. Five

(members represent the City Council of the City of Hollister and two (2) youth voting **members in the 9-12th grade**. The members represent the following areas of the Arts and Culture Commission:

- Youth Community Member- One (1) Representative- **One year term limit**
- Youth Community Member - One (1) Representative- **One year term limit**

- City of Hollister District 1- One (1) Representative
- City of Hollister District 2- One (1) Representative
- City of Hollister District 3- One (1) Representative
- City of Hollister District 4- One (1) Representative
- City of Hollister Mayoral At-Large- One (1) Representative

Section 1 Titles: The officers of this Commission are the Chairperson, Vice-Chairperson, and Executive Secretary.

Section 2 Chairperson: The Chairperson will preside at the Commission's meetings, help City staff prepare the agenda, ensure that all commissioners' voices are heard, be the commission's public voice, and generally do all things ordinarily required of a committee chair.

Section 3 Vice-Chairperson: In the Chairperson's absence, the Vice-Chairperson will preside at meetings of the Commission. If enough commission members are present to constitute a quorum (3), the members present shall designate an Acting Chairperson for the meeting.

Section 4 Communication with Staff: Commission members are encouraged to communicate directly with the Recreation Services Manager regarding ideas, plans, current activities, and concerns at the Parks and Recreation Department. The City Manager must approve all requests requiring the utilization of staff time. .

Section 5 Executive Secretary: The City Manager will appoint the Executive Secretary of the Commission and will carry out the administrative details of the Commission, including keeping the records of Commission meetings, acting as Secretary at all meetings of the Commission, recording all votes, preparing the agenda and minutes of Commission meetings, serving as technical advisor to the Commission, and at the direction of the City Manager providing necessary research and fact-finding services.

Section 6 Election of Officers: Annually, at the regularly scheduled January meeting, the Commission will elect a chairperson and vice-chairperson from among its members to serve for a one-year term. These positions are limited to two consecutive terms of office.

Section 7 Vacancy of Chairperson or Vice Chairperson: If the office of Chairperson or Vice-Chairperson becomes vacant, the Commission will elect a successor from its membership at the next regular meeting, and such election will be for the unexpired term of the office.

ARTICLE III — MEETINGS

Section 1. **Date of Regular Advisory Commission Meetings.** Regular meetings of the Arts and Culture Commission shall be held on the second Tuesday Monday of January, February, March, April, May, June, August, September, October, and November each

year, as shown on the calendar, which the Commission shall adopt at the first meeting of each fiscal year.

Section 2. Time of Regular Advisory Committee Meetings. Regular meetings of the Arts and Culture Commission shall commence at 6:00 p.m. and continue until all agenized business is concluded unless adjourned earlier on motion of the Commission for any reason or by the Chair or Secretary for lack of a quorum or unavailability of a meeting location due to an emergency. **Alternate Meeting Times:** Alternate meeting times and places are acceptable as long as public notice is given by the provisions of the Brown Act and other applicable laws.

Section 3. Location of Regular Advisory Committee Meetings. Unless otherwise stated on the posted meeting agenda, regular Arts and Culture Commission meetings shall be held in the Council Chambers of City Hall, 375 Fifth Street, Hollister, California. **Meeting Cancellation:** Meetings shall be canceled if there is insufficient business to discuss or if a quorum of the Commission cannot be present at the meeting.

Section 4. Special Meetings: Special meetings may be held Subject to the Brown Act and other applicable laws. Only those matters listed in the notice of special meetings may be discussed at the meeting.

Section 5. Quorum: Four (4) Voting Commissioners constitute a quorum for the transaction of business. Action requires a simple majority vote of those present who are not excluded from voting.

Section 6. Rosenberg's Rules of Order: At the regular meetings of the Commission, business will be conducted in the following order:

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call
- d. Verification of Agenda Posting
- e. Approval of Minutes
- f. Public Comment
- g. Old Business
- h. New Business
- i. Commissioner Comments
- j. Reports
- K. Setting of Next Regular Meeting Date
- l. Adjournment

All official actions shall be entered in the minutes of each meeting as action minutes. The Executive Secretary shall prepare the minutes, which shall be approved by the Commission at the next regular meeting.

Section 5. Manner of Voting: Voting on matters coming before the Commission will be by voice vote unless a roll call vote is requested by a Commission Member or the Executive Secretary.

Section 6. Rules of Order: Rosenberg's Rules of Order will govern those aspects of Commission proceedings not specifically provided by these bylaws, the Brown Act, or any other applicable state or local law.

Section 7. Setting of Agenda Items: Commission Members may submit items to be placed on the agenda. Requests must be given to the Executive Secretary five (5) business days before the date.

Section 7.5 Public Comment: Any person wishing to speak on matters within the Commission's subject matter jurisdiction must fill out a speaker's card before addressing the Commission.

Section 8 Agenda: The Executive Secretary will prepare an agenda, which will be adhered to with the exception that items may be taken out of order for the convenience of those in attendance. The agenda will be posted and distributed to interested parties at least 72 hours before all regular Commission meetings.

The Hollister Arts and Culture Advisory Commission will operate its meeting under the Ralph M. Brown Act, Government Code 54950 et seq., and 54954.2 (b) (1) and (2) Agenda requirements; Regular meetings (b) notwithstanding subdivision (a), the legislative body may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item. (1) Upon a determination by a majority vote of the legislative body that an emergency situation exists, as defined in Section 54956.5. (2) Upon a determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

ARTICLE IV — AMENDMENTS TO BYLAWS

Section 1. Procedure: The bylaws may be amended by the Commission with such a request approved by a majority of the Commission at a regular or special meeting, provided that written notice of such amendment was given to Commissioners at least three (3) days before the meeting. A proposed bylaw amendment shall be introduced at one meeting and voted on at subsequent meetings.