

Minneapolis Arts Commission Bylaws

Last Revised: 8/21/13

Presented to the Minneapolis Arts Commission and Approved on
Regular Meeting of the Full Commission

Chapter 1 Article One: Goals and Purposes

- A) The Goals and Purposes of the Arts Commission are guided by the Minneapolis Code of Ordinances, Chapter 36, Section 20 and Section 30.
- B) The Commission shall make recommendations for City Arts programs and policies to the City Council, City Departments, and the Mayor.
- C) The primary operating document of the Arts Commission shall be "Minneapolis Arts Commission Annual Work Plan."

Chapter 2 Article Two: Membership

- A) Arts Commission membership is guided by the Minneapolis Code of Ordinances, Chapter 36, Section 40.
- B) The appointment process for new Arts Commissioners is guided by the Minneapolis Open Appointment Process.

Chapter 3 Article Three: Meetings

- A) The meeting schedule of the Arts Commission is guided by the Minneapolis Code of Ordinances, Chapter 36, Section 60.
- B) The Regular Meeting of the Arts Commission shall be the third Wednesday of the month, the schedule to be determined by the Executive Committee. The Regular Meeting schedule for the following year shall be finalized by December.
- C) An orientation for new Commissioners will be held within three months of the City Council's approval of new Commissioners.
- D) The Chair may call special meetings of the full Commission.
- E) The Commission shall discuss and approve the Annual Work Plan of the full Commission by December, for the following year.
- F) The Commission shall be governed in its official proceedings by *Roberts Rules of Order, Newly Revised*.
- G) The Commission shall hold at least one Public Hearing each year and invite the public to address the Commission. Comments shall be sought regarding:
 - 1) The efficacy and appropriateness of City Arts activities and actions.
 - 2) Suggestions for new or improved programs, policies, goals, and procedures for the City.
 - 3) Any and all other comments relating to the arts in the City of Minneapolis. Public Notice of this hearing shall be made no later than thirty (30) days prior to the date of the hearing.

- H) Members missing three consecutive regular or special full Commission meetings will be removed, per Minneapolis Code of Ordinances, Chapter 36, Section 40.

Article Four: Officers and Elections

- A) The election of officers to the Arts Commission is guided by the Minneapolis Code of Ordinances, Chapter 36, Section 50. (36.50 states: *Chairperson. The members of the commission shall elect a chairperson and vice-chairperson to serve at its pleasure and such persons shall have the customary powers and duties of such officers.*)
- B) The Officers of the Arts Commission shall be Chair, Vice Chair, Secretary, up to four and not less than two members at large.
- C) Election of Officers will be held each year at the October meeting of the Commission.
- D) Chair shall appoint a Nominating Committee consisting of up to three Commissioners in August. The Nominating Committee shall present a preliminary list of nominations of Officers at the regular September meeting. At that time, additional nominations may be made from the floor. The final roster of Officer Candidates shall be presented at the regular October meeting of the Commission.
- E) Officers shall be elected by a majority of the appointed Commissioners present.
- F) Officers shall hold office for one year, beginning in the first month of the new term.
- G) 1.) If, due to extraordinary circumstances, Officers are not elected by the first month of the new term “one year” shall constitute the months from when the Officers are elected until the new Officers assume their duties the following year.
- H) Officers shall assume their duties at the beginning of the first regular meeting of the Commission term.

Chapter 4 Article Five: Committees

- A) The only standing committee of the commission shall be the Executive Committee.
- B) Except as otherwise provided for in the bylaws, the Chair shall appoint commissioners to committee.
- C) The Executive Committee:
- 1) Shall consist of the Officers of the Commission. A staff member of the City shall serve as a non-voting member.
 - a) The Commission Chair shall preside over the Executive Committee. The Commission Vice-Chair shall be Vice-Chair of the Executive Committee.
 - b) Shall meet on the first Wednesday of each month.
 - c) Shall be responsible for the affairs of the commission. The Committee may act for the Commission when action is needed and a meeting of the Commission is deemed impractical. Actions taken by the Committee under such circumstances may be subject to ratification by the Commission at the first practical opportunity.

- d) Shall prepare the agenda for the Commission meetings, including motions and recommendations as deemed appropriate.
 - e) The Committee may recommend for approval by the Commission projects, programs, and policies that support the goals and objectives of the Commission.
 - f) The Committee shall refer projects, programs and policies to the standing or special committees for consideration and recommendation.
 - g) The Committee shall fully report all proceedings to the Commission at regular Commission meetings.
- D) The Commission may create Special Committees as needed. Members of Special Committees shall be appointed by the Chair. All Commissioners shall serve on at least one Special Committee. Persons who are not members of the Commission may serve on Special Committees at the pleasure of the Commission. Members of Special Committees serve until the Special Committee is ended by action of the Commission.
 - E) The Commission may choose to have members serve as its representatives on other public or private boards or committees. Such representatives shall be appointed by the Chair of the Commission.
 - F) The Chair may act or speak for the Commission when no meeting of the full Commission or Executive meeting is possible.

Chapter 5 Article Six: Planning

- A) Arts Commission Annual Work Plan
 - 1) The Annual Work Plan shall be approved by a majority of appointed Commissioners present.
 - 2) The Annual Work Plan may be amended by a majority vote of the Commissioners present.
 - 3) The Arts Commission shall review the Annual Work Plan, as set forth in Article Three, Para.E of the bylaws.
- B) Bylaws
 - 1) The Bylaws for the Arts Commission shall be approved by a majority of the appointed Commissioners.
 - 2) The Bylaws may be amended at any meeting of the Commission; however, a motion to amend may not be voted on until the next meeting of the Commission following its presentation.

Chapter 6 Article Seven: Staff

Staff support for the Minneapolis Arts Commission shall be provided by the City of Minneapolis, Department of Community Planning and Economic Development (CPED).