

**City of North Olmsted Arts Commission  
Rules and Procedures**

**Article I – Membership**

Section 1 – General

Members of the Arts Commission shall be appointed in the manner prescribed and serve for the terms identified in Chapter 159 of the North Olmsted Codified Ordinances.

Section 2 – Expiration of Term

A member of the Commission whose term has expired may continue to serve until a replacement is appointed or reappointment is made.

Section 3 – Resignation

Notification of intent to resign shall be provided in writing to the Planning and Development Director who shall be responsible for bringing the matter to the Commission and the appointing authority no later than the next regularly scheduled meeting.

Section 4 – Liability Insurance

All members of the Commission are covered under the City's liability insurance program while acting within the scope of their official duties.

Section 5 – Compensation

Commission members shall serve without compensation.

**Article II – Officers and Duties**

Section 1 – Officers

The officers of the Arts Commission shall be a Chairman and a Vice-Chairman.

Section 2 – Election

The Chairman and Vice-Chairman of the Arts Commission shall be elected at its first regular January meeting by a majority vote of the members, and they shall hold office for one year or until their successors are elected.

Section 3 – Vacancy

In the event that an office becomes vacant, such vacancy shall be filled for the unexpired term by a member who is elected by a majority vote of the Commission.

## Section 4 – Duties of Officers

- (a) Chairman. The Chairman shall preside at the meetings of the Commission. He shall have authority to recommend the formation of and membership of committees as necessary. He shall exercise such other duties as are commonly exercised by the chief executive officer.
- (b) Vice-Chairman. The Vice-Chairman, in the absence or inability of the Chairman to act, shall perform the duties of the Chairman and possess the same powers and authority as the Chairman.

## **Article III – Meetings**

### Section 1 – Regular and Special Meetings

- (a) Regular meetings of the Arts Commission shall be held on the third Wednesday of each month at 6:30 p.m. in Council’s Caucus Room. Notice in writing of regular meeting, the minutes of the previous meeting and the agenda of the coming meeting shall be provided to each member at least five (5) days prior to such meetings.
- (b) Special meetings of the Commission shall be held whenever called by the Chairman or the Vice Chairman in the absence of the Chairman. Matters considered at a special meeting shall be limited to those described in the notice of the meeting. Notice of a special meeting shall be given in writing stating the purpose of the meeting at least one (1) day prior to the meeting.

### Section 2 – Quorum

A majority of the Commission members (vacancies excluded) shall constitute a quorum, for the transaction of official business. The chairman may call the meeting to order without a quorum and the Commission may undertake business before the Commission, but no formal vote shall be taken unless a quorum is present.

### Section 3 – Notification of Absence

Any member of the Commission who has knowledge of the fact that he will not be able to attend a scheduled meeting of the Commission shall notify the Planning and Development Department at the earliest possible opportunity and, in any event, prior to 12:00 p.m. on the date of the meeting. The Administrative Assistant shall notify the Chairman in the event that the projected absences will produce a lack of a quorum.

### Section 4 – Voting

Each member of the Commission shall be entitled to one vote to be registered in person.

### Section 5 – Order of Business

- I. Roll Call
- II. Review and Correction of Minutes
- III. Reports of Officers and Committees
- IV. Unfinished Business
- V. New Business
- VI. Adjournment

#### Section 6 – Public Participation

All meetings of the Arts Commission shall be public. Persons desiring to address the Arts Commission shall be afforded an opportunity to do so at any regular meeting for a period of time not to exceed five (5) minutes, unless extended by the Chairman.

#### Section 7 – Recess

The Chairman, at his discretion, may call a recess.

### **Article IV – Committees**

The Arts Commission may form committees in order to efficiently organize events and special projects. At the first meeting of the year or as needed, the Arts Commission shall appoint members to committees for a term of one (1) year or the completion of the event or project. No committee shall consist of a majority of members of the Commission.

### **Article V – Administrative Responsibility**

#### Section 1 – Administrative Support

Secretarial and related administrative support shall be provided to the Arts Commission to include the following duties and any others as may be prescribed by the officers of the Commission upon approval of the Planning and Development Director:

- (a) Record and transcribe the minutes of the Commission meetings in a manner best suited to provide an accurate and complete record.
- (b) Give notice of all meetings in accordance with these rules and the general guidelines of the Commission.
- (c) Prepare agendas, reports and correspondence for the Commission under the direction of the chairman.
- (d) Provide a calendar showing the meeting schedule of the Commission at the beginning of the calendar year showing all regular monthly meeting dates for the year.
- (e) Provide a budget showing the approved annual appropriations for Arts Commission activities at the beginning of the calendar year or at such time as the budget is approved by City Council.

#### Section 2 – Orientation of New Members

The Planning and Development Director may designate city staff members who shall provide an orientation session for new members appointed to the Arts Commission within thirty days after their formal appointment to the Commission by the City Council. Such orientation shall include, but not be limited to, a review of the enabling ordinance or resolution establishing the Commission, a review of ongoing special projects and a review of these Rules and Procedures.

### Section 3 – Annual Orientation for Commission Officers

The Planning and Development Director shall provide an annual orientation session for Arts Commission officers.

### **Article VI – Amendments to Rules & Waiver**

Rules of the Commission may be amended or modified at any regular or special meeting of the Commission by the affirmative vote of two-thirds (2/3) of the Commission members, provided that written notice of the proposed amendments or modifications has been given to each member of the Commission not less than five (5) days prior to the meeting.

Except where in conflict with law, any rule herein established may be waived by the affirmative roll call vote of at least two-thirds (2/3) of the Commission members.

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