

# SPRINGFIELD ARTS COMMISSION BYLAWS – 2023 DRAFT

Approved by Council \_\_\_\_ (date)

## ARTICLE I. Name and Duration

This commission, established by the Springfield City Council in June of 1986 (Resolution No. 86-26), shall be called the Springfield Arts Commission and will serve at the will of the city council.

## ARTICLE II. Purpose and Function

The purpose of the Springfield Arts Commission is to support, preserve, celebrate, and facilitate public engagement with the rich and diverse cultural heritage of the Springfield community as expressed through the arts. The responsibilities of the commission shall include, but are not limited to:

Section 1. To provide places and spaces for artistic creation, exhibits, performances, and events within the City of Springfield.

Section 2. To foster awareness, communication, education, and sharing of resources between local artists, arts groups, and businesses.

Section 3. To function as a local coordinating agency between the Lane Arts Council and the community.

Section 4. To promote the arts as an element of Springfield's economic diversification program, particularly regarding tourism.

## ARTICLE III. Membership

### *Section 1. Composition of Commission.*

The commission membership shall consist of nine voting neighborhood/citizen-at-large representatives.

- A. All commission members must:
  - a. Be 18 years of age or older.
  - b. Be registered to vote in the state of Oregon.
  - c. Have specific knowledge or interest required to carry out the commission's objectives.
- B. No fewer than five of the nine members must reside, own property, own a business, or work at a business within the Springfield Urban Growth Boundary.
- C. Up to four of the nine members must live within Lane County and meet one or more of the following criteria in lieu of living or working within Springfield:
  - a. Possess expertise, as demonstrated through education, work experience, or volunteer work, in the fields of visual, performance, musical, literary, or multi-media art; art history; museum studies or gallery management; or other design-related areas such as graphic, product, or architectural design.
  - b. Possess expertise, as demonstrated through education, work experience, or volunteer work, in a field relevant to arts administration or public service, including but not limited to nonprofit management, finance, marketing, tourism, leadership, or event coordination.
  - c. Demonstrate an interest in how the arts in Springfield contribute to the greater economic development and cultural richness of Lane County.

The Springfield city manager or their designated representative shall be ex-officio non-voting members of the commission.

The Springfield city councilor liaison shall be a non-voting member of the commission.

*Section 2. Appointment.*

All applicants shall be appointed by the city council and complete a standard application form and submit it to the city manager's office. The selection process is to be open and well publicized and prospective member are encouraged to attend a regular meeting before applying for membership.

*Section 3. Tenure.*

Membership of the commission shall be two-year overlapping terms of office. If someone is initially appointed to fill a partial term, that term will not be considered a full term as it applies to this section, and they will be eligible to serve four additional full terms.

At the conclusion of a two-year term, in lieu of the application process outlined in Article III, Section 2, a commission member may request appointment to another two-year term of service by submitting a letter to the city council six weeks in advance of the opening of the commission recruitment period. An individual may request reappointment to the commission in this manner up to three times for a total membership period of no more than four consecutive full terms, or eight years.

If a member serves the maximum four full terms, that person may reapply in accordance with the process outlined in Article III, Section 2 after being off the commission for at least one year.

*Section 4. Termination.*

All commission members at the pleasure of the city council. A position shall be vacated by the council when the appointee has two or more consecutive unexcused absences from the commission meetings in any twelve consecutive month period (see Council Operating Policies and Procedures). The chair, in consultation with city staff, may also recommend to the council leadership a member be removed from the commission if a member is found not to meet the commission's adopted code of conduct.

Commission members may also voluntarily resign from the commission in writing to city staff and the chair at any time.

**ARTICLE IV. Officers**

There shall be a chair, a vice-chair and secretary for the commission. Each officer shall serve for one calendar year per term. No officer shall serve more than two consecutive one-year terms in the same position. The chair, vice-chair and secretary shall be elected by commission members.

**ARTICLE V. Meetings**

*Section 1. Regular Meetings.*

The commission shall establish a regular meeting date and location for regular meetings.

*Section 2. Special Meetings.*

Special meetings may be called by the chair. Notice of a special meeting shall include the agenda for the meeting and be 24 hours in advance as per compliance with Oregon public meetings law.

*Section 3. Conducting Meetings.*

A quorum for conducting business is a simple majority of the voting membership of the commission. The act of the majority of the members in attendance at a meeting at which there is a quorum shall be the

act of the commission. All meetings are open to the public and shall be conducted in accordance with Robert's Rules of Order.

#### *Section 4. Code of Conduct.*

By accepting an appointment to the commission, members agree to adhere to a code of conduct, which includes:

1. Share the available speaking time at meetings.
2. Follow instructions of the meeting facilitator.
3. Be respectful of a range of opinions.
4. Be respectful of all people in attendance at meetings.
5. Focus on successfully completing the agreed upon agenda.
6. Avoid side discussion when others are speaking.
7. Voice concerns and complaints at the meeting, not outside the meeting.
8. Strive for consensus.
9. Adhere to same ethical and behavior standards as city employees.

#### **ARTICLE VI. Amendments**

These bylaws may be amended by the city council either upon council initiation or recommendation of two-thirds of the commission made at any regular meeting, provided that written notice of the proposed amendment shall be emailed and/or mailed to each member not less than one week prior to such regular meeting.

#### **ARTICLE VII. Special Provisions**

##### *Section 1. Chairperson Duties.*

Duties of the chairperson are to conduct meetings, appoint subcommittees, coordinate with staff to set the agenda, assist staff where possible, monitor projects and represent the commission to the public.

##### *Section 2. Vice Chair Duties.*

Duties of the vice chair will be to assist the chairperson in their duties as requested. In the absence of the chairperson, the vice chair shall carry out the duties and powers of the chair.

##### *Section 3. Secretary Duties.*

The secretary shall take meeting minutes.

##### *Section 4. Officer Removal.*

An officer may be removed by a two-thirds vote of the members present at a scheduled meeting, providing prior notice of intent to submit a removal motion is in the posted agenda.

##### *Section 5. Volunteer Status.*

All members are volunteers and serve without compensation.

##### *Section 6. Voting.*

Each voting member of the commission shall be entitled to one vote on all issues presented at regular and special meetings at which the member is present, except that a member shall not vote or take part in discussion as a member when there is a conflict of interest as defined under Oregon law. Proxy voting is not allowed as specified in the city's operation policies and procedures.