

COMMISSION ON THE ARTS
BY-LAWS
CITY OF SLIDELL, LOUISIANA as revised May 10, 2001

The following by-laws shall be and they are hereby approved and adopted as and for the by-laws of the Commission on the Arts of the City of Slidell.

The Commission on the Arts is the official arts and humanities council of the City of Slidell. As such, the Commission on the Arts shall provide guidance and advice to the Mayor, City Council, and other appropriate agencies of the City of Slidell regarding grants, cultural projects and policies.

ARTICLE 1 – THE COMMISSION

Section 1. Name of Commission: The name of the Commission shall be the Commission on the Arts.

Section 2. Office of the Commission: The offices of the Commission shall be at such place or places in the City of Slidell, Louisiana as the Commission may from time to time designate by resolution.

ARTICLE II – OFFICERS

Section 1. Officers: The officers of the Commission shall be Chair and Vice Chair.

Section 2. Chair: The Chair shall preside at all meetings of the Commission; the Chair shall approve all contracts, deeds, and other instruments made by the Commission. At each meeting, the Chair shall submit such recommendations and information as may be considered proper concerning the business, affairs and policies of the Commission.

Section 3. Vice Chair: The Vice Chair shall perform the duties of the Chair in the absence or incapacity of the Chair and in case such duties as are imposed on the Chair until such time as the Commission shall appoint a new Chair.

Section 4. Director: The Director of the Department of Cultural and Public Affairs or the Director's designee shall serve as secretary of the Commission, shall act as secretary of the meetings of the Commission and record all votes, and shall keep a record of the proceedings of the Commission in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to the office. The Director shall have the care and custody of all funds of the Commission and shall supervise those funds in accordance with the fiscal policy of the City of Slidell and appropriate State and local law.

Section 5. Additional Duties: The officers of the Commission shall perform such other duties and functions as may from time to time be required by the Commission or by-laws or rules and regulations of the Commission.

Section 6. Election and/or Duties: The members of the Commission shall be appointed by the Mayor and shall serve at the Mayor's discretion. The Chair and Vice Chair shall be elected at the May meeting of the Commission from among the members of the Commission, and shall hold office for no more than two (2) consecutive years or until their successors are elected and qualified. In case of the absence or incapacity of both Chair and Vice Chair, the other Commissioners may elect an Acting Chair to serve during the period of absence or incapacity of the Chair and Vice Chair. The Commission and the Mayor shall work cooperatively in the appointment of the Director. No person may hold both the office of Director and member of the Commission.

Section 7. Vacancies: Should the offices of Chair or Vice Chair become vacant, the Commission shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Director becomes vacant, the Mayor shall appoint an interim Director.

Section 8. Additional Personnel:

- a. The Commission may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions prescribed in the objectives and program of the Commission. The selection and compensation of such personnel shall be determined by the Commission subject to the regulations of the City of Slidell.
- b. The personnel of the Department of Cultural and Public Affairs shall assist the Commission in the implementation of cultural policy as determined by the Commission. Departmental personnel are governed by the rules and regulations of the City of Slidell.

Section 9. Absences: If any member of the Commission misses five meetings within one fiscal year, they shall be asked by the remaining Commission members to resign their membership on the Commission. This requirement may be waived by an affirmative vote of seven members of the Commission in good standing.

Section 10. Quorum: A quorum shall be a majority of the appointed active members.

Section 11. Executive Committee: The Chair, Vice Chair, and Director form the Executive Committee of the Commission which shall have the authority to

conduct the business of the Commission between meetings taking any action necessary for continuing operations not specifically prohibited by these by-laws.

ARTICLE III- MEMBERSHIP

Section 1. The Commission shall be composed of eleven members selected by virtue of their interest in, and support of, the arts and appointed by the Mayor of Slidell.

Section 2. Requirements for voting eligibility shall be contained in the by-laws of this organization.

ARTICLE IV – AMENDMENTS

Section 1. This constitution may be amended at a meeting called for that purpose by a two-thirds (2/3) vote of the members present.

Section 2. Notice of the proposed amendment shall be given in writing at least thirty days prior to the meeting at which the vote upon such amendment shall be taken.

ARTICLE V – NOMINATING COMMITTEE

Section 1. A nominating committee of three members shall be appointed by the Chair of the Commission and will prepare a list of candidates for the Chair and Vice Chair.

ARTICLE VI – COMMITTEES

Section 1. All special committee chairs shall be appointed by the Chair of the Commission. Special committees shall be discharged upon rendering a report to the Commission or at the conclusion of the term of office of the Chair of the Commission unless otherwise specified in these by-laws.

Section 2. Standing Committees: The purpose and composition of standing committees shall be determined by the members of the Commission and shall be governed according to their individual standing rules as approved by the Commission.

ARTICLE VII – MEETINGS

Section 1. Regular Meetings:

- a. Regular meetings shall be held the second Thursday of each month at 7:30 p.m. at the place designated by the Chair.

- b. Regular meetings may be canceled if deemed necessary by a majority vote of the members present at the preceding meeting.

Section 2. Annual Meetings:

- a. The annual meeting of the Commission shall be held in May.
- b. Quorum at the annual meeting shall be six (6) members.

Section 3. Special meetings shall be called by petition of two members of the Commission or by the Chair.

ARTICLE VIII – VOTING

Section 1. Voting shall be limited to the members of the Commission.

Section 2. A member may appoint a proxy to vote on his/her behalf with the prior approval of the Chair or Director of the Department of Cultural & Public Affairs. Acceptable proxies shall be one of the following:

- a. The Director of the Department of Cultural and Public Affairs.
- b. Another member of the Commission.

Section 3. A majority of the regular Commission members present at a regular meeting may refuse to accept a proxy at any given meeting.

Section 4. The proxy will be empowered to vote and speak on behalf of the Commission member being represented and included in the count for a quorum.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order, Revised, shall serve as the guide for parliamentary authority.

ARTICLE X – EXPENDITURES

Section 1. The fiscal year shall begin on the first day of July and shall end on the last day of June of the following calendar year.

- a. The budget of the Department of Cultural and Public Affairs is governed by the City of Slidell in accordance with Section 5.02 of the Home Rule Charter of the City of Slidell with advice from the Commission on the Arts.

- b. Grant funds and other discretionary funds shall be administered by the Department according to City regulations under the guidance of the Commission on the Arts.

ARTICLE XI – ADVISORY BOARD

Section 1. Appointment: The members of the Commission may forward to the Mayor for appointment such persons as it deems desirable to become members of the Advisory Board of the Commission on the Arts, Department of Cultural & Public Affairs. The Advisory Board shall be composed of persons whose knowledge, interests, and abilities can be of benefit to the Commission on the Arts. The number of persons appointed to constitute the Advisory Board shall be no more than twenty concurrently.

Section 2. Purpose: It shall be the purpose of the Advisory Board to provide advice and assistance to the Commission as necessary and on request.

Section 3. Criteria for Membership: All nominees must fulfill the following two criteria:

1. Each must have a specialized contribution to make to the Commission on the Arts, Department of Cultural and Public Affairs.
2. Each nominee shall have a demonstrated interest in the Slidell community and the arts.

Section 4. Nomination and Election: Suggestions for membership on the Advisory Board shall be made by the Nominating Committee, or by any member in good standing of the Commission on the Arts. Nominations shall include background information on the nominee. All suggestions for membership shall be considered individually and accepted for nomination to the Mayor upon approval by a simple majority of the members of the Commission. Voting shall take place no earlier than the next regularly scheduled meeting of the Commission on the Arts following the introduction of the person as a potential nominee.

Section 5. Meeting: The activities of the Advisory Board shall be to serve as active or ex-officio members of Commission Committees. Attendance at Commission meetings is not required, but Advisory Board members are welcome at all Commission meetings.

Section 6. Length of Term: Each appointed member of the Advisory Board shall serve a period of three years. Appointments may be renewed upon recommendation of the Commission on the Arts by simple majority and approval of the Mayor.

ARTICLE XII – STANDARD RULES

Section 1. Standard rules and amendments thereto shall be approved by two thirds (2/3) vote of the Commission members present.

Amendment to By-Laws, Commission on the Arts

ARTICLE XIII – STANDING COMMITTEE: SLIDELL HISTORICAL MUSEUM

The Standing Committee for the Slidell Historical Museum shall consist of four members. Membership on this committee, as any Commission Committee, must be approved by the Commission on the Arts at a regularly scheduled meeting. Two members will be selected by the Commission from recommendations by the Guardians of Slidell History, and two members shall be selected by the Commission on the Arts representing the Mayor of the City of Slidell. Committee members will serve two years and may be reselected for an additional two years. The maximum years of consecutive service shall be four years.

The Chair of the Committee shall be the Director of the Department of Cultural & Public Affairs or his/her appointee. The staff of the Department of Cultural & Public Affairs shall provide administrative assistance to the committee.

The Standing Committee shall meet at least quarterly. Additional meetings shall be called by the Committee Chair as necessary.

The Standing Committee is charged with making recommendations in the following areas:

1. The best and highest use of the Slidell Historical Museum.
2. Preserving the collection of the Slidell Historical Museum.
3. Fundraising for the Slidell Historical Museum.
4. Coordinating the volunteer activities of GOSH, and any other agencies which may seek to provide assistance to the Museum, with the City of Slidell.
5. Making recommendations for Museum policy, collection expansion, finance, and operating guidelines.

A majority of the currently appointed members shall serve as quorum. The Standing Committee makes recommendations for policy and programs to the Commission on the Arts which serves at the pleasure of the Mayor of Slidell.

The Standing Committee shall not have the power to sign contracts or make legal commitments on behalf of the City of Slidell, the Slidell Historical Museum, or any other entity.