

BYLAWS
(Proposed Revisions as of June, 1998)

.. 980742

Gainesville-Alachua County Cultural Affairs Board
Gainesville, Florida

Purpose

The Gainesville-Alachua County Cultural Affairs Board shall advise the City Commission, the County Commission and the Department of ~~Nature Operations~~ Cultural Affairs regarding the policies and concerns relating to cultural activities.

ARTICLE I

Section 1. The Gainesville-Alachua County Cultural Affairs Board shall consist of fifteen (15) persons - ten (10) appointed by the City Commission and five (5) by the County Commission.

~~The ten (10) members of the Board appointed by the city commission shall serve concurrently on the art in public places trust. Wherever possible, four (4) members shall be representative of one or more of the following classifications although any or all members may be representative of one:~~

- ~~(1) Architect or interior designer~~
- ~~(2) Landscape architect or land use planner~~
- ~~(3) Professional in the field of art~~
- ~~(4) Art or architectural historian.~~

~~Six members shall be citizens with appreciation for the visual arts.~~

Members appointed by the City Commission should have a strong interest in the arts and should represent a broad spectrum of society; including, but not limited to, practicing artists, recreation specialists, business persons, educators, art historians, tourism professionals and citizens interested in arts advocacy.

No member appointed by the city commission may be the owner or operator of, or consultant for, a for-profit enterprise engaged in the appraisal, sale, leasing or showing of art to the public on a retail or wholesale basis.

No member of the Board shall be a paid staff member of an agency which may receive funding through the grants process.

Sub-committees shall be approved by the City Commission.

Section 2. Appointment of members to the Board is for three (3) years, with one additional three (3) year term. Memberships to the Board will expire September 30; new appointments will begin October 1. Should a vacancy occur before the expiration

date of any appointment, a new member may be appointed to fill the remainder of that term. Members whose term has expired may continue until a replacement is appointed. An interim appointment is not considered a full term.

Section 3. The Cultural Affairs Board, and all members thereof, shall be advisory to and shall report to the City and County Commissions. The Board, shall not represent itself to other local governments, organizations, agencies, etc., as acting on behalf of the Commission or the City or County without the prior approval of the Commission. No member of the Board shall represent him/her self as acting on behalf of the Board without the prior approval of the Board.

Section 4. Notices of delinquency and decision for dropping names from the roster of members shall be at the discretion of the Board, according to Sec. 2-247(b) City of Gainesville Code of Ordinances: Any appointee of the City Commission to any board, commission, or committee.....~~shall be is~~ automatically removed from any such board, commission or committee upon the filing with the Clerk of Commission, the attendance record that indicates ~~of appropriate proof that such person had has three (3) consecutive absences, or that the overall attendance record of the board member any such person is less than sixty six and two thirds per cent (66 2/3%) for any six month consecutive period. fifty (50%) percent for the twelve month period commencing January 1 and ending on December 31 of any year. As used in this paragraph, attendance means presence at a meeting as may be defined in the rules of the board and approved by the City Commission. Additionally, this attendance requirement will not apply to any board member who serves less than the full twelve month period. The automatic removal of any board member under this paragraph may be stayed by the filing of an appeal with the Clerk of the Commission between January 2 and January 15 of any year. The form of the appeal shall be available at the Office of the Clerk of the Commission which shall include the requirement that the appellant state with particularity the grounds for such appeal that are limited to: 1) professional obligations; 2) sabbatical leave; 3) health or medical reasons; or 4) extenuating circumstances. The city commission shall hear the appeal within 15 days of the filing of any appeal. The decision of the city commission shall be final. Whenever a board member or former board member is being considered for appointment or reappointment, the city commission shall consider the attendance record of the member. Any appointee of the County Commission to any board, commission or committee must be in accordance with the current county attendance requirements - see attached.~~

Section 5. Each individual member of the Gainesville-Alachua County Cultural Affairs Board shall have one (1) vote and must vote if in attendance. A proxy vote by a member not in attendance is prohibited.

ARTICLE II

Officers

ARTICLE IV

Committees

- Section 1. The Gainesville-Alachua County Cultural Affairs Board may create, alter and abolish ad hoc committees, which shall advise the Board on matters concerning activities or programs in the Gainesville/Alachua County area, provided these committees are approved by the City Commission.
- Section 2. The Board shall determine the composition, structure and duties of said committees provided that any person not currently on this Board may only be appointed to a sub committee by the City and/or County Commission.

ARTICLE V

Conflict of Interest

- Section 1. In general, members will abide by all state statutes and City and County ordinances and recommendations which outline appropriate behavior for advisory board members.

Any Board member who has a conflict of interest as described in Form 8B ("Memorandum of Voting Conflict for County, Municipal, and other Local Public Officers") shall so announce prior to the final vote, file a completed Form 8B, and abstain from voting on that application matter.

ARTICLE VI

Parliamentary Procedures

- Section 1. Roberts' Rules of Order (current edition), when not in conflict with the Bylaws, shall govern the proceedings of this Board and its committees.

ARTICLE VII

Amendments

- Section 1. These Bylaws may be amended by a majority vote of the Board, a quorum being present, provided notice of the proposal to amend has been included in the notice of the meeting.

No amendment shall take effect until approved by the City Commission and the Alachua County Commission.

- Section 1. The officers shall consist of a Chairperson, Vice Chairperson and a Secretary. The officers shall serve until their respective successors are elected. Officers shall be elected for one (1) year terms, which shall begin October 1. No officer may serve more than two (2) consecutive one-year terms in that office.
- Section 2. If there is only one (1) nominee for any office, election for such office may be by a show of hands; otherwise, a ~~secret~~ paper ballot will be conducted.
- Section 3. The Chairperson shall preside at all meetings of the Board, and shall preside over the affairs of the Board. The Chairperson shall be responsible for the preparation of ~~an Annual Report~~ a workplan to be disseminated to the City Commission, Alachua County Commission, the local arts groups and the general public.
- Section 4. The Vice Chairperson shall be considered to be the assistant to the Chairperson, and in the absence of the Chairperson shall perform and be vested with the duties and powers of the Chairperson. ~~.....~~The Vice Chairperson shall serve as Chairperson of the nominating committee, which shall consist of the Vice Chairperson and two (2) members of the Board elected by the Board and shall be responsible for nominating the officers. A slate shall be presented to the Board by ~~August June~~; officers will be elected in ~~September~~ August. Any member of the Board may make recommendations to the nominating committee for consideration.
- Section 5. The Secretary shall ~~take the~~ record the meeting and submit written minutes of the meetings of the Board and Executive Committee and shall give notice, as required, of the meetings of the Board, the Executive Committee, and other committees of the Board. Assistance in the performance of the Secretary's duties shall be provided by the Department of Cultural ~~and Nature Operations~~. Affairs.

ARTICLE III

Meetings

- Section 1. The Board shall meet at such time and place as agreed upon by the Board.
- Section 2. A notice of each meeting of the Board shall be mailed to each member not less than five (5) days prior thereto or phoned not less ~~that~~ than forty-eight (48) hours prior thereto. Notice of Executive Committee Meetings shall be made to each member of the Executive Committee prior to such meeting.
- Section 3. Special meetings may be called by the Chairperson of the Board at any time, at his or her discretion, or shall be called upon written request of not less than 51% of the current voting members of the Board.
- Section 4. Fifty-one percent (51%) of the current voting members shall constitute a quorum for the transaction of business at any meeting of the Board.

CAB Minutes

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Michael moved that a letter to the Commission be written by CAB requesting an additional \$5000 for outside agency funding in the current funding cycle to be distributed proportionally to qualifying outside agencies. Motion carried.

VI. Santa Fe Spring Arts Festival

Chair Calvert reported receiving a call from Kathy at Santa Fe Spring Arts Festival. They have submitted a grant for funds to rehabilitate the Grand House, a 1913 arts and crafts bungalow in Gainesville's historic district. They would like a letter of support from CAB.

Deborah moved that a letter of support for this grant be sent to the Secretary of State. Ellen seconded. Motion carried.

VII. By-Laws

✓ **Deborah moved that the By-laws be accepted as written. Ellen seconded. Motion carried.**

VIII. Work Plan

■ **Reevaluation of the Budgeting Process**

Coni reported meeting with the Arts Association of Alachua County. This group is part of the Arts Alliance, a loosely formed group made up of PAPI and other community arts agencies. This group wants to coordinate the community arts agencies and then become a membership organization. Coni is strongly in favor of this idea. This organization could do inter-agency cooperative events, and can advocate more effectively than the Cultural Affairs office which is a government agency. The Arts Association has proposed to the County Commissioners that they be the agency through which any funds from the County pass. The City and County Managers are conferring on this matter.

Coni reported that Doris Bardon had raised a question about the criteria the CAB uses for evaluating grants, that she did not agree with the criteria. Coni said she had told Ms. Bardon that the criteria needs to be re-evaluated.

Chair Calvert suggested that the CAB hold a series of round table discussions with outside arts agencies to get their input on the granting process and this information be passed along to the Budget and Grants committee. It was decided that Tuesday, November 10 at 5:30 and Wednesday, November 18 at 5:30 be dates and times for these meetings.

