

BYLAWS
Of
GRAND RAPIDS ARTS AND CULTURE COMMISSION

ARTICLE I
PURPOSE

The purpose of the commission shall be to assist Grand Rapids to become a community in which arts and cultural activities:

- A. are recognized as vital components of community life that are worthy of investment and support from the public, private and non-profit sectors;
- B. are valued and promoted for their economic benefits and development potential, especially in the downtown;
- C. represent an integral part of Grand Rapids' educational mission for young people;
- D. cooperate with other community organizations to enhance Grand Rapids' cultural identity and quality of life in the community, the surrounding region, and beyond.

ARTICLE II
OFFICE AND BOUNDARIES

The principal office shall be at the City Hall of the City of Grand Rapids, County of Itasca, State of Minnesota. The area where operations are to be conducted consists of the corporate municipal boundaries of the City of Grand Rapids.

ARTICLE III
BOARD OF COMMISSIONERS

- A. The commission shall consist of nine volunteer commissioners, who shall serve without financial compensation.
- B. Commissioners shall be appointed by the mayor, with the approval of the city council. Commissioners may be removed at the direction of the mayor and council.
- C. Commissioners shall represent the following sectors of the community, if possible:
 - Arts and cultural organizations
 - Itasca Community College
 - Local schools
 - Business community
 - Independent artists
 - Community at large
- D. Commissioners shall initially serve staggered terms to ensure institutional memory. There shall be three initial one year terms, three initial two year terms and three initial three year terms. After the initial appointment of original members, all appointments shall thereafter be for three-year terms. Terms shall begin on January 1 and end on December 31, provided that a commissioner shall continue to serve until a successor is appointed. An appointment to fill a mid-term vacancy shall be made by the mayor for the duration of the term.

- E. Commissioners who serve two successive terms, not including a partial term due to appointment to fill a vacancy, shall be ineligible for reappointment for one year following.
- F. Each commissioner present shall be entitled to one vote in the actions and decisions of the commission. A quorum is necessary in all voting by the commission. A majority of commissioners shall constitute a quorum at meetings of the commission. Any action taken or decision made must be by a majority vote of the commission present.

ARTICLE IV OFFICERS AND DUTIES

- A. At the first meeting after January 1, commissioners of the commission shall select, by majority vote, a chair, vice chair, and secretary to serve until December 31 or until their successors are chosen.
- B. The chair shall:
 - set the agenda and preside at meetings of the commission;
 - approve agenda additions;
 - call additional meetings as needed;
 - assign duties to commissioners;
 - arrange meetings with other commissions, boards and organizations from the public, private and non-profit sectors as needed;
 - communicate with the city council and staff;
 - provide overall leadership to the commission in carrying out its responsibilities.
- C. In the absence of, or at the request of the chair, the duties of the chair shall be performed by the vice chair, and in the absence of both the chair and vice chair, by the secretary.
- D. Copies of the minutes of all meetings shall be filed with the city clerk.

ARTICLE V RESPONSIBILITIES

The Commission is advisory to the City Council and its responsibilities include the following:

- A. develop, periodically update and recommend to the City Council a mission, public agenda and strategic plan for arts and culture in Grand Rapids
- B. complete the comprehensive plan sections regarding civic arts and cultural goals, including recommendations for plan revisions
- C. seek individual, corporate, foundation and city funding for arts and cultural activities
- D. facilitate collaboration and joint planning among public and private agencies involved with economic development, tourism and arts education
- E. provide support in the planning, acquisition and /or development of and facilities by the city in support of arts and cultural activities and organizations, including affordable studio space and housing for artists
- F. upon request, help develop design standards for city facilities, public areas and private development
- G. foster inclusive and cross-cultural activities to help build community.

ARTICLE VI
MEETINGS AND ATTENDANCE

The commission shall meet the first Tuesday of each month and as otherwise determined by the chair. A regular meeting may be cancelled by the chair or a majority of the commission. Every commissioner shall be required to attend at least 75% of all meetings each calendar year. Commissioners who are unable to meet the attendance requirements may be removed by a majority vote of the Board. Prior to a vote considering the potential removal of a member, the member shall be afforded an opportunity to explain his, or her, reasons for non-attendance.

ARTICLE VII
AMENDMENT OF BYLAWS

Alterations, amendments or repeal of the bylaws may be made by a two-thirds vote of the Commissioners entitled to vote at any meeting, if the notice of such meeting contains a statement of the proposed alteration, amendment or repeal. Notice of any alteration, amendment or repeal of the bylaws shall be given in writing to each commissioner at least (10) days prior to the meeting at which said proposed alteration, amendment or repeal shall be considered.

ARTICLE VIII
NOTICES

At least ten working days before each meeting, the secretary shall ensure that each Commissioner is notified of the time, place and purpose of the meeting by written notice. Special meetings may be set without prior written notices when all Commissioners are present at the meeting or consent in writing or by phone to the secretary. Written notice of all meetings of the Board of Commissioners shall be provided to the City's official newspaper (and other media as requested) per Minnesota Open Meeting Law requirements.

ARTICLE IX
STAFF SUPPORT

A city staff member shall act as liaison to the commission, provide staff support, and help get recommendations for or from the commission on the agenda for consideration by the city council.

ARTICLE X
AUTHORIZATION

The foregoing Bylaws comprising four (4) pages constitute the Bylaws of the Grand Rapids Arts and Culture Commission, as duly amended at the regular meeting of the Board, duly held on January 6, 2015.

IN TESTIMONY WHEREOF, we the undersigned directors have recommended acceptance of the above by-laws to be the By-Laws of the Grand Rapids Arts and Culture Commission. They will become effective once ratified by majority vote of the Grand Rapids City Council.

