

By-laws of the Town of Upper Marlboro Arts Council

ARTICLE I— NAME, LOCATION

This Council shall be known as the Town of Upper Marlboro Arts Council (Arts Council). The Arts Council is a committee formed by the Town of Upper Marlboro's Board of Commissioners pursuant to Town Charter Section 82-17 and Ordinance 2012-02. These by-laws, and any amendments thereto, become effective when approved by the Town Board.

ARTICLE II— MISSION

The Upper Marlboro Arts Council is dedicated to increasing appreciation of the arts, cultivating creative exploration, and supporting diverse cultural artistic expression and accessibility of the arts for the enrichment of community life. The Arts Council works to advocate for culture and the arts and to educate and inform the public. The Council's goals are to foster meaningful engagement, promote and invest in art, and to collaborate and liaison between artists, art and cultural organizations, businesses, government, and educational interests in community spaces.

ARTICLE III— MEMBERS

Section 1: In December of each even-numbered year the Board of Commissioners appoints a minimum of seven members for two-year terms, effective January 1 of that year. The Arts Council will choose a minimum of seven voting members from their membership, these members shall be known as the Voting Board. Any additional roles and responsibilities will be chosen by a majority vote of Arts Council members.

Section 2: Resignation and Vacancy: A member may resign their position while not necessarily resigning membership by submitting a letter to the Voting Board which shall be read into the official minutes. Vacancies occurring in any office shall be filled for the remainder of the term by electing a substitute at the regular meeting following the resignation.

ARTICLE IV— ASSOCIATE MEMBERS

Associate Members are individuals who express an interest in and who participate and contribute to the mission of the Arts Council.

ARTICLE V— MEETINGS

Section 1: Meetings will be held at the Town Hall or virtually unless the Voting Board announces in advance another location.

Section 2: Monthly Meetings: General, monthly meetings will be held the first (1st) Monday of each month. Special meetings may be called by order of the Chairperson. Members shall be notified in advance.

Section 3: A proposed monthly or special meeting agenda will be provided to the Council, in advance.

Section 5: Quorum: A quorum for the meetings shall be five (5) Arts Council members. Arts Council members absent for personal or family crisis may elect to vote by proxy ballot. The Voting Board shall be the final rule on the presence of a quorum.

Section 6: All meetings shall be open to the public, with notice to the public given in advance.

ARTICLE VI— ASSIGNED DUTIES

Voting Board — The voting board shall have executive supervision over the activities within the scope provided by these bylaws. Once members of the Voting Board shall preside at all meetings, submit a quarterly report of the activities to the Board of Town Commissioners, and submit a budget request each March. Council expenditures will be processed through the Board of Commissioners, the Chairperson, or the Town liaison to the Council as required by the Procurement Ordinance of the Town of Upper Marlboro. The fiscal year shall be July 1 through June 30.

ARTICLE VIII - PARLIAMENTARY PROCEDURE

Except as otherwise specified in these by-laws, all meetings shall be conducted according to Robert's Rules of Order, relaxed. The order of business at any regular meeting of the membership shall be:

- Attendance will be taken
- Reading or disposal of the minutes of the previous meeting
- Reports by officers and committees
- Unfinished business
- New business
- Adjournment

ARTICLE IX: AMENDMENTS

These by-laws may be amended or revised by proposal of the Council members and approved by a majority vote at a regular meeting. The amendment shall then be adopted, modified or rejected at the succeeding regular meeting of the membership. By-law revisions must be approved by the Town Board of Commissioners before becoming effective.

ARTICLE X - DISSOLUTION

In the event of the dissolution of the Council, the Council's collections, assets, properties, and records shall be turned over to the Board of Town Commissioners.

ARTICLE XI - EFFECTIVE DATE

These by-laws shall become effective on _____.

APPROVED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at their regular, monthly Town Meeting, on this _____ day of _____, 2022, by: