

# **CITY OF WYLIE PUBLIC ARTS ADVISORY BOARD BYLAWS**

## **ARTICLE I**

### Name

Section 1. The Public Arts Program is hereby established to, among other things, promote and encourage public and private art programs, to further the development and awareness of, and interest in, the visual arts, to create an enhanced visual environment for city residents, to commemorate the city's rich cultural and ethnic diversity, to integrate the design work of artists into the development of the city's capital infrastructure improvement and to promote tourism and economic vitality in the city through the artistic design of public spaces.

Section 2. The Public Arts Advisory Board is hereby established to, among other things, promote art, select works of art and artists for commissioned pieces of art, and implement the public arts guidelines plan. The board will, among other things, oversee the public arts program and act in an advisory capacity to the City Council.

Section 3. As authorized by the City Charter, City of Wylie and City Ordinance No. 2006-37, this body shall be known as the Public Arts Advisory Board.

## **ARTICLE II**

### Members

Section 1. Number of Members/Qualified Appointment. The Board shall consist of seven (7) members, with the Board members to be appointed by the City Council for a term of two years; provided however, that the members of the first board to serve shall be appointed so that three (3) members shall serve one (1) year terms and four (3) members shall serve two (2) year terms; provided, however, that of the initial appointments made under this Ordinance, shall be for a term commencing on August 22, 2006 and one-year terms expiring on June 30, 2007 and two-year terms expiring on June 30, 2008.

Section 2. Terms. No Board member shall serve for more than three (3) consecutive terms; provided, however, should a Board member's replacement not be qualified upon the expiration of any term of a Board member, then that Board member shall holdover on the Board until a qualified replacement Board member has been appointed.

Section 3. In addition to the seven Board members, the City Manager shall serve as an ex officio member of the Board, but shall have no right to vote on any matter before the Board. Each

Board member shall serve without compensation, but may be reimbursed for actual expenses approved in advance by the City Council.

Section 4. Qualifications. Each board member shall be a qualified voter and shall not be an employee of the city. Each board member shall have any other qualification as the City Council deems necessary and appropriate.

## **ARTICLE III**

### Officers

Section 1. The officers of the Board shall be a Chairperson, A Vice-Chairperson and a Secretary.

Section 2. Officers shall be elected and take office at the first regular meeting after new Board members have been appointed and sworn in.

Section 3. Vacancies in office shall be handled as follows:

- (a) In the event of resignation or incapacity of the Chair, the Vice-Chair shall become the Chair for the unexpired portion of the term.
- (b) Vacancies in officers other than the Chair shall be filled for the unexpired term by election from the remaining Public Arts Advisory Board members.

Section 4. Duties of the officers shall be as follows:

(a) Chair:

- (i) Preside at all meetings.
- (ii) Represent the PublicArts Advisory Board at public functions
- (iii) Appoint special committees.
- (iv) Assist City of Wylie Staff Liaison in establishing the agenda for each meeting. Agenda items requested by any Board Member will be included.

(b) Vice-Chair:

- (i) Assist the Chair in directing the affairs of the Board and act in the Chair's absence.

(c) Secretary:

- (i) The secretary will be responsible for recording the minutes.
- (ii) The City of Wylie Staff Liaison will be responsible for distributing

minutes to the City Council, Public Arts Advisory Board and City Manager. An official record of attendance will be kept in the minutes.

## **ARTICLE IV**

### **Meetings**

**Section 1.** The Public Arts Advisory Board shall meet at least once (1) each month at such time and place as shall be fixed by the board by its standing rules, which meetings shall be open to the public.

**Section 2.** Special meetings may be called by the chairperson or by written request sent to the chairperson or vice-chairperson by three members of the board. Minutes shall be kept of all such meetings, and any special meetings, with copies of said minutes and any other reports to be transmitted to the City Council and the City Manager. The board shall have technical and logistical support provided as designated by the City Manager.

**Section 3.** Four (4) board members shall constitute a quorum of the Board for the purpose of conducting its business, exercising its power and for all other purposes. No action of the Board shall be valid or binding unless adopted by the affirmative vote of a majority of those Board members present and voting.

**Section 4.** When vacancies occur on the Board, the City Council shall appoint, by majority vote, a replacement to serve the remainder of the term.

**Section 5.** Each Board member serves at the pleasure of the City Council and may be removed at the discretion of the City Council. Board member absences shall be controlled by Article VIII of the Wylie's Charter.

**Section 6.** Robert's Rules of Order (current edition) shall govern the parliamentary procedure of the Board, in cases to which they are applicable and in which they are not inconsistent with these by-laws.

**Section 7.** The board shall have a chairperson and vice-chairperson whose terms shall be one year. The chairperson and vice-chairperson shall be elected by the board members. Neither the chairperson nor vice-chairperson shall serve as an officer for more than (2) consecutive terms. The chairperson shall preside over meetings and shall be entitled to vote upon each issue. The vice chairperson shall assist the chairperson in directing the affairs of the board. In the absence of the chairperson, the vice-chairperson shall assume all duties of the chairperson.

## ARTICLE V

### Powers and Duties of Board Members

Section 1. The Board shall act principally in an advisory capacity to city staff and the City Council in any matter pertaining to art.

Section 2. The Board may solicit, on behalf of the city, gifts, revenues, bequests or endowments of money and/or property as donations and/or grants from persons, firms or corporations, subject to the guidance, approval and acceptance by the City Council.

Section 3. The Board, through its Chairperson, shall make an oral and/or written report annually to the City Council concerning its activities during the past year and its proposals for the coming year.

Section 4. The Board's authority shall not extend to the direction, supervision, employment or termination of Wylie employees. No supervisory power of the Board is created.

Section 5. The Board will develop, for City Council approval, a set of by-laws governing rules of procedure for their meetings and operation.

Section 6. The Board shall not have the power to obligate the city for funds and/or expenditures or incur any debt on behalf of Wylie.

Section 7. All powers and duties prescribed and delegated herein are delegated to the Board, as a unit, and all action hereunder shall be of the Board acting as a whole. No action of an individual Board member is authorized, except through the approval of the Board or City Council.

Section 8. The Board shall advise and make recommendations to City Council pertaining to the execution of the public arts guidelines plan.

Section 9. The Board shall advise and make recommendations to the City Council pertaining to, among other things, policies and procedures as identified in the public arts guidelines plan; artist selection juries and process; commission and placement of artworks; and maintenance and removal of artworks.

Section 10. The Board shall have any other power and/or duty as prescribed and authorized by the City Council.

## ARTICLE VI

## Committees

Section 1. Committees may be appointed for special purposes by the Chair and with the consent of the majority of the Board. All committees will have at least one Public Arts Advisory Board member serving on them. These committees are automatically dissolved upon completion of assignment.

Section 2. Progress reports will be given at each Board meeting and a final report on completion of assignments.

## **ARTICLE VII**

### Amendments

Section 1. These by-laws may be amended by a majority vote at any regular meeting, provided all members have been notified of the proposed amendments at least three days prior to such meeting. Such amendment would then be subject to approval by City Council.