

COMMISSION ON THE ARTS BYLAWS
(Revised 3-9-16 by Arts Commission and 4-5-16 by City Council)

Section I. - Purpose.

There is hereby created the Commission on the Arts, hereinafter referred to as the “Commission.” Its mission is to enhance the cultural and aesthetic quality of life in Seguin, Texas by promoting and supporting public access to the visual, performing, and cultural arts.

The Commission shall operate in the general public interest, serving all of the arts and the community as a whole. It shall serve no special interests. The Commission is responsible to and shall act as an advisory body to the City Council and shall perform such duties and exercise such additional powers as may be described by ordinances of the City Council.

Section II. - Members and Terms.

- (a) The Commission is to be composed of up to nine (9) members who, collectively, possess a passion for the arts and the knowledge and skill to advance the mission of the Commission. All Commission members shall be appointed by a majority vote of the City Council.
- (b) All members shall be residents of Seguin, or its Extra Territorial Jurisdiction (ETJ) and shall be appointed for staggered, two-year terms ending on December 31. Members may be reappointed for up to two additional terms. After a two-year hiatus, former members are once again eligible for appointment and reappointment as before.
- (c) Membership on the Commission shall strive for diverse representation of Seguin’s varying cultures, heritages, arts, and community organizations. Members should represent the varying organizations that support the arts in Seguin; to include, but not limited to, the Seguin Art League, Mid-Texas Symphony, Texas Lutheran University, Teatro de Artes de Juan Seguin, schools, chambers of commerce, large employers, and art venues.
- (d) Any Commission member who is absent without excuse from three or more meetings in a one-year period shall be considered no longer active and the position vacant, and a new Commission member shall be appointed to fill the vacancy.

Section III. - Officers and Duties of Officers.

At its first meeting, or as soon thereafter as possible, the Commission shall select from among its members a Chairperson, a Vice-chairperson, and a Secretary who shall hold office until December 31. Subsequently, during the first meeting of January, the chair or vice chair from the previous year shall preside over new elections for officers. Officers shall not serve as officers for more than two consecutive one-year terms.

Duties of the Officers shall be as follows:

- a.) Chairperson: The Chairperson shall oversee all meetings, establish needed committees, and call meetings.
- b.) Vice-Chairperson: In the absence of the chairperson, the vice-chairperson will take the role of the chairperson.
- c.) Secretary: The Secretary shall be responsible for preparing minutes of all meetings of the Commission.

Section IV. - Meetings, Quorum and Voting.

The Commission shall hold official meetings at least six times per year and may hold special meetings upon request of the chair, or the request of four or more Commission members. A majority of the total members of the Commission shall constitute a quorum for meetings. Provided a quorum is present, an item is approved by a simple majority of Commission members present at the meeting at which the item is posted for action and discussed.

Section V. - Rules and Regulations.

The Commission shall establish, subject to the approval of the City Council, such bylaws for its governance and procedures as it may deem proper and necessary.

Section VI. - Powers and Duties.

The Mission of Commission on the Arts is to enhance cultural and aesthetic quality of life by promoting and supporting public access to the visual, performing, and cultural arts. The Commission shall be specifically responsible for, but not limited to, the following:

- (a) The Commission shall establish, maintain and publicize a community-wide Arts Calendar.
- (b) The Commission shall create and maintain an inventory of artists, arts organizations, events, and available venues.
- (c) The Commission shall seek to improve communication and organization of the activities in the arts community.
- (d) The Commission shall develop a plan to promote the arts and artists in Seguin.
- (e) The Commission shall develop and recommend to the City Council policies and programs that would enhance and encourage planning, placement, and maintenance of public displays of art in locations open to the public within the community.
- (f) The Commission may also serve as a resource to other public and private entities.
- (g) The Commission shall investigate establishing a volunteer network to provide consultation services to artists and arts organizations in areas such as marketing, accounting, management, public relations, and legal services.
- (h) The Commission shall encourage connections with other local, regional, and national organizations working for the benefit of art and preservation of artistic values.

- (i) The Commission shall recognize and encourage individuals, groups and organizations that enrich life in Seguin by bringing cultural and artistic values, events, and artifacts to the city.
- (j) The Commission shall pursue funding, including gifts and grants, for support of arts programs and activities and the procurement of public art.

Section VII. – Amending Bylaws.

These Bylaws may be amended at any meeting of the Committee by a majority vote of the members present (quorum required) provided notice of the proposed amendment was given to each member in writing at least 72 hours prior to the subject meeting, and the amendment must be subsequently approved by the City Council.

Revised 3-09-16 by Commission and 04-05-16 by City Council