

**BYLAWS OF
CITY OF TALENT
PUBLIC ARTS COMMITTEE**

The authority of the Committee to adopt bylaws is found in Resolution No. 12-873-R.

I. MISSION

The Committee was formed to preserve and promote public art in the City of Talent through:

- a) **Advising the City Council in matters pertaining to public art.**
- b) **Connecting the community through art education, public installations, programs and performances.**
- c) **Research the various areas where the City can increase its commitment to public arts through City funding, in-kind services, community incentives, collaborations, grant funding.**

II. ORGANIZATION

The Committee consists of five voting members and two alternate members confirmed by City Council to serve two-year terms, which may be repeated indefinitely. The three officers of the Committee are Chair, Vice-Chair, and Secretary.

a) **Election of Officers**

- i) **The Committee, at its first regular meeting in January of each year, shall elect Officers.**
- ii) **After consultation with the Committee regarding availability, the Committee shall appoint non-voting committee members as the need arises.**

b) **Chair — Duties**

The Chair shall preside at all meetings of the Committee providing general direction for the meetings, assuring proper order of the Committee and public in all proceedings. Such duties shall include:

- i) **Announcing the business on the meeting agenda in the order in which it is to be acted on;**
- ii) **Receiving and submitting all motions and propositions presented by the members of the Committee;**
- iii) **Informing the Committee when necessary, or when called to, on any point of order or practice. The Chair may call upon staff for advice on such matters;**
- iv) **Maintaining order at the meetings of the Committee;**
- v) **Moving the agenda along, holding down redundancy, referencing handouts and procedures graciously during meetings;**
- vi) **Recognizing speakers and members of the Committee prior to receiving comments and presentations of physical evidence; i.e., plans and pictures; and**

It shall be the duty of the Chair to authenticate by signature when necessary, or when directed by the Committee, all of the acts, orders and proceedings of the Committee.

c) **Duties of the Vice-Chair**

During the absence of the Chair the Vice-Chair will have and perform all the duties and functions

of the Chair.

d) **Temporary Chair**

In the event of the absence or disability of both the Chair and Vice-Chair, the Secretary calls the meeting to order, calls the roll, and the Committee shall elect a temporary Chair to serve until the Chair or Vice-Chair so absent or disabled shall return. In such event, the temporary Chair shall have all the powers and perform the functions and duties herein assigned to the Chair of the Committee.

e) **Secretary – Duties**

The secretary shall have the following duties:

i) **Give notice of all Committee meetings as hereinafter provided; attend every meeting of the Committee, call the roll and record for the record all members in attendance;**

ii) **Keep the minutes of the proceedings of the Committee and record the same;**

iii) **Perform such other duties as may be required by these rules.**

f) **Committee Members – Duties**

The duties of the other Committee Members include: contributing ideas; keeping on subject; being aware of personal agendas and acknowledge if appropriate; aiding and contributing to all of the Chair's responsibilities.

III. CONDUCT OF COMMITTEE MEMBERS

a) **Preparation**

Members of the Committee shall take such time as necessary to prepare themselves for hearings and meetings. ~~If members visit a site or have familiarity with a site they shall disclose any observations.~~

b) **Attendance**

Every member of the Committee shall attend the meetings of the Committee unless duly excused with advance notice or unless unable to attend because of extenuating circumstances. Any member desiring to be excused shall notify the secretary as soon as possible. The secretary shall call the same to the attention of the Chair.

IV. MEETINGS

a) Quorum

i) Except as otherwise specifically provided in these Bylaws, a majority vote of the Committee members voting shall be required and shall be sufficient to transact any business before the Committee.

ii) If a quorum is not present, the Chair shall call the meeting to order, announce the lack of a quorum, and adjourn the meeting.

b) Study/Work Sessions

Study or Work sessions may be held as part of a regular Committee meeting or called in the same manner as a separate meeting in order for the Committee to discuss matters at greater length or to obtain additional background information. The Committee shall take no vote during such sessions.

c) Oregon Public Meetings Law

All meetings of the **Talent Public Arts Committee** shall be noticed in conformance with the requirements of Oregon's Public Meetings Law.

V. DOCUMENTS OF THE COMMITTEE

a) **Any notices, agendas, requests, reports, minutes of meetings, and resolutions of record shall constitute the documents of the Committee and be indexed as public record.**

VI. AMENDMENT

Adopted Bylaws may be amended at any regular meeting by a vote of the majority of the entire membership; or if the amendment was submitted in writing at the previous meeting, then they may be amended by a two-thirds vote of those voting, a quorum being present.

VII. MAINTAINING OF BYLAWS — COPIES TO BE FURNISHED

The secretary shall maintain a copy of these Bylaws, and all subsequent amendments thereto, and shall furnish an up-to-date copy to each member of the Committee in a form convenient for reference.