

1. Mission and Purpose of the Carson City Cultural Commission

Mission: To facilitate and implement strategies and projects to support artists and arts organizations and to leverage Carson City's creative talent and cultural assets to spur sustainable economic growth and build regional prosperity. To harness community development, cultural based initiatives promote increased market participation between the business community and cultural organizations, heritage sites, museums, libraries, theaters and art galleries.

Purpose: The Carson City Cultural Commission will act as the primary advisory body for the Carson City Board of Supervisors for matters relating to arts and culture. The Commission's role is also to widen an extensive appreciation of the community's heritage as it interrelates with culture, history, the arts and humanities. Culture enhances the health, safety, welfare, the physical beauty, the built environment and economic health and prosperity of a community. The Commission serves as the coordinator and catalyst bringing government, the arts & cultural community and the public together for the benefit of all Carson City citizens by making available a current, formal, written plan for financial and programmatic sustainability in terms of economic goals and impact measures.

2. Meetings

Regular meetings shall be held quarterly, on the third (3rd) Tuesday of the month, and must be made public. A majority of Commissioners present at any regular meeting may reschedule regular meetings to another day in the same month, or another month or may cancel a regularly scheduled meeting.

Roberts Rules of Order shall apply at all times for matters under consideration.

If a meeting date is a legal holiday, the meeting will be scheduled for the next available date.

Carson City will provide a secretary for every meeting to serve as recorder, vote counter and roll taker. The secretary must keep minutes and make them available for public inspection, including all resolutions, proceedings, and other actions.

3. Special Meetings

The Chairperson may, at any time, call for a special meeting. Each commissioner must receive timely a written explanation of the purpose of the special meeting, the time, date and location of the meeting. Any special meeting must comply with the requirements of the Nevada Open Meeting Law.

The Chairperson or a quorum of the Commissioners may also call for "non-decision" making workshops subject to the requirements of the Nevada Open Meeting Law.

4. Notice of Meetings

Meeting notices must conform to the Nevada Open Meeting Law, Nevada Revised Statutes.

5. Officers

At its first regular meeting, the Carson City Cultural Commission shall elect a Chairperson and Vice Chairperson. At its first meeting of each subsequent year, the members shall elect a Chairperson and a Vice Chairperson. In the absence or disability of the Chairperson and Vice Chairperson, the Commission may designate a Chairperson pro tempore with a quorum present by majority vote.

Officers may resign at any time, but must communicate the resignation to the Commission in writing. The Commission will elect a new officer no later than the next meeting, with an officer pro tempore serving in that interim capacity.

Officer terms will be for at least one year, but any officer may be removed by majority vote. Officers removed, except those removed for cause, and officers who resign may remain on the Commission for the appointed duration. Officers removed for cause may be removed from serving on the Commission by action of the Carson City Board of Supervisors.

6. Membership and Terms of Office

The Carson City Cultural Commission shall consist of seven Commissioners appointed by the Board of Supervisors.

Commissioners shall be appointed for a term of three years, commencing and ending on January 1.

Terms are sufficiently staggered and Commissioners may serve for unlimited consecutive terms.

A Commissioner shall continue in office for the term for which that Commissioner was appointed or until a successor is appointed.

If a Commissioner has three unexcused absences from regularly scheduled meetings of the Carson City Cultural Commission in a single calendar year, that Commissioner's seat is declared vacant.

Carson City staff assigned to assist the Commission shall advise the Carson City Board of Supervisors of any Commissioner with three absences from regular meetings. Attendance at meetings called outside the regular schedule, are not subject to absence quotas.

The Board of Supervisors may remove any member of the Commission for cause.

Vacancies, whether scheduled or unscheduled, shall be filled, by appointment by the Board of Supervisors.

Commissioners must be residents of Carson City with a broad and informed perspective of the arts along with a demonstrated knowledge and responsiveness to the community's rich cultural tradition.

7. Duties of Chair

The Chairperson conducts all the Commission meetings. Staff and the Chair confer on meeting agenda items. The chair shall place items on the agenda and additional items may be included, if requested by three or more Commissioners. The Vice Chairperson and the Chairperson pro tempore assume these duties, if necessary.

8. Resignation

Commissioners may resign at any time by providing written notice to the Office of Business Development and the Carson City Board of Supervisors.

9. Powers, Duties and Functions of the Commission

The City Ordinance that established the Carson City Cultural Commission clearly delineates the Commission's powers.

The Commission will adopt for approval by the Carson City Board of Supervisors appropriate rules for conducting the Commission's business. Each year, the Commission must submit an annual report and work-plan to the Board of Supervisors no later than May 1 of each year.

Commissioners must file annual statements of economic interest pursuant to the city's conflict of interest requirement in compliance with Nevada Revised Statutes. Commissioners shall declare any conflicts of interest on associated agenda items and must abstain from any discussion of or any votes taken in relation to declared conflicts of interest.

The Commission's functions may include:

- Fostering public and private partnerships;
- Promoting the advancement of artists and arts groups;
- Celebrating the city for its ethnic diversity, creativity and its leadership in arts and culture;
- Developing a re-grant-funding program to leverage individual and group of artists, cultural groups and arts organizations;
- Providing for cultural and artistic facilities and features in public and commercial construction;
- Establishing an *Art in Public Places* policy that supports the installation of juried, publicly significant art installations and public art components in private development;
- Designating cultural districts, neighborhoods and landmarks throughout the City;

- Promoting new policies to build green, reduce power sector demands and support incentives to green up our existing built environment;
- Providing for incentives for cultural and artistic facilities and features in public and commercial construction;
- Promoting a cultural environment that stimulates economic development, cultural tourism and enhanced public participation; and,
- Promoting arts education in the schools and in the public domain that furthers the mission of the Commission.

The Commission's duties may include:

- Acting as or appointing peer panels;
- Managing cultural facilities;
- Determining fees and charges related to cultural facilities;
- Exercising certain powers and duties that relate to arts and cultural facilities and operations, as delineated in NRS Chapter 244;
- Reviewing and evaluating cultural and special events requests for funding;
- Advising funding allocations from a cultural trust fund and other general funds appropriated for cultural purposes;
- Advising on the selection of professional services firms in the cultural development field; and,
- Collaborating with the Arts & Culture Coalition, Western Nevada College, Nevada Department of Cultural Affairs, Carson City Convention & Visitors Bureau, Carson City Redevelopment Authority, Carson City Chamber of Commerce and the Downtown Business Association.

10. Amendment

The Commission may introduce an amendment to these by-laws at a regularly scheduled or special meeting. The amendment requires a two-third's vote of the Commission's membership.

11. Attendance

In each calendar year, Commissioners are expected to attend a minimum of seventy-five percent of regularly scheduled meetings. In addition, Commissioners will make every reasonable effort to attend special meetings, public hearings, workshops and strategic planning sessions. Excused absences for illness and family emergencies are not counted as absences in a Commissioner's attendance record.

Commissioners may attend meetings by phone, if necessary.

12. Quorum

A majority of Commissioners shall constitute a quorum for the transaction of business. To be considered an approved motion, a vote of a simple majority of Commissioner's present is needed, unless two-thirds vote is required.

13. Reports, Meeting Packets

The Office of Business Development prepares reports, schedules meetings and ensures that agendas are posted timely and properly.