

**LODI ARTS COMMISSION
RESTATED BYLAWS**

PURPOSE, ROLE, SCOPE AND FUNCTION

- a) All of the Commission shall meet at the call of the Chairperson or a majority of the Commission, but not less than once every three months. A majority of the appointed members of the Commission shall constitute a quorum. The Commission shall keep an accurate record of its proceedings and transactions.
- b) Recommend ways to maintain and increase the artistic and cultural resources of the City of Lodi.
- c) Propose methods to encourage private initiative in the fields of art and culture.
- d) Assist in the solicitation of private, state, and federal funding available for the fine and performing arts.
- e) Develop and recommend methods by which to coordinate existing resources and facilities, and to foster artistic and cultural endeavors and the use of the arts both locally and outside of the City to promote the best interests of the City.
- f) Initiate, sponsor, or conduct, alone or in cooperation with other public or private agencies, programs to further the development and public awareness of, and interest in, the fine and performing arts.
- g) Advise and consult with public and private groups, schools, the City, and State or Federal Cultural and Art Commission interested in, or having knowledge or experience in, the fields of art and culture of the City.
- h) Improve access to the arts through various programs so that the arts are within the reach of persons of all cultural backgrounds and levels of income. The Commission shall especially be concerned for segments of the community in which the arts are lacking and needed.
- i) Call for studies and make recommendations with a view to formulating methods or ways by which creative activity and high standards and increased opportunities in the arts and culture may be encouraged and promoted in the best interest of the City's artistic and cultural progress and a greater appreciation and enjoyment of the arts and culture by the citizens of the City of Lodi and how such can be encouraged and developed.
- j) Provide preliminary screening of annual requests for allocation of Community Promotion funds for cultural and art activities and recommend a list of priorities with regard to those requests to the City Council. The Commission recommendation shall.
 - 1. Be listed by priority ranking to reflect the Commission's recommendations based on thorough consideration and evaluation of information and data to be submitted by applicant organizations to justify requested funding;
 - 2. Be submitted in accordance with due dates to be specified by the City Manager to ensure the City Annual Budget review schedules are met; and

3. Be advisory only and not binding upon the City Council; all final determinations shall be made by the City Council.
- k) To perform such other related duties and functions as the City Council may from time to time direct or otherwise appoint the Commission to administer or coordinate on behalf of the City.

THE COMMISSION/COMMISSION SERVICE

- a) The Commission shall consist of nine (9) members appointed by the mayor from a list of nominees, who are registered voters in the City of Lodi at the time of their application, with the approval of the City Council.
- b) Each member of the Commission shall hold office for a term of three (3) years, except that:
 1. The terms of office for all members of the Arts Commission shall be deemed to run from July 1 of each year. Commencing on July 1, 1990, the Mayor, with the approval of the City Council, appointed four (4) new members to the Commission. On July 1, 1991, the Mayor, with the approval of the City Council, appointed four (4) members, and on July 1, 1992, the Mayor, with the approval of the City Council, appointed three (3) members.
 2. As terms expire, succeeding appointees shall serve for three (3) terms.
 3. Current appointees to the Commission who are registered to vote in the City of Lodi will retain their appointment following adoption of these Restated Bylaws.
 4. Any member appointed to fill the vacancy occurring prior to the expiration of the term for which his or her predecessor was appointed shall be appointed for the remainder of such term.
 5. Any member whose term has expired may re-apply for a subsequent term. The mayor may re-appoint the member who then must be approved by the City Council.

THE COMMISSION/COMMISSIONER

CHAIRPERSON

- a) The Chairperson and Vice Chairperson ("Vice Chair") shall be selected by a majority vote of the Commission at a meeting held in June of each year and shall take office on July 1. The term of the Chairperson and Vice Chair shall be for one (1) year.
- b) The Chairperson shall serve at the pleasure of the Arts Commission, but not in excess of four (4) consecutive terms, and the provisions of this subsection shall apply to any person appointed to fill the vacancy in the office of Chairperson or Vice Chair.
- c) The Chairperson shall act as liaison between the Commission and the Parks, Recreation & Cultural Services Director's designee and chair the regularly scheduled Commission meetings.
- d) The Vice Chair shall serve in the absence of the Chairperson or in the event the Chairperson is unable to fulfill their duties.

SECRETARY OF THE COMMISSION

The Secretary of the Commission shall either be a member of the Commission appointed by a majority of the Commission, or the Parks, Recreation, and Cultural Services Director's designee. The Director shall also designate a liaison to the Commission.

STATEMENTS OF ECONOMIC INTEREST

a) Pursuant to the State of California Political Reform Act, appointees to the Lodi Arts Commission are required to file with the City Clerk of the City of Lodi a Statement of Economic Interest (Form 700).

b) Filings must be made annually, at the time of assuming office, and at the time of leaving office. All filings are to be made with the City Clerk of the City of Lodi and are public records and available for inspection by the public.

MEETINGS AND RULES OF ORDER

ROLL CALL

a) Before proceeding with the business of the Commission, the Secretary shall call the roll of members and the names of those present and those that are absent shall be entered in to the minutes.

QUORUM

a) A majority of the Commission constitutes a quorum for the transaction of business. For the Lodi Arts Commission, a quorum would require five (5) members of the Commission to be present.

ATTENDANCE - VACANCIES

The Secretary of the Commission shall notify the City Clerk that an office of an Arts Commissioner has been vacated if the member:

a) Is absent from three (3) consecutive regular meetings of the Commission without leave of absence from the Commission expressed in its official minutes, or

b) Fails to meet the Commission-established minimum volunteer requirement of a specified number of hours or events during the period July 1 through June 30 of each year. The Commission shall not change the minimum volunteer requirement more than once per fiscal year.

Such vacancy shall be so declared by the mayor and a new member appointed, with approval of the City Council, to fill the remaining term.

MINUTES

a) Preparation of the minutes shall be prepared by the Parks, Recreation and Cultural Services Liaison. Minutes shall be neatly prepared with proper heading, sub-headings, and maintained in a file kept for the purpose as a record of each type of business transacted by the Commission at each meeting. A copy of approved minutes shall be provided to the City Clerk.

- b) The minutes shall include the name and address of each person that addresses the Commission.
- c) As soon as possible after the meeting, the Parks, Recreation and Cultural Services Liaison shall distribute a copy of the minutes to each member.
- d) Reading of the minutes in to the record is not required unless requested by a member. Minutes may be approved without reading as each member will receive a copy with the agenda for the meeting at which the minutes will be approved.

GENERAL ORDER AND CONDUCT OF BUSINESS

AGENDA

- a) All reports, communications, and other documents or matters to be submitted to the Commission at their regularly scheduled meeting shall be delivered to the Parks, Recreation and Cultural Services Liaison no later than five (5) business days prior to the regularly scheduled meeting.
- b) The Parks, Recreation and Cultural Services Liaison shall prepare an agenda according to the order of business and shall furnish each member a copy prior to the Commission meeting.
- c) The Parks, Recreation and Cultural Services Liaison shall obtain the approval of the Agenda from the Chairperson prior to distribution and submission to the City Clerk.
- d) The Parks, Recreation and Cultural Services Liaison shall forward a copy of the agenda to the City Clerk for posting no later than seventy-two (72) hours prior to each meeting. No item may be added to the agenda subsequent to the posting of the agenda by the City Clerk.

ORDER OF BUSINESS

- a) Call to Order/Roll Call
- b) Welcome and Introductions
- b) Minutes Approval
- c) Comments by the Public, Commission, and Staff on Non-Agenda Items
- d) Action Items
- e) Regular Agenda Items
- f) Adjournment

RULES OF ORDER

- a) Except as otherwise specifically provided in these rules, Roseburg's most recent revision shall guide the proceedings of the Commission in the conduct of meetings.

VOTING

- a) A vote by roll call shall not be required unless a Commissioner specifically requests a roll call vote, after a motion is made and before the Chairperson calls for the vote.
- b) All members present shall vote, unless a member of the Commission audibly states their abstention, their silence shall be recorded as an affirmative vote. An audible abstention shall be recorded as an abstaining vote. A member may abstain from voting only if they have a conflict of

interest.

DECORUM

a) Decorum by members when meeting shall preserve order and decorum. No member shall, by conversation or otherwise, delay or interrupt the proceedings or peace of the Commission. No member may disturb any other member while speaking or refuse to obey the orders of the Chairperson except as provided in these Restated Bylaws.

b) Decorum by other persons making personal, impertinent, or slanderous remarks or who become boisterous while addressing the Commission shall be forthwith barred by the Chairperson from further audience at such meeting, unless permission to continue is granted by the majority of the Commission.

MEETING TYPES AND PROCEDURES

REGULAR MEETINGS

a) The Lodi Art Commission shall hold regular meetings on the second (2nd) Wednesday of each calendar month to be held at Hutchins Street Square at 125 S. Hutchins Street, Lodi California 95240 at 4:00p.m. The Commission may at any regularly scheduled meeting change the time and location of the regular meeting which shall constitute a regular meeting for all purposes. An agenda for said meeting(s) shall be forwarded to the City Clerk of the City of Lodi for posting no later than seventy-two (72) hours prior to the meeting.

SPECIAL MEETINGS

a) Special meeting of the Commission may be called at any time by the Chairperson or by a majority of the members of the Commission by serving a twenty-four (24) hour notice in advance of the meeting that states the date, time, and location of the special meeting to each member with a copy forwarded to the City Clerk of the City of Lodi for posting. Posting of special meeting must be done no later than twenty-four (24) hours prior to the special meeting.

ADJOURNED MEETINGS

a) Any regular or special meeting may be adjourned to a time and place specified in the order of adjournment.

CALL TO ORDER

a) The Chairperson shall take the chair at the time and place appointed for the meeting and shall call the Commission to order. In the absence of the Chairperson or Vice-Chairperson, the Secretary shall call the meeting to order and appoint a temporary Chairperson to lead that particular meeting only.

THE BROWN ACT

a) All meetings of the Commission shall be subject to the provisions of the Ralph M. Brown Act (California Government Code Section 54950 et seq.).

ORGANIZATION:

The Commission shall organize and adopt administrative rules and procedures consistent with these Restated Bylaws, if necessary, to accomplish its purposes. The Chairperson shall appoint such officers or committees as shall be deemed necessary by the Commission. Meetings of committees consisting of a quorum or more are subject to the Brown Act.

ANNUAL REPORT

The Commission shall prepare and deliver an annual report to the Parks, Recreational & Cultural Services Director, not later than one hundred and fifty (150) days after the end of each calendar year to include an annual account of its activities and upcoming goals.

COMPENSATION

Members of the Commission, the Chairperson, and persons appointed to assist the Commission in making its studies shall serve at no salary, but shall be reimbursed for travel and subsistence expenses incurred in the performance of their duties while away from the City of Lodi in accordance with the travel allowance policies adopted by the City of Lodi, but only to the extent that appropriations for such travel allowance have been provided in the Commission's budget and approved by the City Council. All travel must be approved in advance by the Parks and Recreation & Cultural Services Director.

STAFF SUPPORT

The City Council may authorize, subject to the budget of the Parks, Recreational & Cultural Services Department as approved by the City Council, such clerical and other staff assistance, and the acquisition of such equipment and supplies as are necessary to enable the Commission to conduct its functions and duties.

STAFF ASSISTANCE

The Commission is authorized to secure through the City Manager from any department, officer, consultant, commission, board, employee, or other instrumentality of the City of Lodi suggestions, estimates, and statistics for the purposes of carrying out the provisions of these Restated Bylaws and each such department, officer, consultant, commission, board, employee, or other instrumentality of the City of Lodi through the City Manager is authorized and directed to furnish such information, suggestions, estimates, and statistics to the Commission upon request made by the Chairperson of the Commission or upon the request of any member or subcommittee of the Commission whatsoever.

MEETINGS - LOCATIONS

The Commission, or on the authorization of the Commission any subcommittee or member thereof, may, for the purpose of conducting the provisions of these Restated Bylaws, sit and act in such time or place within the City of Lodi as deemed necessary to the conduct of its affairs. The deliberations of this Commission shall be held in public session, but this shall not constitute the sessions as public hearings as a matter of right open to participation by members of the general public at large, except at the will of the majority of the Commission. All meetings of the Commission are subject to the Brown Act.

AUTHORITY NON-EXCLUSIVE

Nothing herein in these Restated Bylaws shall be deemed to deprive the City Council or any board, commission, or officer of the City of any power, duty, or function which such Council, board, commission, or officer may now have or be hereafter granted, it being the intention that the powers and functions hereinabove provided to be exercised by the Lodi Arts Commission be non-exclusive. Also, nothing herein contained shall be deemed to require the City Council, or any board, commission or officer, to refer or submit to the Lodi Arts Commission, or to receive from such any report or recommendation respecting any matter hereinabove mentioned in these Restated Bylaws before taking any action or making any decision with respect to such matter, it being the intention of these Restated Bylaws to authorize the performance of certain functions by said Commission and not to deprive the City Council or any board, commission or officer of any power, duty or privilege which it now may have or may hereafter be granted.

Adopted by the City Council of the City of Lodi this 6th day of September, pursuant to Resolution No. 2023-201.

APPROVED AS TO FORM:



KATIE O. LUCCHESI
Interim City Attorney

ATTEST:



OLIVIA NASHED
City Clerk