

BYLAWS OF THE
TRACY ARTS COMMISSION
CITY OF TRACY, CALIFORNIA

A. PURPOSE

The purpose of the seven-member Tracy Arts Commission (TAC) is to preserve and cultivate the expression and appreciation of the Arts in Tracy.

B. ROLE AND RESPONSIBILITIES

The role and responsibilities of the Tracy Arts Commission are to:

1. Maintain the Civic Art Plan, adopted by City Council (Resolution 2003- 002) on January 7, 2003 and as City Council may revise from time to time; pursuant to current and future Council adopted policy to achieve the following;
 - a. Contribute to the quality of life of the residents of Tracy through the high quality civic spaces and access to a broad array of artistic experiences;
 - b. Expand the knowledge and understanding of the community's history and culture;
 - c. Support the economic vitality of the city through increased property values and cultural tourism;
 - d. Reinforce downtown as a cultural destination;
2. Advise the City Council on the subject of citywide public art; including private development and public/private partnerships.
3. Foster public/private partnerships for the creation of civic art;
4. Support individuals and organizations involved in the arts by promoting their events, offering resources, educational tools, and advising on policies to city council that will support those endeavors;
5. Commit to nourishing artistic vision, honoring diversity, supporting creativity and promoting cooperative partnerships through the re-granting program;
6. Appoint one commissioner for a term of two years, to review applications, interview applicants, and select Advisory committee members for the Grand Theatre Center for the Arts advisory committees;
7. Appoint two commissioners, for a term of two years, to the Arts Education Advisory Committee (AEAC) to assist staff in evaluating and ranking proposals for the arts education programming;
8. Appoint two commissioners, for a term of two years, to the Grand Galleries Advisory Committee (GGAC) as advisory to staff to assist in evaluating and ranking proposals for the exhibition season;
9. Appoint two commissioners, for a term of two years, to the Grand Presenting Advisory Committee (GPAC), as advisory to staff in evaluating and ranking performers for the Presenting season.
10. Advise staff on approved Arts Commission activities such as Music in the Park and the Multi Cultural Festival subject to the annual budget;

C. MEMBERSHIP GUIDELINES

1. **Membership.** The Tracy Arts Commission shall consist of seven members who reside within the city limits of Tracy, but not City officials or employees of the City. Preferably, the composition of the Tracy Arts Commission will include seven residents with desirable background and expertise in the arts or related field(s).
 - a. Three members: arts patron, architectural/ engineering, historical preservation, and/or interior/graphic design.
 - b. One Member: Arts Administration/ arts organization
 - c. One Member: Arts Education/ Education administration
 - d. One Member: Visual Arts or Gallery/museum curator
 - e. One Member: Performing Arts/ Producer/presenting/agent

Although a diverse Commission composition is preferred, the composition of the Commission may vary based on: (1) the applicants available at any one time in the community; and (2) the community interest; therefore, flexibility on composition may be necessary.

2. **Term.** Each member shall serve a four-year term; commencing in July.
3. **Attendance.** If a member of the Tracy Arts Commission fails to attend four regular meetings in any calendar year, his or her position on the Tracy Arts Commission shall become vacant and the staff liaison shall so inform the City Clerk. There are no excused absences, however a Commissioner may request a leave of absence as outlined in section 4.

For quorum confirmation, a member who is unable to attend a meeting shall inform the staff liaison designated by the relevant City Department at least 48 hours before the meeting.

Arts Commission Subcommittee meetings shall be set as needed to complete assignments. Members appointed to a Council mandated program (Civic Art, Re-Granting, Grand Advisory Selection, Grand Presenting, Grand Galleries and Grand Arts Education, are required to attend all scheduled meetings. Should a member fail to attend three subcommittee meetings in a term year, they will be removed from the subcommittee and the three absences on the subcommittee will count as one absence on the regular scheduled commission meetings.

4. **Leave of Absence.** A Tracy Arts Commission member may submit a written request to the City Council for a leave of absence of up to six months which may be approved at the City Council's discretion.
5. **AB 1234 Training and Form 700 Completion.** If a member of the Parks and Community Services Commission who is required to complete AB 1234 training (State Mandated Ethics Training) and/or is required to complete form 700 (Statement of Economic Interest), does not do so in a timely manner, the City Clerk's Office will send two written notices at least 10 days apart to the member. If the member does not complete the required training and/or form, and provide proof of compliance to the City Clerk's Office, within 30 days of receiving the second written notice, his or her appointment will automatically terminate

D. QUORUM

A quorum of the Tracy Arts Commission shall consist of a majority of the members (four members). A quorum must be present in order for the Tracy Arts Commission to hold a meeting.

E. OFFICERS AND DUTIES

1. The officers of the Tracy Arts Commission shall be:
 - a. The Chairperson and
 - b. The Vice-Chairperson
2. The Chairperson shall:
 - a. Preside at all regular and special meetings.
 - b. Rule on all points of order and procedure during the meetings.
 - c. Provide recommendations to staff liaison regarding agenda items.
3. The Vice-Chairperson shall assume all duties of the Chairperson in his or her absence or disability.
4. In case of the absence of both the Chairperson and Vice-Chairperson from any meeting, an Acting Chairperson shall be elected from among the members present.

F. TERMS AND VACANCIES

The officers will be selected by the membership for a one-year term. The annual election of officers shall take place at the last regular meeting in June of each term year. The terms of officers shall commence as of July 1st following the election and shall continue through June 30th of the following year. Officers may be re-elected for no more than one additional successive term of office.

G. MEETINGS

1. Regular meetings of the Tracy Arts Commission shall be held on the second Tuesday of each month and shall begin at 7:00 p.m.
2. If the scheduled date of a regular meeting conflicts with a holiday period or for other reasons, the Tracy Arts Commission shall reschedule that meeting to be conducted within that month.
3. Any regular meeting may be adjourned, or any item on the agenda continued to the next or any subsequent regular meeting of the Tracy Arts Commission by a majority of the quorum. If a meeting is adjourned or an item is continued to a special meeting to be held on a date other than a regular meeting date, the time, place, and date of such special meeting shall be specified in the motion for adjournment or continuance.
4. All meetings are subject to the Brown Act as set forth in Government Code sections 54950 and following. Accordingly, all meetings shall be noticed and agendas for all

meetings shall be prepared and posted in accordance with the current City Council meeting procedures.

5. All meetings shall be conducted in accordance with the current City Council meeting procedures and the Brown Act.
6. All agendas shall be prepared and distributed in accordance with City Council meeting procedures and the Brown Act.

H. ADMINISTRATIVE PROCEDURES AND POLICIES

City Boards and Commissions shall follow all applicable City administrative policies and procedures.

I. AD HOC SUBCOMMITTEES

The Tracy Arts Commission may form ad hoc subcommittees in accordance with the Brown Act, and make appointments to that subcommittee, as it deems necessary. A quorum of Tracy Arts Commission members may not be appointed to serve on a single ad hoc subcommittee. Before forming an ad hoc subcommittee, the Tracy Arts Commission shall establish a specific charge and term for the subcommittee.

The Council has outlined mandated subcommittees, which include the following:

1. **Committee to Select Advisory Members:** Appointment of one commissioner, for a term of two years, to review applications, interview applicants, and select Advisory committee members for the Grand Theatre Center for the Arts advisory committees;
2. **Arts Education Advisory Committee (AEAC):** Appointment of two commissioners, for a term of two years, to the (AEAC) to assist staff in evaluating and ranking proposals for the arts education programming;
3. **Grand Galleries Advisory Committee (GGAC):** Appointment of two commissioners, for a term of two years, to the (GGAC) as advisory to staff to assist in evaluating and ranking proposals for the exhibition season;
4. **Grand Presenting Advisory Committee (GPAC):** Appointment of two commissioners, for a term of two years, to the (GPAC), as advisory to staff in evaluating and ranking performers for the Presenting season.
5. **Civic Art Subcommittee:** Appointment of three commissioners, for a term of one year, to the Civic Art Subcommittee to serve the TAC and work with staff. The TAC advised City Council on priority projects for civic art, reviews capital improvement projects for artistic enhancement, evaluates artist's concepts and proposals, and serves as ambassadors to the community-at-large regarding the Civic Art Program.
6. **Re-Granting Subcommittee:** Appointment of two commissioners, for a term of one year, to the Re-Granting Subcommittee to serve on the grant selection panel. Evaluating the applicants on the approved criteria and made recommendations on funding awards to the Arts Commission.

Given the large number of standing committees, the Tracy Arts Commission shall limit the number of adhoc subcommittees to only those reasonably necessary to increase the efficiency of conducting Commission business. Under the Brown Act, ad hoc subcommittees may only be formed for matters of limited duration, not likely to reoccur and within the subject matter jurisdiction of the Tracy Arts Commission.

J. STAFF LIAISON

The Tracy Arts Commission shall have a staff liaison designated by the relevant City Department. The staff liaison shall:

1. Receive and record all exhibits, petitions, documents, or other materials presented to the Commission in support of, or in opposition to, any question before the Commission.
2. Sign all meetings minutes and resolutions upon approval.
3. Prepare and distribute agendas and agenda packets.

K. ADOPTION

Community Cultural Arts Commission Established by Ordinance 501 on March 5, 1991 (Bylaws included in Ordinance)

Bylaws Adopted by Resolution 92-005 on January 7, 1992

Ordinance 1031 repealed Ordinance 501 on December 4, 2001

Resolution 2001-431 Established the Community Cultural Arts Commission on December 4, 2001

Bylaws Amended by Resolution 2002-003 on January 15, 2002

Bylaws Amended by Resolution 2006-291 on December 19, 2006

Bylaws Amended by Resolution 2007-114 on June 5, 2007 (Name changed to Tracy Arts Commission)

Bylaws Amended by Resolution 2009-191 on October 20, 2009

Bylaws Amended by Resolution 2009-198 on October 20, 2009

Bylaws Amended by Resolution 2010-022 on March 2, 2010

This document, as adopted and amended by City Council on October 20, 2009, by Resolution 2009-198, shall serve as the Bylaws for the Tracy Arts Commission.

On March 2, 2010, the Council adopted Resolution 2010-022 which amended the bylaws of the City's various boards and commissions to include new regulation related to AB 1234 training and Form 700 filings.