

ADOPTED 10/17/22

**DULUTH PUBLIC ARTS
COMMISSION BYLAWS**

CITY OF DULUTH

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ARTICLE I - IDENTITY

- 1.1 Name. This organization shall be known as the Duluth Public Arts Commission.
- 1.2 Address. The administrative offices and mailing address of the Commission shall be Room 160, City Hall, Duluth, Minnesota, 55802.

ARTICLE II - ORIGIN

- 2.1 Establishment. The Duluth Public Arts Commission (the “Commission”) was created by Ordinance No. 8777 (4/7/86) and as such ordinance has, from time to time, been amended. The ordinance as amended is codified in the Duluth City Code, 1959 as Article XIX of Chapter 2 of the Code (the Ordinance”)

ARTICLE III – PURPOSE AND POWERS

- 3.1 Purpose. The purpose of the Commission is that set forth in Section 2-104 of the Ordinance.
- 3.2 Powers. The powers of the Commission shall be those set forth in Section 2-109 of the Ordinance.

ARTICLE IV - MEMBERSHIP

- 4.1 Members The membership of the Commission, appointment thereto, terms of service and removal shall be those set forth in Section 2-107 of the Ordinance.
- 4.2 Absenteeism. If any member fails to attend three consecutive regular meetings of the Commission during a term year, notice may be forwarded to the Mayor and Council with the request for removal of such member from the Commission at the discretion of the Commission president.

ARTICLE V - OFFICERS AND DUTIES

- 5.1 Officers & Duties The officers of the Commission shall be elected in accordance with Section 2-017 (e) of the Ordinance

ARTICLE VI - ELECTION OF OFFICERS

- 6.1 Terms. Officers shall be elected annually at the first meeting of the Commission occurring after the first of the year. Terms of office shall be for one year and no member shall hold the office of President or Vice President for more than two years consecutively except that Officers shall continue to serve until replaced by a duly elected officer in accord with these procedures.
- 6.2 Majority Required. Candidates for office receiving a majority vote of a quorum of the membership then duly appointed shall be declared duly elected.
- 6.3 Vacancies. Vacancies occurring in offices of the Commission shall be filled forthwith by regular election procedure.

ARTICLE VII - MEETINGS

- 7.1 Regular Meetings. Regular meetings of the Commission shall be held at 4:00PM in Room 155 in City Hall or such other place as shall be set forth in the notice of Meeting as provided for in Section 7.3 below on the third Monday of each month. In the event that the regular meeting date falls on a legal holiday, the meeting shall be held on the following day.
- 7.2 Special Meetings. Special meetings may be called at the discretion of the President, or at the written request of at least three members who shall convey such request to the Secretary.
- 7.3 Notice of Meetings. Notice in writing or by email of each regular meeting shall be sent to all Commission members at least three days in advance of such meeting and notice in writing of any special meeting shall be sent to all Commission members at least one day prior to such meeting and shall state the time, place and purpose of such meeting.

ARTICLE VIII - MEETING PROCEDURE

- 9.1 Rules of Order. Unless otherwise specifically designated, Roberts Rules of Order, as most recently revised, shall govern meeting procedure.
- 9.2 Quorum. The quorum of the Commission shall be that set forth in Section 2-107(d) of the Ordinance.

- 9.3 Conflict of Interest. Whenever a Commission member shall have a direct or indirect personal or financial interest in an application or petition before the Commission, such member shall declare such interest and shall not participate in any hearing on said matter, and shall in no event vote upon said matter. When there is question as to the existence of a conflict of interest, the President shall make ruling thereon.
- 9.4 Suspension of Rules. The Commission may temporarily suspend its rules by a three-fourths vote of members in attendance.
- 9.5 Public Participation. The public shall be given an opportunity to speak on all agenda items pursuant to provisions written below.
- 9.6 Dispensation. A motion must be made and voted upon in order to dispense with any item on the agenda.
- 9.7 Non-Agenda Matters. No binding or final action may be taken on any matter not on the written agenda distributed to the Commission prior to the date of the meeting except by unanimous vote of a quorum of the membership.
- 9.8 Tabling. A tabling motion if passed has the effect of laying the matter over until the next regular meeting unless otherwise specified.
- 9.10 Time Limits. At a public hearing, Speakers shall be limited to three (3) minutes each.

ARTICLE X - COMMITTEES

- 10.1 Standing Committees. From time to time, the President may create standing committees of the Commission for the purpose of advising the Committee on specific issues or areas of the Commission's business. The President shall appoint two or more Commission members to each such standing committee. The term of membership on such committees shall run until the next election of officers as provided for in Section 6.1 above.
- 10.2 Ad Hoc Committees In addition to the standing committees provided for in Section 10.1 above, the President may create ad hoc committees to advise the Commission on specific projects or issues. The President may appoint the membership of such ad hoc committees as they deem appropriate and such committees shall continue until their existence is ended by the President.

ARTICLE XI - AMENDMENT OF BYLAWS

- 12.1 Amendment procedure. Any proposed amendment to these Bylaws shall be mailed to all Commission members not less than thirty (30) days prior to the meeting at which such amendment is to be voted on. Any amendment to these Bylaws shall be effective only if approved by 2/3s of the voting members of the Commission.

ARTICLE XII - EFFECTIVE DATE

- 13.1 These bylaws shall take effect on October 17th, 2022 and shall supersede all bylaws which might have been earlier established for the Commission.