

City of Kenosha Commission on the Arts

By-Laws

April 10, 2012

Mission

To support economic development of creative and expressive endeavors by developing collaborative relationships between artists, musicians, businesses, government and other organizations.

I. Members

A. Eleven Commission Members are appointed by the Mayor and confirmed by the Common Council. The term and membership is based upon City of Kenosha ordinance 44-11.

B. Attendance

All Commission Members are expected to attend at least two-thirds of all general meetings during each year of their term.

C. Duties

Described in City of Kenosha Ordinance 44-11, Section One, Section 1.06 T. 7. "Duties. The Commission shall have the following duties: The Commission brings together representatives from the arts, music, businesses, and government in the City of Kenosha for the purpose of networking and encouraging the most effective use of existing resources. The Commission streamlines processes and alleviates barriers for artists and venues. It makes recommendations to Common Council for the adoption of ordinances in support of a creative community. It serves as liaison on behalf of the City to encourage and support artists, organizations and programs for cultural enrichment within the City. The Arts Commission acts in an advisory capacity to the Mayor and the Common Council."

D. Committee Involvement

All Commission Members are expected to participate in at least one of the standing committees.

E. Conduct*

- 1) No member of the Commission may use or attempt to use their position to obtain financial gain.
- 2) No member of the Commission may use or attempt to use their position for the exclusive benefit of any one organization or person.
- 3) All Members of the Commission are bound by the City of Kenosha Code of Ethics, per Chapter XXX 30.02 B. in Code of General Ordinances. (See attached or visit <http://www.kenosha.org/departments/court/ordinances/chapter30.pdf>)

II. Meetings

A. Occurrence

First Tuesday of every month from 3:30pm – 5:00pm.

B. Meeting Agenda

1) **Citizen's Comments**

A maximum of five City of Kenosha citizens will be allowed up to five minutes each

to address the Commission before each meeting. The order they speak will be determined by the order they signed up to speak.

2) **Presentation**

Time allotted for a presentation on the arts or a topic requested by the Commission arranged in advance of the meeting

3) **Committee Reports**

Reports given by all active Committees of the Commission

4) **New Business** Refer non-agenda topics to appropriate committees

5) **Upcoming Events**

Sharing of events in the creative community

C. Procedure

The current edition of [*Roberts Rules of Order](#) shall be followed and the final source of authority in all questions of procedure. **or whatever is adopted*

Additional preferred meeting etiquette includes:

1. Arrive on time
2. Turn off cell phones
3. Treat other members with respect, even in the face of disagreement
4. Only one person speaks at a time
5. RSVP if you cannot attend
6. Bring a handout when you are making a proposal for action

III. Officers

The Commission shall elect new officers annually in November. The position and duties as follows:

A. Chairperson

The Chairperson will preside at all meetings of the Commission and shall have general supervision over the work of the Commission. The Chairperson will approve and sign on all expenditures, if proper and correct, as presented by the Treasurer.

B. Vice-Chair

The Vice-Chair will assist the Chairperson and shall perform the duties of the Chairperson when the Chairperson is absent.

C. Treasurer

The Treasurer shall be responsible for all funds received by the Commission, depositing of funds in a bank account designated for the City of Kenosha Commission on the Arts, and keep a written account of all funds and expenditures. A Treasurer's report shall be given at all monthly meetings of the Commission and produced as requested by the City of Kenosha.

D. Secretary

The Mayor may appoint a City employee to act as secretary for the Commission.

IV. Committees

The Commission will establish six standing committees. Additional committees can be established with a majority vote of the Commission. Each committee will have no more than four commissioners and must elect one chair. Committees can meet and communicate freely with one another and will report back to the board at each monthly meeting. It is encouraged to solicit community involvement within each committee.

Standing Committees of the Commission are as follows:

- A. Public Relations Committee** Collect and promote information on arts events and all that the vibrant Kenosha arts community offers . Committee will use a webpage and other communication tools.
- B. Legislative Committee**
Make recommendations to the Common Council and Mayor on current and future ordinances that effect the economic development and endeavors of the creative community.
- C. Events Committee**
Organize special events or fundraisers for promotion and expansion of the creative community in Kenosha.
- D. Education Committee**
Work to educate the Kenosha community about the Arts and the creative community through workshops, programs, and presentations. Offer professional development opportunities for artists.
- E. Finance Committee**
Work to secure grants, donations, and City funds to effectuate the work of the Commission. A Treasurer shall be elected from the Commission who will be responsible to submit financial reports to the Commission.
- F. Ethics Committee**
Investigates allegations of misconduct by members of the Commission and recommends a course of action or remedy. Committee will meet only upon request by any Commissioner.