

**BYLAWS
OF THE
RALEIGH ARTS COMMISSION**

Pursuant to Ordinance No. 578 (1977) of the City of Raleigh, North Carolina, the following Bylaws are adopted by the Raleigh Arts Commission (the “Commission”):

**ARTICLE I.
ORGANIZATION**

Section 1. Name: The name of the Commission shall be the “Raleigh Arts Commission.”

Section 2. Membership, Purposes and Activities: The membership, purposes and activities of the Commission shall be as provided by City of Raleigh Ordinance No. 578 (1978).

Section 3. Purposes: Pursuant to Ordinance No. 578 (1977), the purposes of the Commission shall be as follows:

- A. To advise the City Council on ways in which city government might best serve the public with regards to matters involving the arts;
- B. To encourage and aid the appreciation and awareness of, and participation in, the arts among all citizens of Raleigh;
- C. To encourage cooperation and coordination among individuals, organizations and institutions concerned with the arts in Raleigh;
- D. To promote and expand the cultural resources of Raleigh, thereby facilitating employment for artists and the development of self-sustaining arts programs;
- E. To formulate in cooperation with other City agencies a long-range plan for the development of a thriving cultural climate in Raleigh.

**ARTICLE II.
OFFICERS**

Section 1. Number: The officers of the Commission shall be a Chairperson, a Vice-Chairperson, and such other officers as may be appointed from time to time by the Commission.

Section 2. Election and Term: The officers of the Commission shall be elected by a majority of the Commission for a one-year term. Such elections shall be held at the Annual Meeting of the Commission. Each officer shall hold office during his or her term or until his or her death, resignation, disqualification, or until his or her successor is elected and qualifies.

Officers of the Commission may be reelected, or elected to a different office. Term limits for any office shall be two years of consecutive service.

Nominations for election to an office shall be made by the Nominating Committee and may be made by members of the Commission at any meeting in which officers are nominated and/or elections to office are held.

Section 3. Removal: Any officer elected by the Commission may be removed by the vote of two-thirds of the members of the Commission appointed to office with or without cause at any regular or special meeting of the Commission, but no vote for the removal of an officer shall be effective unless notice of the proposed removal shall have been given to the members of the Commission at least 10 days in advance of the meeting. Such notice shall be sent by the Chairperson at the request of the members proposing the removal.

Section 4. Vacancies: A vacancy occurring among the officers of the Commission may be filled by the Commission acting at any regular or special meeting of the Commission.

Section 5. Chairperson: The Chairperson shall be the principal executive officer of the Commission. The Chairperson shall preside at all meetings of the Commission. He or she shall serve ex officio as a member of all committees (except the Nominating Committee) created by the Commission, the Chairperson, or these Bylaws; he or she shall represent the Commission before the City Council of Raleigh; he or she shall have the power to create and appoint committees pursuant to Article III, Section 3 of these Bylaws; and, in general, he or she shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Commission from time to time.

Section 6. Vice-Chairperson: At the request of the Chairperson, or in his or her absence or disability, the Vice-Chairperson shall perform all the duties of the Chairperson and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson shall perform such other duties and have such authority as from time to time may be assigned by the Chairperson or the Commission.

ARTICLE III. COMMITTEES

Section 1. Executive Committee: The Commission may, by proper resolution, designate an Executive Committee composed of the Chairperson, the Vice-Chairperson, and designated committee chairpersons. Other members of the Commission may be nominated to the Executive Committee by the Chairperson and approved by the Commission. The Executive Committee shall exercise the powers of the Commission in the management of the affairs of the Commission, except at such time as the Commission is in session; provided, however, that the Commission shall have the power to direct, limit, or control the Executive Committee by resolution at any special or regular meeting, or by general rules adopted for its guidance.

Section 2. Nominating Committee: The Commission may, by proper resolution, designate a Nominating Committee composed of three members to be nominated by the Chairperson and approved by the Commission. The nominating Committee shall be a standing committee for the purpose of nominating the Chairperson and Vice-Chairperson, which nomination shall be reported to the Commission at the regular meeting held during the month of April. The Commission may direct, limit, or control the Nominating Committee by resolution at any special or regular meeting or by general rules adopted for guidance.

Section 3. Other Committees: The Chairperson or the Commission may designate other special or standing committees. Such committees shall report to and be responsible to the Chairperson and the Commission and the Commission may direct, limit, or control such committees by resolution at any special or regular meeting or by general rules adopted for guidance.

Section 4. Public Committee Members: The Chairperson may appoint individuals who are not members of the Commission to special or standing committees. Appointments are for one-year terms, with reappointments not to exceed 6 years. Removal of Public Committee Members shall be the same as for Commission members, as stated in Article II, Section 3. All appointments of Public Committee Members are as non-voting members.

Section 5. Notice of Committee Meetings: Various committees of the Commission shall meet as needed. The time and place of committee meetings shall be determined by the Chairperson of each individual committee. The usual manner of informing committees of their meeting dates and times is by electronic mail. If it becomes necessary to make any change in the time of any committee meeting, committee members shall be promptly notified.

ARTICLE IV. MEETINGS OF THE COMMISSION

Section 1. Regular Meetings: Unless notified otherwise, regular meetings of the Commission shall be held on the second Tuesday of each month in an available meeting room in the Municipal Building, the time and location of which will be published subject to Section 3 of this Article. The regular monthly meeting held during the month of June shall be designated the Annual Meeting. Subject to the requirements of Section 3 of this Article, the time and place of the regular meeting may be changed by the Chairperson.

Section 2. Special Meetings: Special meetings of the Commission may be called at any time by the Chairperson. In addition to the foregoing, the Chairperson shall call a special meeting at the written request of five members of the Commission.

Section 3. Notice of Meetings: Notice stating the time and place of a special meeting shall be electronically mailed not less than 48 hours before the date of such meeting at the direction of the Chairperson to each member of the Commission.

Notice of a regular meeting must be provided in the manner prescribed above if the time or place of such meeting has been changed.

Notice for any meeting may be waived by the written consent of all members of the Commission.

Section 4. Conduct of Meetings: All meetings shall be open to the public. Any questions concerning parliamentary procedure at meetings shall be determined by reference to Robert's Rules of Order Revised except where such rules conflict with the laws of the State of North Carolina, ordinances of the City of Raleigh, or these Bylaws. Robert's Rules of Order may be suspended by a two-thirds vote of the Commission members present at any meeting. Except as otherwise provided in these Bylaws, the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Commission.

Section 5. Quorum: A majority of the Commission appointed to office shall constitute a quorum for the transaction of business at any meeting of the Commission.

ARTICLE V. OFFICE OF THE EXECUTIVE DIRECTOR

Section 1. Executive Director: The Executive Director shall not be a member of the Commission. The Executive Director shall conduct all administrative affairs under the auspices of the Commission, and shall advise the Commission and supervise the staff required for this work. The Executive Director, or his or her designee, shall keep accurate records of the acts and proceedings of all meetings of the Commission, shall have general charge of the books and records of the Commission, and shall perform all duties incident to the Commission office.

Section 2. Assistants of the Executive Director: The Executive Director shall have such assistants and agents as may from time to time be provided by the City of Raleigh. Such assistants shall perform such duties as may be assigned from time to time by the Executive Director.

ARTICLE VI. LEGAL COUNSEL

Section 1. City Attorney: The City Attorney or his or her designated representative shall be the Legal Counsel for the Commission and its committees.

ARTICLE VII. MISCELLANEOUS PROVISIONS

Section 1. Conflict of Laws: In the event that anything contained herein shall conflict with an ordinance of the City of Raleigh or law of the State of North Carolina, such ordinance or law shall control.

Section 2. Amendment: These Bylaws may be amended by the affirmative vote of two-thirds of the members of the Commission appointed to office, provided that such amendment shall have first been presented to the membership in writing at a regular or special meeting preceding the meeting at which the vote is taken.

THESE BYLAWS WERE APPROVED AND ADOPTED AT THE RALEIGH ARTS COMMISSION REGULAR MEETING ON FEBRUARY 14, 1978.

Joe Cresimore, Chairperson

AMENDMENTS TO THESE BYLAWS WERE APPROVED AND ADOPTED AT THE RALEIGH ARTS COMMISSION REGULAR MEETING ON JANUARY 9, 1990.

Jane Purser, Chairperson

AMENDMENTS TO THESE BYLAWS WERE APPROVED AND ADOPTED AT THE RALEIGH ARTS COMMISSION ANNUAL MEETING ON JUNE 14, 1994.

Jill Gammon, Chairperson

AMENDMENTS TO THESE BYLAWS WERE APPROVED AND ADOPTED AT THE RALEIGH ARTS COMMISSION REGULAR MEETING ON MAY 13, 1997.

John I. Mabe, Jr., Chairperson

AMENDMENTS TO THESE BYLAWS WERE APPROVED AND ADOPTED AT THE RALEIGH ARTS COMMISSION REGULAR MEETING ON AUGUST 10, 2004.

Beth Yerxa, Chairperson

AMENDMENTS TO THESE BYLAWS WERE APPROVED AND ADOPTED AT THE RALEIGH ARTS COMMISSION REGULAR MEETING ON APRIL 8, 2008.

Brian Starkey, Chairperson

AMENDMENTS TO THESE BYLAWS WERE APPROVED AND ADOPTED AT THE RALEIGH CITY COUNCIL MEETING ON MAY 6, 2008.