

# Clarksville Public Art Commission By-Laws

## Article I

### **NAME**

The name of the organization shall be the Clarksville Public Art Commission, also referred to as the CPAC.

## Article II

### **MISSION**

The Public Arts Commission's responsibilities shall include the following:

- (1) To advise the Mayor and City Council on all matters pertaining to public art and the Public Art Program as they may require.
- (2) Prepare a survey / inventory and maintain same which identifies current public art pieces and which contains an assessment of the physical condition of each;
- (3) Prepare and present to the City Council for review and approval a Public Art Program which contains or addresses the following:
  - (a) A Public Art Plan which contains an overall city-wide vision for the future development, creation, implementation and inclusion of public art within the public spaces, facilities, buildings and structures of the City;
  - (b) A proposal for private and / or public funding of the work of the Commission and a City Public Art Program;
  - (c) A draft of guidelines, rules, policies and / or procedures pertaining to the display and presentation of public art, the commissioning and de-commissioning of public art, maintaining and conserving public art, the acquisition of public art by the City or the acceptance by the City of donated public art, and selection criteria for the selection of artists and artwork for future projects;
  - (d) Such other matters as the Commission may determine necessary in furtherance of the Public Art Program.
- (4) Providing periodic reports to the Mayor and City Council as required by them and at least annually pertaining to the activities of the Commission;
- (5) Ensuring widespread public participation in the Public Art Program and producing and disseminating educational and promotional materials related to the Public Art Program.

## Article III

### **MEMBERSHIP**

Section 1. The Public Arts Commission shall be composed of nine (9) total voting members and one ex-officio member. Five (5) voting members shall be appointed by the Mayor, subject to City Council approval. At least two (2) of these five (5) voting members shall be artists in the field of visual art. In addition to the five (5) voting members appointed by the Mayor and approved by the City Council, the following shall also be voting members of the Public Arts Commission: one (1) member of the City Council to be selected by the Mayor; the Chairman of the Board of Directors for the Clarksville Arts and Heritage Development Council; the Executive Director of the Clarksville Montgomery County Museum; and the Director of the City of Clarksville

Department of Parks and Recreation or his or her designee. The Mayor of the City of Clarksville shall be a non-voting *ex-officio* member of the Public Arts Commission.

Section 2. (1) Terms for each voting member appointed by the Mayor and approved by the City Council shall be for a period of four (4) years, except for initially appointed members, whose initial terms shall be as provided below to allow for staggered terms. The City Council member appointed by the Mayor shall serve for a period of two (2) years. All other voting members shall serve as members for the duration of the time they hold their position within the named organizations or department above. No voting member appointed by the Mayor and approved by the Council may serve more than two (2) consecutive terms, except that members appointed by virtue of their position within the organizations or department referenced above shall not be subject to term limits. (2) With regard to initial terms for voting members appointed by the Mayor and approved by the City Council, two (2) such voting members shall serve an initial term of four (4) years each; two other such voting members shall serve an initial term of three (3) years each; and one other such voting member shall serve an initial term of one (1) year (3) If any voting member appointed by the Mayor and approved by the City Council resigns from or otherwise ceases to be a member of the Public Arts Commission for any reason before the expiration of his or her term, a new member shall be appointed by the Mayor, subject to City Council approval, to serve the remainder of the former member's unexpired term. Service during any unexpired term shall count as a term for the purpose of computing the limit on consecutive terms. If a vacancy occurs during the term of the City Council member appointed by the Mayor, the Mayor shall appoint another City Council member to serve for a full two (2) year term. All other vacancies of members appointed by virtue of their position within the organizations or department referenced above shall remain vacant pending the filling of the position.

Section 3. Members who miss three (3) meetings during the calendar year without prior notice to the secretary of the CPAC, display conduct deemed unprofessional and/or detrimental to the organization, show signs of incompetence, or fail to cooperate in efforts to achieve the objectives of the Commission, will be recommended to the Mayor and City Council for removal.

Section 4. Members of the Public Arts Commission shall not receive any monetary compensation for their service on the Commission.

#### Article IV **OFFICERS**

Section 1. The members of the Public Arts Commission shall elect officers for the Commission. One member shall be elected to serve as Chairman of the Commission; one member to serve as Vice-Chairman of the Commission; and one member to serve as Secretary / Treasurer for the Commission. Officers may not hold more than one office at the same time.

Section 2. A vacancy in any elected office shall be filled by a majority vote of the membership.

#### Article VI **MEETINGS**

Section 1. Regular meetings of the CPAC shall be scheduled. Special meetings may be called by the Chair or by a simple majority of the members of CPAC. The City of Clarksville's Clerk must be notified of all meetings and sent an agenda no less than 24 hours of the scheduled meeting.

Section 2. Notices of special meetings shall be given one week prior to the meetings if possible. The nature of the business shall be stated. Any and all business may be transacted providing a quorum is present.

Section 3. A simple majority vote shall decide all matters brought before the CPAC. In case of conflict, the By-laws shall take precedence.

Section 4. All board meetings shall be conducted by "Robert's Rules of Order Revised".

#### Article VII

Notice on any proposed amendments to the By-Laws must be given in writing to each member at least five (5) days prior to any regular or special meeting. A simple majority vote is required to amend the By-laws. Any amended section shall be dated and the entire By-laws signed by the acting secretary at the time of the latest amendments.

Adopted by the Public Arts Commission on October 24, 2012.