

CITY OF MILPITAS
ARTS COMMISSION

BYLAWS

The Milpitas City Council established the Arts Commission on July 6, 2000.

Section 1. Purpose

The Arts Commission is established by Ordinance No. 226.2 and works in an advisory capacity to the City Council on matters pertaining to supporting and promoting the Arts in the City of Milpitas

Section 2. Membership

The Arts Commission is composed of seven (7) members (one of which is a Milpitas Unified School District Board Member) and two (2) alternates appointed by the Mayor and approved by the City Council.

Section 3. Term of Office and Removal

The term of office of Commission members will be three years. Said term will begin October 1 of the first year and expire on September 30th of the third year. Members are expected to attend all meetings. Any member with three or more unexcused absences in a 12-month period shall be reported to City Council with a recommendation for removal from the Commission. Any member of the Arts Commission may be removed from office by a majority vote of the City Council at a regularly scheduled Council meeting. Alternates shall be held to the same terms as regular members, with the expectation that all appointed alternates attend all meetings and will be reported to the City Council with a recommendation for removal from the Commission, when they reached three or more unexcused absences.

Section 4. Vacancies

Vacancies will be filled for the unexpired portion of the same manner as the original appointment.

Section 5. Officers

A Chairperson and Vice Chairperson will be annually selected at the first meeting of the calendar year from the appointed members for a term of one year. The Chairperson will call for meetings and preside over all sessions. In the absence of the Chairperson, the Vice-Chairperson will preside. In the absence of both the Chairperson and Vice Chairperson, the member with highest seniority will preside.

Section 6. Meetings

The Arts Commission shall hold regular meetings on the fourth Monday at 6:00 PM on alternating months, January, March, May, July, September and November. Should a scheduled meeting occur on a holiday, said meeting will be deferred to the same day of the following week. All meetings shall be open to the public. Special meetings of the Arts Commission may be called by majority of the members, Chairperson, or City Council. Notice of any special meeting shall be given as required by law. The Arts Commission will follow Robert's Rules of Order.

Section 7. Quorum

Any four (4) members shall constitute quorum for the transaction of business.

Section 8. Voting

Voting authority is extended to seven (7) members. An alternate member shall vote only if seated in the absence of a regular member. In the event that one regular member is absent, alternate members shall be seated in order of their alternate position.

Section 9. Duties of Committee to be Advisory Only

It is intended that the Commission shall be an advisory agency to the City Council. Nothing herein contained shall be construed as a limitation on the power of the City Council for the administrative staff of the City in their supervision or authority over property or personnel which are under their jurisdiction.

PROPOSED SECTION REGARDING COMMITTEES

Section 10. Designation of Committees

The Arts Commission may designate committees to advise the Commission in the planning or operation of special programs. Such committees shall be designated by the Commission with at least one non-voting Arts Commissioner serving as liaison to the committee.

Section 11. Assistance of Staff

The City Manager of the City of Milpitas shall provide the Arts Commission with such information and staff assistance as the Arts Commission may from time to time request subject to limitations imposed by the City Council. The Recreation Services Supervisor shall attend meetings of the Arts Commission and submit such reports as said Commission may request and as deemed necessary or desirable, subject to limitations imposed by the City Council.

Section 12. Amendments

These Bylaws and operating procedures may be amended by simple majority of those voting at any legal Arts Commission meeting, subject to approval by the City Council.

PASSED AND ADOPTED by the Arts Commission on the 22nd day of January, 2001.

PASSED AND ADOPTED by the Milpitas City Council on the _____ day of _____, 2001.

PASSED AND ADOPTED by the Arts Commission on the 28th day of November, 2005.

**City of Milpitas
Arts Commission
Work Plan
2009**

Arts Commission Mission Statement

“The Milpitas Arts Commission, in order to enhance the quality of life in its community, shall promote, provide and encourage the arts in the City of Milpitas.”

Work Plan Summary

- MACG Grant Facilitation and Certificate Presentations
- Phantom Art Gallery Juroring - Milpitas Community Center/Milpitas Library
- Phantom Art Gallery Exhibit Openings – Milpitas Community Center
- Center for the Performing Arts - Long term
- Participate in Special Events

Overall Goal	Specific Action(s) Required	Goal Deadline	Required Resources
Milpitas Arts and Culture Grant Program (MACG)	Select Grant applications for funding, attend events and present Certificate of Commendation to the Arts	FY 08-09 Event Calendar dates 3/09-6/09	AC City Staff
Phantom Art Gallery	Select qualified artists and host exhibit openings for the Phantom Art Gallery and the Milpitas Library	Ongoing	AC City Staff Library Staff
Lobby to Promote Center for the Performing Arts in Milpitas	Visit Planning Commission and Library Commission	Ongoing Long-term	AC
Special Event Arts Activities	Assist in Special Events where appropriate, creating and facilitating activities supportive of the Arts	Ongoing	AC City Staff