

Southfield

Public Arts Commission By-Laws

Mission Statement

The Southfield Public Arts Commission was established to advise the City Council on matters affecting public art within the City. The Southfield Public Arts Commission recognizes that public art creates a unique sense of place and distinction, enjoyment and pride for all citizens, businesses, and visitors to the City of Southfield. The goal of the Southfield Public Arts Commission is to create a stimulating environment that reflects and enhances the City's heritage, diversity, and character through public artworks integrated in the architecture, infrastructure, and landscape of the City. The Southfield Public Arts Commission administers and develops projects which accomplish this mission by:

- Provide a system of review for acceptance and placement of public art within the City;
- Provide a means to improve and maintain visual and cultural aspects of the City;
- Expand public experience through exposure to various public art forms which enhance and improve public and private facilities and the City's environment;
- Encourage and stimulate citizens, developers, landowners, contractors and architects to support public displays of art for public enjoyment.

Article I: Name

The name of the Commission shall be the Southfield Public Arts Commission (the "Commission").

Article II: Purpose and Objectives

The Commission was formed pursuant to Ordinance No.1630, enacted by the Southfield City Council on September 22, 2014, based upon the findings of the City Council that the advancement and support of public art can assist in building the economy of the city through promotion of tourism and economic development, enhance the city's character and identity, promote the cultural heritage and artistic development of the city, expand

the opportunities for residents to experience public art, and improve the lives of its citizens through the humanization and individualization of public spaces and structures.

Article III: Membership

- A. Commission members shall be comprised of individuals possessing a demonstrated experience and knowledge of the arts. The Commission shall consist of nine (9) members, six (6) of whom are appointed by the City Council, and the remaining three (3) shall be appointed by the Mayor, with confirmation thereof by the City Council.
- B. The City Planner, the City Parks and Recreation Landscape Architect, and the City Librarian shall serve as ex-officio (non-voting) members of the Commission. The City Planner will serve as the City staff liaison to the Commission.
- C. Members shall serve on this commission on a voluntary, non-paid basis.
- D. Vacancies on the Commission shall be filled by City Council appointment. Members of the Commission may be removed for cause by the appointing authority.
- E. Three consecutive absences from a meeting during a member's term shall constitute a resignation, unless an explanation is received and approved by a majority vote of the Commission. Four absences from a meeting by a member within any 12 month period shall constitute a resignation, unless an explanation is received and approved by a majority vote of the Commission.

Article IV: Officers

- A. The Commission shall consist of the following officers:
 - 1. Chairperson
 - 2. Vice Chairperson
 - 3. Secretary
 - 4. Treasurer
- B. Election of officers shall be held at the Commission's first meeting and annually thereafter at the regular January meeting.
- C. No person shall hold more than one office at the same time.
- D. The term of officers shall be for one year, or until their successors are elected.

Article V: Duties of Officers

A. The Chairperson shall:

1. call and preside at all meetings
2. represent the Commission to the City Council and other official bodies
3. serve as ex-officio on all committees
4. appoint chairpersons of all committees for his/her term of office
5. represent the Commission in the community

B. The Vice-Chairperson shall:

1. serve in the absence of the chairperson and assume additional responsibilities delegated by the chairperson

C. The Secretary shall:

1. serve in the absence of the chairperson and assume additional responsibilities as delegated by the chairperson
2. ensure that the Commission members and liaisons are notified of all meetings
3. take and maintain minutes and records of all Commission meetings. In the secretary's absence, the taking and preparing of minutes will be conducted by the Treasurer and forwarded to the chairperson for distribution to Commission members and City staff liaisons.
4. distribute minutes to Commission members and City staff liaisons
5. determine that a quorum is present
6. maintain the file of correspondence
7. keep a current roster of Commission members
8. obtain needed signatures

D. The Treasurer shall:

1. be responsible for keeping an accurate account of receipts and disbursements.
2. be responsible for making monthly reports of the status of the financial situation of and amounts in the Public Art Trust Fund held by and in the name of the City of Southfield.
3. be responsible for preparing a proposed annual budget for the Commission in cooperation with the City Planner and City Administrator.

Article VI: Meetings and Quorum

- A. Commission meetings shall take place on not less frequently than a monthly basis. In conflicting situations, meetings may be changed or postponed at the call of the chairperson.

- B. Special meetings may be called by the chairperson or shall be called upon the written request of a majority of Commission members. Notification of regular meetings shall be provided at least seven days in advance, and special meeting notification shall be provided at least 18 hours in advance. Notice of Commission meetings shall be given in accordance with the Open Meetings Act (P.A. 267 of 1976) and all meetings shall be held in compliance therewith.
- C. Fifty percent (50%) of Commission members, appointed and serving, shall constitute a quorum for the transaction of business.
- D. If, at the call of a meeting, a quorum is not present, the chairperson may proceed with the meeting, however, no action of said meeting becomes official until voted upon at a meeting where a quorum is present.
- E. All Commission meetings shall be governed by Roberts Rules of Order where not in conflict with these bylaws.

Article VII: Committees

- A. The Chairperson may establish standing committees and, whenever necessary or appropriate, create special committees. Standing committees shall be named in amendments to the by-laws and shall function from year to year until dissolved by a vote of the commission, provided a quorum is present. Special committees may be established to perform special projects or functions, and shall be dissolved upon completion of the special projects or functions for which they were created.
- B. All committee chairpersons and committee members shall be appointed by the chairperson of the Commission.
- C. Committee chairpersons must be members of the Commission. Members of the standing committees and/or special committees are not required to be members of the Commission.
- D. The Committee chairpersons shall furnish a written annual report to the Commission chairperson to be submitted during the regularly scheduled monthly meeting in January each year. A summary of these reports will be presented by the Chairperson to the membership at the next regularly scheduled monthly meeting.

Article VIII: Financial Procedures:

- A. The Commission's financial procedures shall be undertaken in accordance with the rules, regulations, and procedures established and followed by the City of Southfield.

Article IX: Publicity and Marketing:

- A. The Commission's publicity and marketing efforts shall be undertaken in conjunction with the practices and policies established and followed by the City of Southfield.

Article X: Amendments:

These bylaws may be amended by a two-thirds vote of those present at a regular meeting, provided that a quorum is present, and that the proposed changes have been submitted to the membership in writing at least two weeks in advance of the meeting.