

BY-LAWS  
of the  
FINE ARTS COMMISSION  
of the CITY OF CHESAPEAKE  
ADOPTED February 28, 2006  
9/15/16

**ARTICLE I**

Name

The name of this body shall be Fine Arts Commission of the City of Chesapeake, Virginia.

**ARTICLE II**

Membership

- A. The Commission shall consist of fourteen (14) members with voting authority, appointed at large by the Chesapeake City Council, and up to five (5) honorary non-voting members, whose purpose shall be to make studies and recommendations to the Council for the proper development of the cultural center and other cultural and related facilities throughout the city as required by **City Code Sec. 2-376 (Created; Purpose)**
- B. The fourteen Voting members of the Fine Arts Commission shall be representative, community-wide citizens of the city or persons who have demonstrated an interest in fine arts who are employed by businesses that operate in and pay taxes to the city, and the five honorary, non-voting members shall be persons who have demonstrated an interest in fine arts, but there shall be no requirement for the honorary, non-voting members to reside or to be employed within the city. All members shall be appointed by the Council and shall serve without compensation.

A quorum shall consist of a majority of the *voting* members as required by **City Code Sec. 2-377 (Qualifications, appointment, compensation, quorum)**

**ARTICLE III**

Mission and Objectives

The mission of the Chesapeake Fine Arts Commission is to serve as the voice for the Chesapeake arts community by increasing the public awareness of the values and significance of music, architecture, drama, dance, sculpture and painting by providing diverse activities and culturally-enriched programs throughout the year that are accessible to all Chesapeake citizens.

The Objectives of the Commission shall be:

- A. To make, or arrange for, studies of the needs of the cultural groups and the citizens of Chesapeake for public cultural facilities; then based on these studies, make recommendations to the City Council.

- B. To promote participation in, and appreciation of, fine arts throughout Chesapeake.
- C. To cooperate with similar councils in the metropolitan area for the coordination and mutual support of cultural activities.
- D. To review proposals for support from area arts organizations and to act as a vehicle for the sub-granting of city-designated funds.
- E. To work cooperatively with the Friends of the Arts (D/B/A Arts Alive! Chesapeake) in order to ensure that its influence will be positive and meaningful throughout the city.
- F. To promote community interest, participation and appreciation in the fine arts by sponsoring diverse activities
- G. To endeavor to ascertain from surveys the social and economic benefits realized by the city from CFAC-sponsored activities of the participants, attendees and other people and agencies in the community.

## **ARTICLE IV**

### Officers and their Duties

Section 1      The officers of the Fine Arts Commission shall consist of a Chairperson, Vice-Chair person. The Fine Arts Commission shall choose one of its voting members to be Chairmen for a term of one year as required by **City Code Sec. 2-379 (Chairman)**

Section 2      The duties of the Chairperson shall be:

- A. To preside at all meetings of the Commission.
- B. To appoint all standing and special committees with approval of the Commission.
- C. To be ex-officio member of all committees except the nominating committee.
- D. The Chairperson, as an appointed member, shall have the privilege of discussing all matters before the Commission and to vote thereon according to Article VIII, Section 3 of this document.
- E. To call any special meeting of the Commission.
- F. To appoint the Commission’s parliamentarian.
- G. To arrange for notification (electronic and/or otherwise) of regular meetings to be sent to Commissioners not less than 5 days in advance of any regular meeting.

Section 3      The duties of the Vice-Chairperson shall be:

- A. If the Chairperson for any reason vacates the chair or is absent, the Vice-Chairperson shall take the chair unless he also, because of involvement in the debate or for any other reason, should disqualify himself from presiding in the particular case.
- B. When acting as Chairperson, the Vice-Chairperson shall perform the same duties as listed in Article V, Section 2 of this document.

- C. As an appointed member, the Vice-Chairperson shall have the privilege of discussing all matters before the Commission and to vote thereon unless sitting in the capacity of Chair during which Article VIII, Section 3 of this document applies.
- D. To serve with the Chairperson as ex-officio member of all committees except the nominating committee.

Section 4 If neither the Chairperson nor Vice-Chairperson is present, a member will call the meeting to order, and the assembly will immediately elect a chairperson pro tem to preside during that session. Such office is terminated by the entrance of the Chairperson or Vice-Chairperson, or by the election of another chairperson pro tem.

**ARTICLE V**  
Committees

The Commission will consist of the following standing committees: Executive, Grants, Arts Education, Budget/Long Range Planning, Facility/ Programming and Friends of the Arts. Committees, with the exception of the Executive Committee, will consist of a Chairperson and a minimum of two additional Commission members.

Duties of Committees:

Section 1 The Executive Committee shall consist of the Chairperson, the Vice-Chairperson, the Administrative Liaison and the immediate past Chairperson, if that individual is still a member of the Commission. Its function shall be to hold meetings and to act on issues of necessity. Executive actions will be ratified at the next regular meeting of the Commission having a quorum present.

Section 2 The Budget/Long Range Committee shall review and make budget recommendations to the Commission.

Section 3 The Grant Committee shall review and recommend to the Commission the funding of all grants and co-sponsorships.

Section 4 The Arts Education Committee shall review and recommend all arts education programs that the Commission conducts or sponsors.

Section 5 The Facility /programming Committee shall pursue the construction or acquisition of a cultural arts facility in the City of Chesapeake and promote and plan programs for the facility.

Section 6 The Chesapeake Fine Arts Committee shall work cooperatively with the Friends of the Arts (D/B/A Arts Alive!) organization to ensure that its influence will be positive and meaningful in its pursuit of stimulating participation in and appreciation of the arts in the City of Chesapeake.

Section 7 Any other standing and special committees shall be created or dissolved by the Commission as circumstances dictate.

**ARTICLE VI**  
Election of Officers

Section 1 The Chairperson shall appoint a Nominating Committee at the April meeting of each fiscal year. The Nominating Committee shall be approved by the Commission and be comprised of a chairperson and two other members. This committee shall present a slate of officers at the next meeting of the Commission. Nominations from the floor shall be in order with regular election procedure to follow. Election shall be by voice vote unless there is more than one nominee for any office; then voting shall be by ballot, with a majority electing.

Section 2 A candidate receiving a majority vote of the appointed members of the Commission shall be declared elected and shall serve a term of one fiscal year. Such term shall begin on July 1 of the next fiscal year. Elected officers may not serve more than two full consecutive terms in the same office. Officers are eligible for re-election after an interim of two fiscal years. Regular election procedure shall be used to fill vacancies. Vacancies will be filled for the remainder of the original term.

**ARTICLE VII**  
Terms of Office

Each Commissioner's term of office will be in accordance with **Chapter 2, Article 5, Section 306 (Term Limitations)**

Section 1 Notwithstanding any other provision of this code to the contrary, no member of any City board, commission committee or similar agency for which the Council has appointive authority and whose terms of membership are not prescribed by state statute or act of assembly shall serve for more than two consecutive terms. However, persons appointed to fill less than one-half of the term of a vacancy may serve two additional consecutive terms.

Section 2 City and state officials and employees who serve in their official capacity on any board, commission, committee or similar agency shall be exempt from the term limitations of this section.

Section 3 The 14 voting members serving on the Fine Arts Commission shall be appointed for staggered terms of four years. Vacancies shall be filled by the Council by appointment for the unexpired portion of the term as required by **City Code sec. 2-378 (Terms; vacancies)**

Section 4 The five honorary, non-voting members on the Fine Arts Commission shall be appointed for terms of four years; vacancies shall be filled by the Council by appointment for the unexpired portion of the term. There shall be no restriction on the number of terms an honorary, non-voting member may serve as required by **City Code Sec. 2-738 (Terms; vacancies)**.

### **ARTICLE VIII** Motions and Voting

Section 1 A majority of the voting members of the Commission shall constitute a quorum for ordinary business transactions. Voting shall be by voice unless a roll call vote is requested immediately by a member of the commission.

Section 2 In any official recommendation to be presented by the Commission to the City Council, a roll call vote shall be recorded in the minutes of the meeting.

Section 3 The Chairperson may vote whenever his vote will affect the result, i.e. to break or to cause a tie.

### **ARTICLE IX** Meetings

Section 1 The Chairperson shall set a date and time of all regular Commission meetings.

Section 2 Special meetings may be called by the Chairperson under the following circumstances:

- A. A special meeting may be held at any time. A twenty-four (24) hour notice of special meetings must be given to all Commission members. To conduct business, a special meeting requires quorum.
- B. The Chairperson shall call a meeting when requested to do so in writing by a majority of the Commission membership.

**ARTICLE X**  
Attendance of Members

The members' attendance will be in accordance with **Chapter 2, Article 5, Section 307 (Removal)**

Section 1

Notwithstanding any other provisions of the Code to the contrary, any member of a City board, commission, committee or similar agency for which the Council has appointive authority and whose procedure for removal is not prescribed by state statute or act of assembly may be removed for cause by formal vote of the City Council, provided that such member first be given a written statement of the causes and an opportunity to be heard thereon. In regard to attendance, failure of a member to attend at least 75 percent of the regularly scheduled meetings of the agency held within any calendar year shall automatically constitute cause for removal, provided however that the same requirements of notice and opportunity for hearing shall apply. Absences may be excused at the discretion of the Chair and/or Vice Chair prior to the meeting and will be recorded in the minutes of the meeting.

**ARTICLE XI**  
Amendments

Section 1

Changes may be made to the by-laws with affirmative recorded roll call vote of eight (8) members of the Commission. Changes in the by-laws shall be made only if notice is given at the meeting preceding the date at which the change is to be voted upon unless such notification shall have been given in writing to each member of the Commission at least seven (7) days in advance of the meeting.

**ARTICLE XII**  
Parliamentary Authority

Robert's Rules of Order Newly Revised, [1990 edition, ninth edition], shall be the parliamentary authority for this Commission on all points not specified in these by-laws.