

**SELMA ARTS COUNCIL  
BY-LAWS  
(Revised October 8, 2020)**

**I. COUNCIL CREATED**

The Selma Arts Council is an agency of the City of Selma. The Selma Arts Council serves as an advisory, investigative, fact-finding and production body formed by the Selma City Council to encourage, promote and celebrate the Arts in all their forms. The Selma Arts Council will also work to promote use of the Selma Arts Center as a resource for the community, and develop policies and standards for rental use of the facilities to insure usage does not detract from the image and preservation of the arts.

**II. MEMBERSHIP AND APPOINTMENTS**

The Arts Council shall be composed of thirteen (13) thirteen regular members and (1) one alternate member. The alternate member has voting rights when a regular member(s) is absent. In the case all 13 regular members are in attendance, the alternate member may have input but no voting rights. The citizen at large members shall be appointed by the Arts Council. Each member shall serve a two (2) year term.

**III. TERMS AND OFFICERS**

Members of the Arts Council shall serve a two-year term. At large members may reapply for successive terms. Should a vacancy occur on the Arts Council for any reason, the vacancy shall be filled for the unexpired term by the Arts Council. From within its members, the Arts Council shall elect for a term of one year a Chairperson, Vice-Chairperson and Secretary. Elections shall be held annually at the scheduled July meeting. Prior to any scheduled meeting, either regular or special session, it is the responsibility of each member to notify either the Chairperson or City staff of possible non-attendance at the meetings. Upon accrual of two (2) non-excused absences within the term of two years, a member may be requested to appear before the officers of this Council to survey the incumbent's ability to serve on the Council. If it is found the incumbent is committed to serve, the matter shall be dismissed. (Excused absences consist of work related issues, emergencies (illness included) and out of town). Upon a third non-excused absence within a two (2) year term, a member shall be asked to gracefully resign for his/her appointment. If a resignation is not received, it shall become the prerogative of the members of the Arts Council to recommend dismissal. This recommendation for dismissal shall be made to the City Manager.

**IV. DUTIES**

**Chairperson:** The responsibilities of the chairperson are to:

- Chair meetings.
- Plan meetings and develop the agenda in conjunction with member of staff.
- Provide leadership and ensure the effective operation of the governing body.
- Ensure that decisions made at meetings are implemented.
- Work closely with City Staff Liaison to the Arts Council.
- Provide a focus for the governing body of the organization (please note, however, that the chairperson shall have no more authority than any other member unless agreed to by action of the Arts Council.
- Act as a spokesperson for the organization and/or the governing body.

**Vice - Chairperson:** The main role of the vice chairperson is to preside over meetings when the chairperson is absent. The responsibilities of the vice chairperson are to:

- Stand in for the chairperson if s/he is away
- Assist the chairperson with matters between meetings
- Deal with specific tasks or issues as defined by the governing body (for example, chairing meetings or dealing with personnel matters).

**Secretary:** The role of the secretary at its most basic is to keep accurate minutes of meetings.

The responsibilities of the secretary are to:

- Help the chairperson to plan meetings
- Organize logistics of meetings
- Deal with committee correspondence.

## **V. COMPENSATION AND STAFF LIAISON**

All members of the Arts Council shall serve without compensation. Staff support for the Arts Council will come from both Administration and the Recreation and Community Services Departments.

## **VI. MEETINGS**

Regularly scheduled meetings will be determined by the Arts Council. Special meetings of the Arts Council can be called by the Chairperson. It shall be the duty of the Chairperson or Vice-Chairperson to preside over all meetings. Seven (7) members constitute a quorum.