

Adams County Visual Arts Commission
Bylaws

Adopted on September 21, 2016

- I) Name and Location
 - a. The name of this Commission shall be the “Adams County Visual Arts Commission” (hereinafter “Commission”). It shall be located in Adams County and its principal address shall be 4430 S. Adams County Parkway, Brighton, CO 80601. The Commission may meet and conduct business at such locations within Adams County as it deems appropriate.
- II) Mission & Funding
 - a. The Commission’s mission, as defined in Resolution 2016-244, includes the promotion of public art, cultural, historical and scientific activities in Adams County.
 - b. The Commission shall, per said resolution, be provided with ½ of 1% total construction cost on any new county-owned building to carry out its mission and that of the Office of Cultural Affairs.
 - c. The Commission shall submit annual budget requests through the Office of Cultural Affairs.
- III) Roles and Responsibilities
 - a. The Commission has been established by Resolution 2016-244 in order to promote and support public art, cultural, historical and scientific activities in Adams County.
- IV) Membership and Terms
 - a. The members of the Commission shall be those individuals appointed by the Board of County Commissioners of Adams County. The Commission shall consist of seven (7) members. The term of office shall be three years, except that the terms of the initial members shall be staggered and may be one, two, or three years, as decided by lot.
 - b. There are no limitations to the number of terms that a member may serve.
 - c. Members serve from the day of appointment to January 31st of the third calendar year thereafter.
 - d. A member may resign at any time by giving notice in writing to the Commission, its Chairperson, Cultural Affairs Liaison and/or the Adams County Board of Commissioners.
 - e. A member may be removed at any time by the Adams County Board of County Commissioners, with or without cause.
 - f. The Commission may recommend that the Adams County Board of County Commissioners removes a member for cause including unexcused absences from two or more consecutive Commission meetings. Any replacement Member shall serve the remainder of the removed Member’s term.
- V) Meetings
 - a. The Commission shall meet at least once a quarter.
 - b. Regular scheduled meetings shall be determined by the Commission and Staff.
 - i. Commission members will receive notice of meetings via email or telephone at least seven (7) days prior to the meeting.
 - c. Special meetings may be held at the call of the Adams County Board of County Commissioners or the Executive Committee of the Commission.
 - i. Special meeting notices will be received by the Commission at least two (2) days prior to meeting via email or telephone.

- d. Notices for meetings will be posted at location of meeting at least twenty-four (24) hours prior to the meeting.
 - e. Members shall give notice to the Commission and/or Staff to constitute an excused absence from any meeting.
 - f. A simple majority of the total Commission members shall constitute a quorum.
 - g. The act of a majority of the members present at a meeting is the act of the full Commission.
- VI) Parliamentary Authority and Order of Business
- a. To the extent practical, rules of general parliamentary procedure shall be followed.
 - b. The order of business for the Commission shall be substantially as follows:
 - i. Roll Call and determination of quorum
 - ii. Approval of Agenda
 - iii. Approval of Minutes from previous meeting(s)
 - iv. Public Comment period
 - v. New Business Items
 - vi. Next scheduled meeting
 - vii. Adjournment
- VII) Officers and Elections
- a. At its first meeting after January 31 of a given year, the Commission shall have an election of Officers that includes a Chair and Vice-Chair.
 - i. Officers shall be elected annually by a majority vote of the Commission.
 - ii. Officers shall assume their duties upon election and serve one (1) full year.
 - iii. Officers must be a member of the Commission.
 - iv. Officers may succeed themselves in office.
 - v. No two offices may be held by the same individual.
 - b. Election of Officers
 - i. Any member of the Commission may nominate himself or herself or another member of the Commission.
 - ii. The Commission member must give consent to be nominated by another member of the Commission.
 - iii. Elections will be voice vote if only one member is nominated for one office.
 - iv. If more than one nomination for one office, vote will be by paper ballot and given to Staff.
 - v. Staff will verbally tally votes in front of the Commission.
 - vi. A tie in voting shall be resolved by lot.
 - vii. The Commission will not allow absentee, mail-in, or proxy voting.
 - c. Vacancy
 - i. Any vacancy in any office shall be filled for the unexpired term by an individual elected at the first Commission meeting after the vacancy occurs.
 - d. Officer removal
 - i. Refer to Section IV for removal of officers.
- VIII) Duties of Officers
- a. Chair
 - i. Shall preside at Commission meetings
 - ii. Consult with staff liaison in drafting the meeting agenda
 - iii. Attend Board of County Commissioner meetings as needed to represent the Commission.
 - iv. Keep discussions orderly, focused, efficient, impersonal, and fair.

- b. Vice-Chair
 - i. Act as an assistant to the Chair.
 - ii. Shall execute the duties of the Chair when the Chair is absent.
- IX) Standing and Ad Hoc Committees
 - a. Standing Committees
 - i. Executive Committee
 - 1. Membership shall be the Chair, Vice-Chair and staff liaison.
 - b. Ad Hoc Committees
 - i. The Commission shall stand up ad hoc committees when the Commission deems appropriate to facilitate new duties given to the Commission.
 - ii. A committee shall consist of at least three (3) members of the Commission.
 - iii. Any member can be on the committee.
 - iv. Committees will be established by the majority of the Commission.
 - v. The Commission will give the Committee the following:
 - 1. Specific Purpose/mission.
 - 2. Timeline to complete mission.
 - vi. The Commission will disband the Committee when the purpose/mission is completed or the Committee is no longer deemed necessary by the majority of the Commission.
 - 1. This decision will be made by a majority of the Commission.
- X) Staff Liaison
 - a. The Cultural Affairs Liaison will provide support to the Commission. The Liaison shall:
 - i. Attend all meetings.
 - ii. Prepare agendas in conjunction with the Commission chair.
 - iii. Provide background and context on agenda items.
 - iv. Alert the Commission of possible detrimental actions.
 - v. Offer professional expertise and recommendations about an issue.
 - vi. Keep the Commission focused on priorities.
 - vii. Ensure that motions and minutes reflect the intent of the Commission.
 - viii. Educate new members about their role and responsibilities.
 - ix. Will serve as the single point of contact between the Commission and county management.
 - b. Adams County Staff
 - i. Employees of Adams County staff may be directed by county management to support the Commission in a variety of roles and responsibilities.
- XI) Amendment of bylaws
 - a. These bylaws may be amended by majority vote of the Commission and the Adams County Board of County Commissioners.