

**BY-LAWS OF THE  
ARTS AND CULTURE COMMISSION  
OF  
CONTRA COSTA COUNTY**

**1. STATEMENT OF PURPOSE**

The function of the Arts and Culture Commission of Contra Costa County (AC5) is to advise the Board of Supervisors on matters and issues relevant to Arts and Culture, to advance the arts in a way that promotes communication, education, appreciation and collaboration throughout Contra Costa County; to preserve, celebrate, and share the arts and culture of the many diverse ethnic groups who live in Contra Costa County; to create partnerships with business and government; to increase communications and understanding between all citizens through art; and to create District Alliances in each Supervisorial District. Most importantly, the Commission will promote arts and culture as a vital element in the quality of life for all of the citizens of Contra Costa County.

**2. LOCATION OF MEETINGS**

Regularly scheduled meetings of the AC5 will be held at any location designated by a majority of the Commission.

**3. MEMBERSHIP ON THE AC5**

The AC5 will have eight members. Each Supervisor will appoint one member to represent his or her district. Two members will serve at-large and will be appointed by the Board of Supervisors. One member will be an Alternate and will sit and vote for any absent member.

**4. TERM OF COMMISSIONERS**

Staggered terms are four years in length, ending June 30. Upon expiration of their term, Commissioners may continue to serve until a successor is appointed. There are no term limits.

**5. OFFICERS**

The officers are Chair, Vice-chair, and immediate past Chair.

**6. ELECTION OF OFFICERS**

A three-member nominating committee, appointed by the Chair, will develop a slate of officers to be presented and elected by the Commission at the June meeting. If an office becomes vacant at any time, a new officer is elected in the same way. The Vice-Chair assumes the role of chair for the remainder of the term if the chair is unable to continue.

**7. DUTIES OF OFFICERS**

**Chairperson**

1. The Chair calls and presides over meetings of the AC5.
2. The Chair and the Executive Director, with input from the Commissioners, prepare the meeting agenda.
3. The Chair may delegate his/her duties to the Vice-Chair.

**Vice-Chair**

1. The Vice-Chair assumes the duties of the Chair in his/her absence.

2. The Vice-Chair assumes the duties of the Chair for the remainder of the term if the Chair is unable to continue.

## **8. TERMS OF OFFICE**

Each officer serves a term of one year, beginning in July and ending the following June.

## **9. THE STANDING COMMITTEES**

### **Communications Committee**

The Communications Committee will develop plans to increase public visibility of both AC5 and the arts in Contra Costa County. Functions include public relations, marketing and media relations.

### **Public Art Committee**

The public Art committee will oversee the Art Passages program and other public art projects as directed by the Commission.

### **Executive Committee**

The Executive Committee is comprised of the Commission Chair, Vice Chair, and immediate past Chair. The committee will review and make recommendations concerning Commission staff, personnel matters, finance and budget, and Commission governance issues.

## **10. CONDUCT OF MEETINGS**

All meetings of the AC5 and its committees shall be held in accordance with *The Ralph M. Brown Act* and *The Better Government Ordinance*.

## **12. QUORUM**

A majority of the total number of authorized seats on the AC5 or on a committee must be present to constitute a quorum for meetings. If all authorized seats are not filled, this does not change the quorum requirement. With eight authorized seats, a quorum for AC5 is 5 commissioners.

## **13. AMENDING THE BY-LAWS**

Any proposed changes to these By-laws shall be presented in writing at a regularly scheduled AC5 meeting. The proposed changes to these By-laws will be referred to the Executive Committee for review and recommendation to the AC5. The proposed changes to these By-laws shall be presented in writing at the next regularly scheduled meeting of AC5. The proposed changes may be adopted at the next regularly scheduled meeting by a two-thirds vote of the members present.

Adopted: 5/8/96

Amended: 8/14/96, 9/23/02, 10/09/02, 02/08/06, 10/2/07, 4/23/13, 2/3/15