

Arts and Culture Advisory Committee

City of El Segundo

Bylaws

Passed and Adopted by the ACC on January 23, 2018

Approved by the City Council on February 6, 2018

ARTICLE I

Name

The name of this organization shall be the Arts and Culture Advisory Committee otherwise known as ACC.

ARTICLE II

Purpose

The purpose of the ACC is to advise the City Council to include art and culture into the El Segundo community as well as planning and installation of public art. The ACC shall serve as a forum for effective collaboration leading to the growth of art and culture in the City of El Segundo. The Committee is a standing advisory committee that serves at the behest of the City Council.

ARTICLE III

Qualifications

Members of the ACC shall be representatives of the community including both residents and non-residents who are actively engaged in the arts and interested in expanding knowledge about the arts within the City of El Segundo.

ARTICLE IV

Membership

The ACC shall be composed of a minimum of seven (7) voting members and a maximum of eleven (11) voting members. Candidates for the membership are reviewed and recommended by ACC and then approved and appointed by the City Council. ACC membership is not limited to the residents of El Segundo however, members who are non-residents should be actively involved in the Arts. The purpose of ACC is that its members represent a variety of backgrounds representative of the Arts including but not limited to the following categories:

- Creative Art
- Technology
- Science

The City Council shall appoint two (2) members of the City Council to serve as liaison members to the City Council and shall have no voting rights.

Section I- Selection of Members

The City of El Segundo shall advertise and solicit applications to fill any vacant positions that may occur. After the application period has closed, the Chair, Vice-Chair and one (1) other member of ACC shall review the applications with the sole purpose of selecting candidates for interview. After interviews are completed, the Chair, Vice-Chair and selected ACC member will recommend choices to the ACC for recommendation. The ACC will then recommend candidates to the Mayor and City Council. The City Council will have the final approval and appoint the candidates. A candidate may not serve on the Committee without City Council final approval.

Section II- Term of Office

The term for ACC members is 3 years.

Section III- Compensation

ACC members are not compensated.

Section IV- Removal

Members are expected to attend all meetings. When a member has three or more absences in a 12-month period, the ACC shall forward this information to the City Council for review and possible removal of the member.

ARTICLE V

Meetings

All meetings shall be open and public pursuant to the Government Code of the State of California.

Section I- Regular Meetings

Regular Meetings of the committee shall be monthly on the 4th Tuesday of the month at 5:30pm.

Section II- Special Meetings

Special Meetings of the Board may be held at any time upon the call of the Chair or by the majority of the voting members or the City Council following at least 48-hours' notice to each member. The Chairman or a majority of the ACC shall determine the time and place of the Special Meeting.

Section III- Study Sessions/Workshops/Seminars

The ACC may be convened as a whole or as a committee as a whole in the same manner as prescribed for requesting a special meeting for the purpose of holding a workshop, study session or attending a seminar. No official action can be taken and a quorum is not required.

Section IV- General Meeting

At its regular meeting in January of each year, ACC members will elect chair and vice-chair as well as discuss any other long term initiatives for the year.

Section V- Quorum

A majority of the ACC shall constitute a quorum. A quorum is necessary for action by the ACC.

Section VI- Voting

Each member shall have one vote.

Section VII- Meeting Procedures

Except as otherwise provided by these Bylaws or City Council Resolutions the ACC will follow the latest edition of Robert's Rules of Order for the orderly conduct of meetings.

ARTICLE VI

Officers

Officers of the ACC shall be a Chair and a Vice Chair. Term of Chair and Vice Chair shall be for 1 year. Duties of the officers shall conform to the regular parliamentary duties as set for by Robert's Rules of Order unless otherwise stated.

Section I- Chair

The chairperson shall preside over the meetings of the ACC.

Section II- Vice Chair

During the absence, disability or disqualification of the Chair, the Vice Chair shall perform all of the duties and be subject to all of the responsibilities of the Chair. The Vice Chair shall succeed the Chair if he/she vacates the office before the term expires. A new Vice Chair shall be elected at the next regular meeting.

Section III- Duties of the Arts and Culture Advisory Committee

It is intended that the ACC shall be an advisory body to the City Council. Nothing herein contained should be construed as a limitation on the power of the City Council or the administrative staff of the City in their supervision or authority over property or personnel under their jurisdictions.

ARTICLE VII

Official Documents

Section I- Minutes

Minutes of all meetings should be prepared and maintained with the ACC records. Copies shall be distributed to each ACC member, City Council Member and City Clerk.

Section II- Distribution of Documents

Preparation and distribution of ACC documents to the members, City Council and City Clerk shall be the responsibility of the designated employee as identified by the City Manager.

ARTICLE VIII

Conduct of Members

Section I- Representing the ACC

ACC members shall make no personal commitment to speak on behalf of the ACC, nor make any statements or take actions representing the ACC, without majority approval.

Section II- Conflict of Interest

Members of ACC shall abstain from participating in any matter to come before the ACC in which he or she has any direct or indirect economic interest. Should conflict of interest exist, the ACC member shall remove himself/herself from discussions and abstain from voting. A yearly Conflict of Interest Statement shall be filed with the City Clerk.

ARTICLE IX

Assistance of Staff

The City Manager of the City of El Segundo shall provide the ACC with such information and staff assistance as the ACC may from time to time have requests; subject to the limitations imposed by City Council. The staff member designated by the City Manager shall attend meetings of the ACC and submit reports as needed.

ARTICLE X

By-Law Amendments

These Bylaws as well as any operating procedures may be amended by simple majority of those voting at any legal meeting of the Arts and Culture Advisory Committee. Such amendments must be approved by the City Council.