Built On What Matters

Town of Frederick
Arts Committee Agenda

Frederick Town Hall
Town Conference Room
401 Locust Street
Tuesday, September 10, 2024

4:30 PM

Town of Frederick Arts Committee Meeting

Agenda

Call to Order – Roll Call

Pledge of Allegiance

Approval of Agenda

Special Presentations

Public Comment

This portion of the agenda is provided to allow members of the audience to provide comments to the Arts Committee. Please sign in and you will be called. If your comments or concerns require an action, that item(s) will need to be placed on a later Agenda. Please limit the time of your comments to three (3) minutes.

Staff Reports

Consent Agenda

Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless a Committee member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda.

Action Agenda

A. Election of Vice Chair -
Emily Nitcher, Deputy Town Clerk

B. Placement of Chainsaws and Chuckwagons Poster -
Emily Nitcher, Deputy Town Clerk

C. Re-locate the *S*tatue located in the Engineering building. -
Emily Nitcher, Deputy Town Clerk

Discussion Items

D. Discussion and Review of Town of Frederick Arts Committee Bylaws - Second Draft -
Emily Nitcher, Deputy Town Clerk
Christine Francescani, Deputy Town Attorney

Commissioner Reports

Other Business

Adjournment

Bylaws of the Town of Frederick Arts Committee

Town of Frederick, Colorado

Article 1. **Name**

The organization shall be referred to as the "Town of Frederick Arts Committee."

Article 2. **Mission Statement and Purpose:**

Mission Statement: The Arts Committee on behalf of the Frederick Town Board of Trustees is responsible for the acquisitions, conservation, and exhibition of public art in Frederick. We are committed to celebrating the traditions of Frederick, while soliciting feedback from the community, board members, Youth commission and artists, to ensure a strong inclusive cultural presence that is built on what matters.

Purpose: To establish rules and procedures necessary to carry out the duties of the Committee in creating a public art legacy.

Article 3. **Membership**

Membership selection:

The current Board of Trustees with the support of staff of the Town of Frederick Arts Committee will select Committee members using an application and interview process.

Eligibility:

Is as referred to in Municipal Code.

Members must be residents of Frederick and be a minimum 18 years of age.

Members may not have direct or indirect financial or economic interest in any business or undertaking that may have business before the Board/Commission/Committee.

Article 4: **Leadership and Structure**

The Committee shall consist of the following positions:

- Chairperson
- Vice Chairperson
- Secretary
- Board of Trustees Liaison

A. Chairperson: The Chair shall be responsible for presiding over all meetings of the Committee, calling special meetings, and work sessions as needed.
B. Vice-Chair: Shall assume all duties of the chair during their absence. The Vice Chair will lead periodic review of the bylaws with the membership when deemed necessary.
C. Secretary: Shall assure that all records of the Committee are as part of the permanent record. The Secretary will also transmit records to the Committee members as necessary.

Terms: Each office shall serve one year following election or until a successor is elected.

Article 5: **Meetings**

Regular meetings: The Arts committee will hold regular meetings monthly. Meetings will be held on the second Tuesday of each month at 4:30pm unless otherwise communicated in advance by the Chairperson or a designated representative.

Special meetings: Special meetings may be called by the Chairperson or upon written request of 3 committee members. The purpose of the meeting shall be communicated to all members no less than 24 hours in advance.

Working Sessions: Work sessions may be called by the Chairperson, a majority of the committee members, or the Board of Trustees, as deemed necessary. The work sessions will be posted in the designated public location as soon as possible. Work sessions do not require a quorum, and no actions or votes will be taken at the work sessions.

Quorum: A quorum for all committee meetings shall consist of a majority of the current membership. Business may be conducted only when a quorum is present. If a quorum is not met, the meeting may proceed as an informational session, but no official actions or decisions requiring a vote can be taken.

Agenda: An agenda shall be prepared for each meeting and distributed by the secretary to all Committee members at least 3 days prior to the meeting. Members may request items to be included on the agenda.

Meeting Procedures: Meetings shall be conducted according to general parliamentary procedures. The Chairperson shall preside over meetings, maintain order, and ensure adherence to the agenda.

Voting: Decisions shall be made by a simple majority vote of the members present, unless otherwise specified by the bylaws. In the event of a tie vote, the Board of Trustees representative shall cast the deciding vote. Members may not have direct or indirect financial or economic interest in any business or undertaking that may have business before the Board/Commission/Committee.

Minutes: Accurate minutes shall be taken for all meetings, including regular and special meetings. These minutes shall be made available to all committee members within two weeks after the meeting.

Article 6: **Commitment to the Public**

Inclusivity**:** The Committee is committed to fostering an inclusive and diverse environment that respects the dignity and worth of every individual. The Committee shall not discriminate against any person based on race, color, ethnicity, national origin, gender, gender identity, sexual orientation, age, religion, disability or any other characteristic protected by applicable law. Discrimination based on any of the factors mentioned above is strictly prohibited. Any individuals who believe they have experienced or witnessed harassment are encouraged to report such incidents to the proper authority. Any violations by membership may result in disciplinary action up to and including termination from committee and any related activities.

Public Communication: The Committee shall periodically review and update its policies, bylaws and procedures to ensure alignment with the principles outlined in this document. All meeting agendas and minutes shall become a permanent record.

Electronic Communications: Members who communicate with other members on the Committee by email or other electronic methods must adhere to the following protocol to comply with Colorado Open Meetings Law and to ensure that the business of the Committee is not "discussed" by the Committee by electronic means.

A. One member of the Committee may send an email or electronic communication to one other member of the Committee on any one matter.
B. E-mails or other electronic communications intended for more than one member of the Committee shall be sent as an email to the Town Staff Liaison, who shall forward the communication to the entire Committee.
C. All replies to the communication shall be sent to the Liaison, who shall compile all the replies into a single email message and forward the compiled emails to the entire Committee.
D. The Liaison shall not edit or delete any of the messages that are forwarded.
E. There shall not be any further electronic replies on this matter once a complied message has been sent to the entire Committee. Any further discussions will be made and announced at the next posted public meeting.