

BOONE ARTS ADVISORY BOARD BYLAWS

Approved by City Council June 19, 2023

ARTICLE I: NAME

Under Ordinance Number 2273, the Boone City Council, Boone, Iowa established the “Boone Arts Advisory Board” on January 17, 2022.

ARTICLE II: PURPOSE

The Boone Arts Advisory Board is a City agency that stimulates and encourages the creation, performance, and appreciation of the arts within the City of Boone, Iowa.

MISSION STATEMENT:

The Boone Arts Advisory Board’s mission is to discover, nurture and promote the artists within our community by providing a diverse cultural experience through the different spectrums of art.

The Boone Arts Advisory Board serves our community by:

Building Legacy

The Arts enrich our community and contribute to a desirable quality of life, creating a successful, dynamic, attractive place to live, work and visit and are essential to education and life-long learning by fostering imagination, innovation and critical thinking skills.

Driving Economics

The Arts create jobs and produce tax revenue, stimulate business activity, and attract tourism as well as families and individuals interested in living in an arts-rich community.

Providing Opportunity

The Arts engage citizens and provide opportunities striving to:

- Showcase local and regional artists and artistic talent
- Expand public awareness of arts-related opportunities and accessibility
- Offer a forum for involvement in the arts through public discussion and discourse

ARTICLE III: ORGANIZATION

The Boone Arts Advisory Board shall comply with these bylaws in accordance with the Boone Municipal Code **Chapter 33, “Arts Advisory Board to the City of Boone.”**

Board Member Qualifications

The Boone Arts Advisory Board membership should reflect a broad range of arts-related interests, including, but not limited to, visual arts, performance arts, literature and spoken arts, practicing artists, organizations that support and further the arts in the City of Boone, and passionate community members at large.

Membership of Advisory Board

The Boone Arts Advisory Board shall comply with the Boone Municipal Code Chapter 33.02.

Organization of Advisory Board

The Boone Arts Advisory Board shall comply with the Boone Municipal Code Chapter 33.03.

Officers of Advisory Board

The Boone Arts Advisory Board shall comply with the Boone Municipal Code Chapter 33.04.

Subcommittee Structure

[Boone Municipal Code 33.05] The Board may create subcommittees to assist it in its duties. However, subcommittees may not assume primary advisory board responsibilities. All ultimate recommendations for approval and actual funding must come from the entire Board and not a subcommittee.

The Arts Advisory Board may designate and appoint members to subcommittees, each of which shall consist of one or more Arts Advisory Board Member on the Sub-committee.

Sub-Committees may not act on behalf of the Arts Advisory Board nor bind it to any action, but may make recommendations to the Board.

Sub-Committee chairs are appointed by the Arts Advisory Board Chair and approved by the Arts Advisory Board Directors.

Sub-Committees are required to maintain Minutes of meetings and submit a monthly report to the Arts Advisory Board.

Any Sub-Committee member anticipating an absence from a meeting should notify the Chair of that Committee in advance of that meeting.

The Arts Advisory Board Chair shall inform the Mayor of any designated or appointed members to all sub-committee(s).

Conflict of Interest:

Arts Board Membership shall not be related to the Mayor, or any member of the City Council.

If any member has a conflict of interest or an appearance of fairness issue with a matter before the board the member shall not participate in the deliberations or the decision-making process with respect to that matter.

Vacancies

All vacancies in the membership of the Arts Advisory Board, whether by resignation, death or otherwise, will be filled by the Mayor and approved by the City Council. The appointed member will fulfill the remaining term limits of the vacated position.

Removal of Members

An Arts Board Member may be removed at any time, with cause, by the Mayor, confirmed by the City Council.

Attendance

Any member anticipating an absence from a meeting should notify the Chair in advance of that meeting.

[33:03.2] An Arts Board Member shall be deemed to have vacated their term if they move outside the city limits or are absent from three (3) consecutive regular meetings of the Board, except in the case of sickness.

The Arts Advisory Board may notify the Mayor of its recommendations to seek a replacement for that position and unexpired term.

Remuneration/Disbursement

[33:02] All Arts Board Members serve voluntarily and without compensation and shall be bona fide citizens and residents of the City of Boone

ARTICLE IV: MEETINGS

The Boone Arts Advisory Board meets once a month in a location to be selected by the Board on a mutually-agreed upon date. All meetings shall follow Chapter 21, "Official Meetings Open to the Public"

All meetings of the Arts Advisory board are subject to [Chapter 21] Official Meetings Open to the Public where a majority (a quorum) meets and discuss city business.

All meetings and agenda, including date, time, and location, will be made available to the public by the City of Boone.

Conduct

Rules and regulations for the conduct of the board include:

The Secretary of the Arts Advisory Board shall keep minutes of all its meetings showing the date, time and place, the members present, and the action taken at each meeting. The minutes shall show the results of each vote taken and information sufficient to indicate the vote of each member present.

A majority of the members shall constitute a quorum for the transaction of business, and a majority of those present shall be necessary to carry any motion.

All members shall have one vote.

[33:07.7] The Arts Advisory Board activities and (city) facilities shall not be used for political purposes of any nature.

Participation

Meeting attendance and participation are allowed via teleconference with the link being provided on the agenda.

Arrangements to participate via telephone must be made in advance with notification to the Chair or Board secretary no later than five days prior to the scheduled meeting.

Agenda item requests may be submitted to the Board Chair up to one week prior to the monthly meeting.

Dissension

A Board Member who is present at a meeting at which action on a matter is taken shall be presumed to have assented to such action unless his/her dissent shall be entered in the minutes of the meeting, or unless he/she shall file his written dissent to such action with the secretary of the meeting, before the adjournment thereof, or shall forward such dissent by registered mail to the secretary immediately after the adjournment of the meeting. Such right to dissent shall not apply to a board member who voted in favor of such action.

Special Meetings

Special meetings of the Arts Advisory Board or any committee designated and appointed by the Arts Advisory Board may be called by or at the written request of the Chair or by quorum of the board, or, in the case of a committee meeting, by the chair of the committee, to be held at any reasonable and suitable place the board may from time to time direct. Meeting notification shall be consistent with the City of Boone.

ARTICLE V: ADMINISTRATIVE AND FINANCIAL PROVISIONS

FINANCES

Revenue: Accounting procedures for all income, including public funds, grants, donations, or in-kind gifts shall adhere to the accounting policies of the City of Boone.

(a) The Arts Advisory Board is funded annually, in whole or in part, by the City of Boone. The Board will submit a proposed budget to the City including their requests for funding, including Grant requests, projected outsourced contributions and expected expenditures including, but not limited to, projects, events, workshops and operational expenses.

(b) **Funds:** Funds designated by the Arts Board for grants that are not distributed within a fiscal year shall be made available for use to promote the Arts through other venues, such as, Events, Projects, Exhibits and Workshops.

EXPENDITURES: All Expenditures must be approved by the Arts Advisory Board and processed as follows:

Expenses that are less than \$1,000, require approval by The Arts Advisory Board only

Expenses over \$1,000 require an estimated budget and approval by the Arts Advisory Board prior to submission to the Mayor and City Council.

Processing Expenses: Whenever possible, purchases will be billed directly to the City of Boone. The City will provide a pre-approved list of vendors that provide direct billing or invoicing to the City for the Arts Board use.

Reimbursable Expenses: Out of pocket expenses are deemed reimbursable when:

The Arts Advisory Board has approved the expense and deemed it necessary outside the scope of *Processing Expenses*.

The original receipt is filed properly on a form provided by the City of Boone.

Administrative

The central records of the Arts Advisory Board shall be kept in the City of Boone Administrative Offices including:

Current articles and bylaws; correct and adequate records of accounts and finances; a record of officers' and Arts Board Members' names and addresses; minutes of the proceedings of the Arts Board Members, and any minutes which may be maintained by a committee of the Arts Board; in addition to the records of accounts and finances.

Records are subject to public disclosure regulations.

Recommendation to the Mayor for alteration, amendment, or repeal of the bylaws requires a quorum vote at any regular meeting of the Arts Board, providing notification of such proposed revision has been made to Arts Board ten or more days prior to the meeting.

Information gathered in the course of doing business pertaining to names, addresses, and any other personal information shall not be used for any non-Arts Board related activities, nor disclosed to any other organization or entity, except under explicit Arts Board and individual permission, except as required by law.

ARTICLE VI: EVENTS, PROJECTS, EXHIBITS AND WORKSHOPS

The Boone Arts Advisory Board may host and/or sponsor Events, Projects, Exhibits and Workshops in accordance with the City of Boone's *Events, Projects, Exhibits and Workshops Policy* as filed with and approved by the City of Boone.

ARTICLE VII PUBLIC ART

The Boone Arts Advisory Board shall follow the City of Boone's *Public Art Policy* as filed with and approved by the City of Boone.

ARTICLE VIII: GRANTS

The Boone Arts Advisory Board shall offer grants to organizations, sole proprietors and individuals, who qualify, and shall follow Grant Guidelines and the City of Boone’s Ordinance, Chapter 33:07 as filed with and approved by the City of Boone.