

# ARTS COMMISSION OF THE CITY OF TULSA

## BYLAWS

### ARTICLE I

#### Ordinance as Authority

The name of this organization shall be the Arts Commission of the City of Tulsa. Its membership, powers and duties shall be as specified in **Title 5, Tulsa Revised Ordinances (T.R.O.), Chapter 3** (see Attachment "A") and such amendments as may hereafter be made thereto. If any conflict shall arise between these bylaws and said Title 5, T.R.O., Chapter 3, said title and chapter shall govern.

### ARTICLE II

#### Officers

#### Section 1. Officers Names, Terms of Office and Duties

The officers of the Arts Commission shall be a chairperson and a vice-chairperson, who shall be elected by the Commission every second year for a term of two years and who shall hold office until their respective successors are elected and qualified. The chairperson shall preside at all meetings of the Arts Commission. In case of the absence or disability of the chairperson, his/her duties shall be performed by the vice-chairperson. An employee of the Arts and Humanities Council of Tulsa shall act as a secretary to record meeting minutes, co-ordinate correspondence, etc.

#### Section 2. Other Officers

The chairperson shall have the power to appoint, with the advice of the Arts Commission, such other officers and committees as in his/her judgment may from time to time be desirable, and in such event the chairperson shall specify the duties and powers of such officers or committees.

### ARTICLE III

#### Meetings

#### Section 1. Meetings

The Arts Commission shall hold one regularly scheduled meeting each month, in accordance with the **Oklahoma Open Meeting Act** (Title 25, Oklahoma Statutes § 301 et seq.). The date, time and place of the regular monthly meeting shall be as the Commission shall from time to time prescribe. The secretary shall give reasonable notice of such meeting to each member of the Commission. In the event that there is

no business to be brought before the Commission in a given month, the chairperson shall have the authority to cancel said monthly meeting.

## Section 2. Other Meetings

The Arts Commission may hold other or special meetings at the call of the chairperson or upon vote of the Commission. the secretary shall give notice to each member of the Commission of the time and place of the holding of each special meetings, which shall be in accordance with the direction of the chairperson or members calling the meeting, and in accordance with the **Open Meeting Act**.

## Section 3. Quorum

At least six (6) members of the Arts Commission shall be necessary to constitute a quorum for the transaction of any business; provided, that any number less than a quorum may adjourn the proposed meeting to a time and place when a quorum may be present.

## Section 4. Voting

Each member of the Arts Commission shall be entitled to one vote on any question or proposition that may be submitted. Unless otherwise directed by the chairperson or vice-chairperson presiding at the meeting, all such votes shall be oral. All votes shall be recorded by the secretary. All votes must be made personally, and in the presence of the assembled meeting,; no proxy or agent shall have authority to vote for any member. The affirmative vote of six (6) members shall be necessary to carry any proposition.

## Section 5. Election of Officers

Officers shall be elected at the first regular meeting in January of every second year. In electing officers, the vote may be oral, by show of hands, or by secret ballot, and an affirmative vote of six (6) members of the Commission shall be necessary to elect an officer.

## Section 6. Absenteeism

Any member who is absent from three (3) regular meetings of the Arts Commission within one year's time shall be notified in writing by the chairperson that said member's presence at meetings is desired, with copies to the Mayor's office. A fourth absence, within twelve months of the first, shall cause written notification to be sent to the absentee member, advising that the member's continued membership will be an item for discussion and vote at the next regularly scheduled meeting. Said member may respond in writing to the Commission within ten days, explaining his/her absenteeism, and desire to remain on the Commission. The Commission, in open meeting, may vote to request said member's resignation. The Mayor shall be notified of said vote.

## ARTICLE IV

### Miscellaneous

#### Section 1. Appointment of Members

Nominations for the filling of vacancies on the Arts Commission shall be subject to appointment by the mayor in conformance with the provisions of title 5 T.R.O. Chapter 3.

#### Section 2. Order of Business

Unless otherwise ordered by the Arts Commission, the order of business of its regular meetings shall be as follows:

Call to Order

Roll Call

Approval, or correction and approval, of minutes of last meeting

Reports of officers, committees and/or staff

Unfinished business from earlier meetings

New business (including election of officers when applicable)

General discussion

Adjournment

#### Section 3. Rules

Business shall be conducted informally and as free from technicalities as may be practical; provided, however, that where official action is to be taken by motion or resolution, and in all cases of dispute as to order, and in all cases involving the reconsideration of matters previously acted upon. Robert's Rules of Order shall govern.

#### Section 4. Waiver

By unanimous vote of the members present at a regularly scheduled meeting, the provisions of these bylaws may be waived as to any particular matter under consideration at that meeting.

## ARTICLE V

### Adoption, Guidelines and Amendment

#### Section 1. Adoption

These bylaws shall be adopted when they have been passed and approved by affirmative vote of eight (8) members of the Arts Commission in open meeting.

#### Section 2. Guidelines

The chairperson, by his/her own action, or a committee established for the purpose, may from time to time establish **guidelines** for the execution of the bylaws, the interpretation of the ordinances, or the performance of the Arts Commission's duties. When passed and approved by affirmative vote of eight (8) members of the Commission in open meeting, said guidelines shall have the force and effect of bylaws, and shall be attached hereto. See Attachment "B".

Section 3. Amendment

These bylaws may be amended, upon affirmative vote of eight (8) members of the Commission in open meeting.

STATE OF OKLAHOMA    )  
COUNTY OF TULSA     )        ss

I, the undersigned, secretary of the Arts Commission of the City of Tulsa, hereby certify that the above and foregoing is the final, approved version of the bylaws for the Arts Commission of the City of Tulsa, presented to the members thereof at the meeting on May 14, 1994, and adopted by said Commission as provided above.

Done, this March 14, 1994.

Elizabeth Thompson  
Secretary