

BYLAWS

Brookings Public Arts Commission

ARTICLE 1. NAME.

The name of the commission is the Brookings Public Arts Commission (BPAC).

ARTICLE 2. PURPOSE AND DUTIES.

The purpose of the commission is to enhance the built environment of a city and enrich the lives of its citizens through public art. A dedicated funding source for an established program of public art enhances the reputation of a city and serves as a vehicle for attracting new businesses and citizens. A public art program encourages a community's artists and citizens to engage in creative activities and artistic development.

The duties of the Brookings Public Arts Commission are as follows:

- To develop a unified public art strategy for the City of Brookings;
- To advise the City Council and other community groups and agencies who are initiating a public art project concerning the proposed site, selection of a professional artist and commissioning of a public artwork;
 - To oversee the Public Art Fund;
 - To guide and monitor design development process through reviews at various stages to ensure artistic and design integrity, integration with the site and relevance to the community; and
 - To approve the final design prior to fabrication; to approve the final artwork, installation procedures, and maintenance plan prior to installation; and to approve deaccessioning procedures.

Please refer to Brookings City Ordinance 16-005 for how the public arts fund shall be used.

ARTICLE 3. MEMBERSHIP.

The Brookings Public Arts Commission (BPAC) shall be comprised of seven (7) or nine (9) members with preference for representation from:

- Art professional, design professional, landscape architect/urban planner, art education
- Brookings Arts Council
- South Dakota Art Museum
- Chamber of Commerce and/or Convention Visitors Bureau Board
- SDSU
- Historical Preservation Commission
- Citizen-at-large

The BPAC shall consist of at least three art or design professionals.

- Members shall serve for a term of three years beginning January 1 on the year of appointment. Any members whose term expires may be reappointed.
- Individual members may not act in an official capacity except through the action of the commission.
- If a member is absent three (3) consecutive regular meetings without authorization from the Chairperson, the member's seat may be considered vacant and a new member may be appointed. This does not apply to an absence due to illness or injury of the member, an illness or injury of a member's immediate family member, active military service, or the birth or adoption of the member's child for 90 days after the event. The member must notify the staff liaison of the reason for the absence not later than the date of the next regular meeting of the commission. Failure to notify the liaison before the next regular meeting of the commission will result in an unexcused absence.
- A member who wishes to resign shall submit a written notification to the City Clerk. If a vacancy on the Brookings Public Arts Commission (BPAC) occurs prior to the expiration of a term, the vacancy will be filled in accordance with city policies.

ARTICLE 4. OFFICERS.

- The officers of the commission shall consist of a chair and a vice-chair and such other officers as it deems appropriate and necessary.
- Officers shall be elected annually by a majority vote of the commission at the first regular meeting in January. In the event a current officer becomes ineligible to serve as an officer, the commission may hold an emergency election as needed.
- A member may not hold more than one office at a time.
- The chair, vice chair, and city staff comprise the executive committee.

ARTICLE 5. DUTIES OF OFFICERS.

- The chair shall preside at all commission meetings, appoint all committees, represent the commission at ceremonial functions, and approve all meeting agendas.
- In the absence of the chair, the vice-chair shall perform all duties of the chair.
- If the chair and vice chair will be absent, the chair may designate another member as acting chair for purposes of running a meeting.
- The chair, vice chair, and acting chair have the same voting privileges as any other member.

ARTICLE 6. AGENDAS.

- After first consulting with and receiving input from the staff liaison, the chair shall approve each final meeting agenda.
- Commission staff shall submit the meeting agenda through the city meeting notification system for each meeting not less than 72 hours before the meeting.
- Posting of the agenda must comply with all State and City open meetings requirements.

ARTICLE 7. MEETINGS.

- All meetings shall be open to the public and shall comply with City open meetings policies. The commission may not conduct a closed meeting unless it complies with SDCL 1-25-2. *Executive and Closed Meetings*, with approval from city staff and the city attorney.
- The commission shall adopt a schedule of the meetings for the upcoming year. The commission shall schedule no less than 4 times per year.
- The chair may call for a special meeting or may cancel a meeting due to lack of business or quorum.
- A majority of members shall constitute a quorum. A quorum is required to hold a meeting and to conduct business. Members may also attend via teleconference or video conference with prior arrangements with staff.
- All meetings shall be governed by Robert's Rules of Order.
- The commission shall allow citizens to address the commission on agenda items during a time set aside for citizen communications. The chair may limit a speakers' time as needed.
- The staff liaison shall prepare and maintain all commission agendas, minutes, and all other documents and records.
- All Commissioners shall observe decorum pursuant to the City Code of Ethics and other City policies.

ARTICLE 8. COMMITTEES

- The commission may establish committees as needed. Those may include, but are not limited to, the following: Executive, Policy Review, Selection, Public Education/Public Relations, Special Projects, and Fundraising.
- Committees may be established by the chair, executive committee, or by an affirmative vote of the Commission.
- Committee membership cannot exceed quorum of the full commission. Membership may include individuals not appointed to the commission.
- Committees shall select a commission member as chair.
- Requirements regarding quorum, meeting notice, staffing, and minutes do not apply to committees.
- All committees shall make an annual report to the full commission at the November meeting for inclusion in the City's annual report.

ARTICLE 9. AMENDMENT OF BYLAWS.

- A bylaw amendment requires an affirmative vote of the majority of members.
- The bylaws were approved by the Brookings Arts Commission at their meeting held on September 14, 2017.
- The bylaws were revised and approved by the Brookings Arts Commissions at their meeting held on January 17, 2024
- Bylaws were reviewed and revised on (Date)