

STOW ARTS COMMISSION
STOW, OHIO
Rules / Procedures

ARTICLE I.

This organization shall be known as the Arts Commission of Stow as authorized by Chapter 179 of the Codified Ordinances of the City of Stow.

ARTICLE II.

The officers of the Arts Commission shall consist of a Chairperson, and Vice- Chairperson. As designated by the Chapter 179, the Arts Commission shall elect one of its own members by a majority vote, at the annual organizational meeting, as Chairperson to serve a term of two (2) years, or until a successor is elected and qualified. Any member of the Board elected to the office of Chairperson for two (2) consecutive terms shall thereafter be ineligible for that office for one (1) year. The Vice Chairperson shall also be elected by majority vote at the annual organizational meeting for a term of one (1) year.

ARTICLE III.

The annual organizational meeting shall be held at the first meeting of the year. Regular meetings shall be held no less than twice yearly, on such date, time and place as is determined by the Commission. Special meetings may be called by the Chairperson or by any two members of the Commission or by the Mayor. All special meetings shall be called with forty-eight hours advance notice to all Commission members. Such notices may be by email or telephone.

A member who is unable to attend a Commission meeting shall advise the Chairperson of the Arts Commission of his/her expected absence at least 24 hours in advance of said meeting. If unexpected conflict arises, and 24 hour notice cannot be made, the member shall give notice as soon as possible prior to the time of the meeting. Such notices may be by email or telephone. If a commission member is deemed to have insufficient attendance, any member of the commission may contact the Mayor directly to discuss what action might be taken.

ARTICLE IV.

It shall be the duty of the Chairperson to preside at all meetings following an Order of business as agreed upon by the Commission. Robert's Rules of Order shall prevail on all questions not covered otherwise. The Chairperson shall appoint all committees, see that members are faithful to their responsibilities, and report on demand to the Mayor and City Council as to the progress of the Commission. The Chairperson shall lend full cooperation to the City Administration and its other departments and City Council, as necessary, in the best interests of the City and on behalf of the citizens of Stow. In the absence of the Chairperson, the Vice-Chairperson will assume all functions and responsibilities of the Chairperson and including those identified in this paragraph.

ARTICLE V.

The Secretary of the Arts Commission shall be appointed by the Mayor and shall be responsible for the preparation of all meeting agendas, and for recording the minutes, their preparation and distribution to all Commission members, other city officials and other avenues as may be determined. The secretary shall abide by Section 111.02 Secretaries' notice to Clerk.

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ARTICLE VI.

As designated in Chapter 159, all meetings of the Arts Commission are declared to be public meetings which must be open to the public at all times. No resolution, ordinance, rule, regulation or formal action of any kind shall be adopted outside of any public meeting.

ARTICLE VII.

Amendments to the Rules and Procedures herein may be made only at a regular meeting of the Arts Commission by a four-fifths approval of the Board members. Amendments must be submitted to commission members for consideration at least four days before the meeting in regard to a contemplated amendment.

OBJECTIVES:

The objectives of the Stow Arts Commission shall be these:

1. Promote and further public awareness of and interest in the arts in the community.
2. Develop and support a positive cultural climate in the City; enhance the community image and support economic growth.
3. Coordinate resources to assist the City in moving forward with cultural projects and events.

COMMISSION RESPONSIBILITIES AND RELATIONSHIPS:

The responsibilities and relationships of the Commission shall be these:

1. Through its Chairperson, or otherwise, the Commission will keep in regular contact with City departments, and with private agencies concerned with the mission of the Arts Commission.
2. Commission will make it clear that public input is welcome and will be given thoughtful consideration.
3. Commission will conduct its affairs in a manner that will win public respect and support for the City of Stow and guarantee its integrity to the community.
4. Commission will represent the interests of the entire community and not the interests with which individual members may be affiliated.
5. Commission will support citizen interest and participation in the work of the City of Stow.