



Town of Frederick Art Committee Agenda

Frederick Town Hall
401 Locust Street
Tuesday August 13th, 2024

4:30 PM

Call to order – Roll Call:

Approval of Agenda:

Discussion Items:

- A. Town of Frederick Arts Committee Bylaws – Emily Nitcher and Christine Francescani.

Action Agenda:

Commissioner Reports:

Other Business:

- B. Upcoming Meeting – Regular Meeting Tuesday, September 10th, 2024.

Adjournment:

Bylaws of the 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: Is 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 and support staff of the Town of Frederick Arts Committee will select Committee members using an application and interview process.

Eligibility:

The committee will consist of up to 6 voting members, 1 non-voting member Town Staff representative, 1 non-voting member from the Youth Commission, and 1 representative from the Frederick Town Board of Commissioners.

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 elect a Chair, Vice and Secretary from the membership

- Chairperson
- Vice Chairperson
- Secretary
- 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 kept and shall transmit to the appropriate records of the Town Clerk to become part of the permanent record. The Secretary will also transmit records to the Committee members as necessary.
- D. 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 at least 7 days in advance.

Quorum: A quorum for all committee meetings shall consist of 50% of the total 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 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 Trustee representative shall cast the deciding vote.

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.

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.

Article 6: **Commitment to the Public**

Inclusivity and Harassment-Free environment: 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. Harassment 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 and be posted for public access.

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 compiled message has been sent to the entire committee. Any further discussions will be made and announced at the next posted public meeting.

Bylaws of the Arts Committee
Town of Frederick, Colorado

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

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

Commented [CF1]: Purpose set out in Town Municipal Code:

To advise and provide recommendations to the Board of Trustees on acquisitions of works of public art and their placement within the Town and administer the Art in Public Places Program in accordance with Chapter 3 Article 1 of this Code.

Article 3. **Membership**

Membership selection:

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

Eligibility:

~~The committee will consist of up to 6 voting members, 1 non-voting member Town Staff representative, 1 non-voting member from the Youth Commission, and 1 representative from the Frederick Town Board of Commissioners.~~

Commented [CF2]: Addressed in Town Municipal Code:

Members of the Arts Committee shall be appointed by the Board of Trustees and shall consist of:
(a) Seven (7) voting members who are residents of the Town of Frederick;
(b) A Town Board Trustee to serve as a nonvoting liaison to the committee;
(c) The Town Clerk or designee to serve as a nonvoting liaison to the committee, who also serves as secretary to the commission.

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.~~

Commented [CF3]: Perhaps move to a section for conflicts of interest (as opposed to prohibiting membership on the Committee, which may not be able to do)

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Commented [CF4]: We may want to look at what state law says to ensure consistency

Commented [CF5]: May want to choose another word, as state law defines "harassment" in a very particular way

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Commented [CF6]: Do we post somewhere publicly or just keep?

Commented [E7R6]: The agendas are posted on the website, and the minutes will be posted in the future. I believe that they will be posted for 3 years on the website, and then accessible by CORA request.

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