

**SANTA CRUZ COUNTY**  
**ARTS COMMISSION BY-LAWS**  
**Revised - December 2024**

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**1) Established--Statutory Authority.**

The Santa Cruz County Arts Commission is established under the authority of Government Code Section 31000.1 and the County Board of Supervisors, in compliance with Chapter 2.38.0680 of the Santa Cruz County Code.

The Commission shall advise the County Board of Supervisors and the Department of Parks, Open Space and Cultural Services on all matters relating to the encouragement and coordination of artistic and cultural affairs within the County for the benefit of County residents.

**2) Membership.**

The Commission shall consist of 10 members, residents of the County, appointed by the County Board of Supervisors. Each Supervisor shall nominate two members.

**3) Term of Office.**

At the pleasure of the Board of Supervisors, each member shall generally serve for a term of four years, commencing on April 1<sup>st</sup> of the year in which the member's nominating Supervisor begins a full term as referred in County Code 2.38.200C.

**4) Officers.**

The Commission shall elect a Chairperson and Vice-Chairperson. Officers shall be elected during the first meeting in April of each year. If no April meeting is held, officers shall be elected at next soonest meeting of the Commission.

Commission officers may serve for up to two consecutive years and shall be eligible to serve again after a one- year "sit-out" period.

**5) Organization and Procedures.**

A. General Organization. The Commission shall comply in all respects with Sections 2.42.010 through 2.42.050 of the Santa Cruz County code unless otherwise provided herein.

B. The Commission shall comply in all respects with SCCC 2.38.110 through 2.38.250.

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**BC.** County Staff Support. The Department of Parks, Open Space and Cultural Services shall provide staff support for the Commission. The Director of the department, or the Director's designee, shall serve as ~~administrative secretary~~ staff liaison to the Commission, and shall prepare ~~and receive copies of all~~ minutes, reports and recommendations for the Commission's consideration and when approved, ~~submitted them~~ to the Board of Supervisors for their consideration by on behalf of the Commission. The staff of the Department of Parks, Open Space and Cultural Services shall assist the Commission in discharging its duties.

**6) Powers and Duties.**

The Commission shall be responsible for performing the following duties:

- A. Development of a procedure to identify and set priorities annually regarding the areas of greatest need for county support and areas of greatest benefit to the people of the county, with respect to the arts.
- B. Preparation of annual recommendations to the Board of Supervisors regarding specific courses of action in response to identified need and priorities for county involvement in the arts. Arts-related groups, performing as separate contractors, would be recommended for county support if deemed best able to fulfill identified needs. These recommendations shall take into account available public, community and private resources for art support, and shall be presented annually one month prior to budget hearings.
- C. Formulation and implementation of procedures as may be necessary to carry out decisions of the Board in response to identified needs and priorities, including:
  1. Solicitation of public, community and private financial and non financial resources for support of artistic and cultural programs in the County, and advising the Board and Parks staff on establishment or relations between the County and community and private resources.
  2. Solicitation of groups, organizations and individuals to assist in the development and implementation of county-sponsored programs and events.
  3. Review, evaluation and selection of art programs and proposals; annual report and evaluation of all arts programs performing as separate contractors prior to budget hearings.
  4. Provision of services and facilities as necessary for program implementation.
  5. Development of a system to research, evaluate, obtain, maintain and disseminate up-to-date information relating to the County's cultural resources, and establishment of procedures to make this information available to the public in coordination with Parks-related commissions, community, private resources, and arts-related groups performing as contractors.
  6. Communication and cooperation with Parks and related commissions, community, private resources, and arts-related groups performing as contractors in order to insure coordination of cultural and social activities.

**7) Meetings.**

All business shall be conducted at regular public meetings. Meetings shall be scheduled six times during the fiscal year, usually on the first Monday of the selected months at 4:30 p.m. at the Simpkins Family Swim Center, 979 17<sup>th</sup> Avenue, Live Oak, Santa Cruz, California. Special public meetings may be held at such times and places as the Commission Chairperson, and/or Board of Supervisors, and/or a majority of the Commission, shall direct. Approval by the Board of Supervisors shall be required should a special meeting exceed the current limit of six meetings per fiscal year.

Any subcommittee meetings composed solely of less than a quorum of the members of the Commission, which are not standing subcommittees of the Commission, shall meet at a time and place convenient for the members of the subcommittee and may be open to the public. Proceedings of any

subcommittee meetings shall be presented to the Commission in written form at the Commission's regular meeting.

**8) Agendas & Minutes of Meetings.**

(A) The official agenda for each public meeting shall be prepared in accordance with any legal requirements by the designated Staff Liaison of each commission or committee unless the body's authorizing ordinance provides for a different designee. The Staff Liaison may consult with or seek input from the chair of the body, or in the chair's absence or unavailability, the vice chair or co-chairperson, during the preparation of the agenda. The Staff Liaison is also responsible for ensuring the official meeting agenda is properly noticed and posted according to law.

(B) Official minutes recording the motions entertained and actions taken at each commission or committee meeting shall be prepared by the Staff Liaison, or designee as authorized within the body's authorizing ordinance, and submitted to the Board of Supervisors, the Clerk of the Board, and the County Administrative Office.

~~Official minutes recording the actions taken at each Commission meeting shall be prepared and submitted by the Commission to the Board of Supervisors, the Clerk of the Board, and the County Administrative Office.~~

**9) Quorum for Meetings.**

A quorum shall consist of six (6) Commissioners for regular and special meetings. If a quorum is not present within fifteen minutes of the scheduled meeting time for any regular or special meeting, then such meeting shall be adjourned for lack of a quorum. A notice indicating such an adjournment shall accompany the following agenda for the next meeting.

**10) Notice of Meetings.**

At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be mailed to each Commission member, and to each representative of the news media and to each other person who has submitted a written request to the Commission for notification of meetings, and shall be posted at least seventy-two (72) hours prior to the regular meeting at a location that is freely accessible to the public. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting. No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the Commission may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by four-fifths vote of the membership of the Commission, or if less than four-fifths of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the County subsequent to the agenda being posted.

At least twenty-four (24) hours prior to each special meeting, an agenda for the special meeting shall be mailed to each Commission member and to each representative of the news media and to each other person who has submitted a written request to the Commission for notification of meetings; and shall be posted at least twenty-four (24) hours prior to the special meeting at a location that is freely accessible to members of the public. No business other than that listed on the agenda shall be considered at a special meeting.

All subcommittees shall comply with the notice and agenda requirements otherwise applicable to the Commission in these by-laws, except for subcommittees composed solely of less than a quorum of the members of the Commission which are not standing subcommittees of the Commission with either a continuing subject matter jurisdiction or a meeting schedule fixed by resolution or other formal action of the Commission.

**11) Public Participation.**

Public participation in Commission meeting shall be allowed as follows:

- A. An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission's consideration of the item.
- B. In addition, the agenda will provide for oral communications on items not on the agenda which are within the subject matter jurisdiction of the Commission near the beginning of each regular meeting agenda.
- C. The Chairperson of the Commission may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Commission may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total amount of time allotted for community oral communications. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting.

**12) Action of the Commission.**

Every act or decision taken or made by an affirmative vote of at least six (6) of the Commissioners present at the meeting is the act of the Commission. All such actions of the Commission shall be governed by Roberts Rules of Order.

**13) Vacancies.**

~~\_\_\_\_\_~~ Vacancies on the Commission shall exist (1) on the death, resignation or removal of any Commissioner; and (2) when a Commissioner abandons their seat by:

- ~~A. \_\_\_\_\_~~ Missing any member who misses three two consecutive meetings, without prior notice to the Staff Liaison, and as documented in the minutes.
- ~~B. \_\_\_\_\_~~ good cause entered into the Commission's minutes or A Commissioner misses three of six 3 out of 6 meetings in a calendar year, of the Commission shall be deemed as resigned from the Commission and the Board of Supervisors will be notified of the vacancy on the Commission. The Chairperson of the Commission shall notify the Clerk of the Board of any vacancies on the Commission.
- ~~C. \_\_\_\_\_~~ Failure to complete any training, ethical, or legal requirements mandated by law or as required in the Commission's authorizing ordinance or bylaws.

Any unscheduled vacancy shall be reported in writing by the commission Staff Liaison to the Board and the Clerk of the Board

**14) Biennial Report.**

A. A biennial report shall be submitted by the Commission to the Board of Supervisors and to the County Administrative Office on or before January 31<sup>st</sup> every other year and subsequently filed with the Clerk of the Board of Supervisors. The biennial report shall highlight the activities, accomplishments and future goals of the Commission and shall utilize the following report format:

- 1. Role(s) of the Commission;
- 2. Meeting dates, time and location;
- 3. Commission structure;
- 4. Commission staff (designated staff or staff assigned through department);
- 5. Attendance;
- 6. Biennial goals and accomplishments (reporting year goals and attainment of those goals; summary of reporting year activities including special projects and projects and workshops or seminars that members have attended, if applicable);
- 7. Future goals; and

8. Recommendations (public and/or private sector actions to advance the goals of the Commission).

B. In addition to the Biennial Report, the Commission may submit progress reports and recommendations to the Board of Supervisors and the County Administrative Office at any time.

**15) Stipends.**

A. Commission members may receive a stipend as compensation for their public service as established annually by resolution of the Board of Supervisors.

**16) Subcommittees.**

(A) The establishment and dissolution of all subcommittees shall be reported in writing to the Board. Members of any subcommittee need not be commission members, except that the Chairperson shall designate a commission member to serve on the subcommittee.

(B) "Subcommittee" means any subsidiary study group appointed by the Commission to assist the commission for longer than six months.