

## **ADMINISTRATIVE POLICY MANUAL**

### **The Lawrence Cultural Arts Commission of the City of Lawrence, Kansas**

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## **ADMINISTRATIVE POLICY MANUAL**

### **The Lawrence Cultural Arts Commission of the City of Lawrence, Kansas**

#### **SECTION I**

##### **NAME AND DEFINITIONS**

###### **1.1 Name**

The name of the organization shall be the Lawrence Cultural Arts Commission.

###### **1.2 Definitions**

The following terms and their definitions shall apply to this Policy Manual:

- a. The Lawrence Cultural Arts Commission is referred to as "the Commission" or "the Arts Commission."
- b. Individuals who serve on the Commission are referred to as "Commissioners" or "members."
- c. Officers such as Chair, Vice Chair, and Secretary of the Commission are referred to as "Officers."
- d. The Mayor of the City of Lawrence is referred to as "the Mayor."
- e. The City Commission of Lawrence is referred to as "the City Commission" or "the Governing Body."
- f. The chief executive appointed by the City Commission is referred to as "the City Manager" or "the Manager."
- g. The city staff member working with the Commission is referred to as "the Staff Liaison."

#### **SECTION II**

##### **PRINCIPAL OFFICE**

###### **2.1 Principal Office**

The principal office of the Cultural Arts Commission shall be at: City Manager's Office, 4<sup>th</sup> Floor City Hall, 6 E. Sixth St., Lawrence, KS 66044. The telephone number is (785) 832-3400. The email address is [arts@ci.lawrence.ks.us](mailto:arts@ci.lawrence.ks.us)  
The Web site is [www.lawrenceartscommission.org](http://www.lawrenceartscommission.org)

#### **SECTION III**

## PURPOSE

### **3.1 Mission**

**The mission of the Lawrence Cultural Arts Commission is to enhance and enliven the community through the promotion of cultural opportunities and arts education while nurturing an environment of aesthetic vitality.**

### **3.2 Mandate**

The Governing Body of the City of Lawrence hereby endorses continued existence of the Lawrence Cultural Arts Commission, which was established December 1973.

The purpose of the Commission is to champion the arts in Lawrence. Believing that a creative cultural environment is essential, the Cultural Arts Commission is charged to forward recommendations to the City Commission regarding construction or renovation of public buildings, purchase of artwork for the City, and sponsorship of local art activities upon request by the City.

This Commission has been involved in the Percent for Art program and the annual Outdoor Downtown Sculpture Exhibition. The Commission also annually presents the Phoenix Awards to recognize outstanding artistic efforts on the part of individuals and organizations in our community, and Community Arts Grants to support events, programs or exhibits by individual or groups.

### **3.3 Responsibilities and Duties**

The Commission has the responsibilities and duties described in Resolution No. 6773, or any subsequent amendments thereto.

As provided in Resolution No. 6773, Section II, the purpose of the Cultural Arts Commission shall be to promote, encourage and coordinate the artistic and cultural activities of the community through recommendations made to the Governing Body of the City and through coordinating endeavors of those groups and organizations that identify themselves as primarily concerned with the artistic environment of Lawrence. To effectuate this purpose, the Cultural Arts Commission shall have the following responsibilities:

a. Upon their own initiative:

1. Recommend works of art for purchase and/or recommend projects relating to the purchase of art.
2. Recommend for consideration by the Governing Body various artistic events.
3. Present awards of recognition related to various artistic endeavors within the community.
4. Make recommendations to the Governing Body regarding any matter that is believed to have a significant impact upon the aesthetic environment of the community.

b. Upon request of the Governing Body:

1. Recommend works of art for purchase and/or recommend projects relating to the purchase of art.

2. Present awards of recognition related to various artistic endeavors within the community.
3. Study any proposed project with regard to various elements of artistic concern and prepare conclusions for consideration by the Governing Body.
4. Undertake fund-raising projects in conjunction with the purchase of works of art by the City or development of artistic events by the City.
5. Conduct a review of plans, proposals, or projects relating to architecture, works of art or artistic events and present advice or recommendations to the Governing Body.
6. Coordinate or assist artistic and cultural events within the community, including the procurement of physical facilities for such events and support of those groups participating in such events.

For the purpose of this section, the term "artistic events" includes festivals, concerts, theatrical productions, and exhibitions.

In furtherance of the foregoing the Cultural Arts Commission shall:

1. Annually present Community Enhancement and Cultural Exchange Awards, now known as the Phoenix Awards, to recognize outstanding artistic efforts on the part of individuals and organizations in our community;
2. Promote a community arts grant program to encourage and support an active interest in the arts on a local level, establish liaisons between community groups and develop support for neighborhood artists and arts organizations;
3. In conjunction with the City Manager's Office and the Parks & Recreation Department, coordinate the annual Outdoor Downtown Sculpture Exhibition;
4. In accordance with the Percent for the Art program, recommend the acquisition and placement of public art; and
5. Upon request by the City Commission make recommendations for the expenditure of appropriations made by the City Commission for the advancement of the visual, performing, or literary arts.
6. The Cultural Arts Commission may make recommendations to the City Commission for the expansion of Arts Commission programs or curtailment of program responsibilities other than those specifically defined by City resolution, ordinance or policy.

### **3.4 Commission Programs**

Pursuant to its responsibilities, the Cultural Arts Commission establishes programs in order to fulfill its purpose:

- a. Annual Phoenix Awards: Resolution 6773, Sec. II

- b. Annual Community Art Grants: Resolution 6773, Sec. II
- c. Annual Outdoor Downtown Sculpture Exhibition: Resolution 6773, Sec. II
- d. Percent for Art Program: Resolutions 6773, Sec. II and 6774

## **SECTION IV**

### **MEMBERS**

#### **4.1 Members**

The Cultural Arts Commission shall consist of eleven (11) members appointed to three-year terms by the Mayor. Ex officio members shall be the Mayor or his/her appointee; the chair of the Lawrence-Douglas County Planning Commission, or his/her appointee; and the chair of the Parks & Recreation Advisory Board. In conjunction with programs of local schools, the Chair may designate a student member(s) who also shall serve ex officio.

#### **4.2 Nomination and Appointment**

The members of the Cultural Arts Commission shall be appointed by the Mayor. Members may volunteer to serve or be recommended by others in the community. The members shall be advocates of the performing, visual, and literary arts who are competent to determine the merit of artistic works or events that affect the environment of the City of Lawrence.

#### **4.3 Appointments and Terms of Office**

Unless otherwise specified by Resolution No. 6773 or any amendments thereto, Commission members shall serve three-year terms. Appointments are made to complete existing terms or to start new terms. Commissioners may serve no more than two consecutive full terms.

#### **4.4 Duties of Commissioners**

Each Commissioner shall be a member of at least one committee. In order to execute their responsibilities, Commissioners shall:

- a. Unless excused, attend all regular and special meetings of the Commission and the meetings of committees of which they are members.
- b. Be knowledgeable about general issues of concern to the Lawrence arts community.
- c. Strive to increase the resources of the Commission.
- d. Act as advocates for the arts to government and the business community and the community as a whole.

#### **4.5 Compensation**

Unless otherwise specified by ordinance, Commissioners shall serve without compensation. However, Commissioners may be reimbursed for expenses directly related to their duties as Commissioners.

#### **4.6 Vacancies, Removals, and Resignations**

a. Vacancies and removals

A vacancy on the Commission shall be deemed to exist on the occurrence of any of the following:

1. The death, resignation or removal of any Commissioner.
2. The declaration by the Mayor of a vacancy in the office of a Commissioner who has been declared of unsound mind by a final order of court, or has been convicted of a felony, or has engaged in official misconduct prohibited by City Policy.
3. If any Commissioner has three (3) unexcused absences at regularly scheduled meetings of the full Commission in any twelve- (12) month period, the Commission may notify the Mayor for mayoral decision to remove the Commissioner. If a Commissioner does not give notice to the Chair or the Staff Liaison within 72 hours of the scheduled meeting, the absence will be unexcused. Excused absences shall include personal illness, professional obligation, family emergency or unforeseen conflicts. Any member having an excessive number of absences will be asked to resign from the Commission. Absences, excused and unexcused, will be listed in the minutes.
4. All vacancies occurring during a term shall be filled for the unexpired term.

b. Resignations

Any Commissioner may resign upon giving written notice to the Chair and the Mayor through the City Manager's office.

### **SECTION V**

#### **OFFICERS**

#### **5.1 Officers**

The officers of the Commission shall consist of a Chair, Vice Chair, and Secretary.

#### **5.2 Election and Term of Office**

At the regular January meeting of the Commission, unless another meeting date is selected by a majority of the Commissioners, officers shall be elected from among the regular members of the Commission. All officers shall hold office for one (1) year or until replaced by election, resigns, or is removed for misconduct.

A nominating committee shall be appointed by the Chair and confirmed by the Commissioners at the last regular meeting of the calendar year. At the regular January meeting, the slate of officers prepared by the nominating committee shall be presented

to the Commission, and the Chair shall ask for nominations from the floor. If there is more than one candidate the vote shall be taken by secret ballot. At the regular January meeting of each year, the commissioners shall elect a Chair, Vice Chair, and Secretary who shall serve commencing the following February 1 for a term of one year, or until their successors are elected. Officers may serve no more than two consecutive full terms. A portion of a term shall not be part of this limitation.

### **5.3 Duties of the Chair**

The Chair shall preside at all regular meetings of the Commission. The Chair is empowered to call special meetings, reschedule meetings, change committee appointments, form committees of the Commission, change committee appointments and appoint chairpersons of all standing committees and special committees of the Commission pursuant to Section VII of this policy manual.

Presiding duties include opening and adjournment, ascertainment of the existence of a quorum, sequence of business, recognition of members entitled to the floor, statement for vote of all motions that legitimately come before the assembly, enforcement of rules of debate, and protection of the assembly from frivolous or dilatory motions.

The Chair shall be an ex-officio member of all committees of the Arts Commission. The Chair shall act on behalf of any Arts Commission committee as necessary to carry out the work of the Commission. The Chair shall serve as official spokesperson of the Commission.

Among other responsibilities, the Chair shall:

- Preside over the meetings of the Commission and over all public hearings and decide all questions of order subject to an appeal to the Commission.
- Appoint members to subcommittees and the chairs thereof.
- Insure Commission representation at City Commission meetings and sessions when matters pertaining to the Commission are to be discussed and/or voted on.
- Approve proposed agenda for Commission meeting.
- Conduct secret ballot voting of Commission.
- Act as a liaison between Commission and City Manager, Mayor, City Commission and staff.
- Attends all Executive Committee meetings.
- Perform all other duties as directed by the Commission.
- Assign Commission correspondence to members of Commission.
- With Staff Liaison, see that new Commissioners are provided with all necessary reports, ordinances and materials, and given a briefing on the duties, responsibilities and scheduled activities of the Commission. The orientation shall be accomplished as soon after the Mayor's appointment as possible.

### **5.4 Duties of the Vice Chair**

In the absence of the Chair, the Vice Chair shall preside at meetings of the Commission and have all powers of, and be subject to all the restrictions upon, the Chair.

Among other responsibilities, the Vice Chair shall:

- Assume responsibilities of the Chair when he/she cannot fulfill responsibilities.
- Assist the Chair in fulfilling his or her responsibilities.
- Attend all Executive Committee meetings.
- Perform all other duties as directed by the Commission or Chair.



- Prepare for the Chair position.

## **5.5 Duties of the Secretary**

In the absence of the Chair and the Vice Chair, the Secretary shall preside at meetings of the Commission and have all powers of, and be subject to all the restriction upon, the Chair.

Among other responsibilities, the Secretary shall:

- Assume the responsibilities of the Chair when the Vice Chair cannot fulfill responsibilities.
- Assist the Chair and Vice Chair in fulfilling his/her responsibilities.
- Prepare some Commission correspondence.
- Attend all Executive Committee meetings.
- Perform all other duties as directed by the Commission or Chair.
- Prepare and review monthly meeting minutes:

Record-keeping is a vital component of effective committee and Commission work. While it is the Secretary's responsibility to keep the minutes, members should also keep their own notes so that the minutes can be checked for accuracy at future meetings. Minutes should be relevant to agenda and content and shared with Commission members and affected external parties.

## **5.6 Absence of Officer(s) at Regular Meetings**

In the event of the absence or inability to act of the Chair, Vice Chair and the Secretary, a majority of the remaining members of the Commission at the meeting shall elect one of the members to act temporarily as the presiding officer.

In the event of the absence or inability to act of the Secretary, the presiding officer at the meeting shall elect one of the members to act temporarily as the Secretary of the Commission.

## **5.7 Filling Vacancies**

In the event the Chair is unable to complete his/her term of office, the Vice Chair will succeed the Chair and fulfill the Chair's remaining term of office as the presiding officer. The Commission shall conduct an election to replace the Vice Chair. The Vice Chair's successor will serve the remaining term of office.

In the event the Vice Chair is unable to fulfill his/her duties, the Secretary shall be interim Vice Chair until the Commission conducts an election for a new Vice Chair to serve the remaining term of office.

In the event the Secretary is unable to complete his/her term of office, the Commission shall conduct an election to replace the Secretary. The Secretary's successor will serve the remaining term of office.

## **5.8 City Manager**

The City Manager or his/her designee shall conduct all administrative affairs related to the Arts Commission and shall supervise the Staff Liaison required for the coordination of this work.

The Arts Commission may request the Staff Liaison to do the following:

- Serve the Commission in an advisory capacity, assisting with translating the goals, objectives and policies of the City into programs, projects and activities.
- Assist the Chair with the distribution of all materials and information to the Commission and various committee members.
- Maintain the permanent files of the Commission.
- Assist with applying for and administering state, regional and federal grants related to the approved programs and activities of the Commission.
- In conjunction with the Chair, assess the needs and desires of the community as they relate to the purchase and display of artworks and the contracts of music, dance and theatre groups for community performances as approved by the City Manager or City Commission.
- In conjunction with the Legal Services Department, negotiate and administer contracts with artists for the display or purchase of artwork and with dance, theatre and other companies for community performances.
- Report the current status of the budget on a monthly basis or as requested by the Chair.

## **SECTION VI**

### **MEETINGS**

#### **6.1 Regular Meetings**

Regular meetings of the Commission shall be publicly announced and are normally held at 7 p.m. on the second Wednesday of each month at City Hall, City Commission Meeting Room, 6 East 6th Street, Lawrence, KS 66044.

Exception: When the second Wednesday of the month falls on a City holiday, that month's meeting shall be held on the following Wednesday. The Regular Meeting and/or Special Meetings may be held at other locations, dates or times subject to the provision of appropriate notice. A change in the Commission's meeting schedule does not require an amendment of these policies.

#### **6.2 Special Meetings**

In addition to the regular monthly meetings, the Chair or a majority of the Commission or a committee may elect to hold special meetings of the Commission or the committee so electing to investigate timely issues or those requiring concentrated focus and investigation.

#### **6.3 Open Meetings**

All Arts Commission meetings are considered public meetings.

#### **6.4 Notice of Meetings**

The City Manager or his/her designee shall be responsible for ensuring that notices, agendas and minutes for all regular and special meetings of the Commission and all meetings of the Commission's committees are posted and distributed in accordance with state and local laws.

#### **6.5 Action at a Meeting: Quorum and Required Vote**

- a. Quorum  
The presence of six (6) Commissioners at a meeting of the Commission constitutes a quorum. Each Commissioner present shall have one (1) vote on motions brought before the Commission. Proxies are not permitted. In the absence of a quorum, no action can be taken, and the meeting will be adjourned. At this time, an informational hearing can be held with no action taken and a report given at the next hearing.
- b. Required vote  
Each member present at a Commission meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present, is excused to avoid the appearance of impropriety, or the member has a conflict of interest which legally precludes participation in the vote. Whether a Commissioner has a conflict of interest which precludes participation in a vote is determined on a case-by-case basis, in consultation with the City Staff.

#### **6.6 Voting**

- a. Classes of voting members  
All members, appointed by the Mayor, with the exception of ex-officio members, shall be entitled to one (1) vote on each matter submitted to a vote of the Commission.
- b. Procedure  
Unless otherwise required by resolution or ordinance, the affirmative vote of a majority of the currently appointed Commission members shall be required for the approval of any matter before the Commission.

#### **6.7 Public Comment**

The Commission shall hold meetings open to the public in full compliance with state and local laws. The Commission encourages the participation of interested persons. The Chair may limit time permitted for public comment consistent with state and local laws. Each person wishing to speak on an item before the Commission at a regular or special meeting shall be permitted to be heard once for up to three minutes. For regular meetings each agenda shall provide an opportunity for members of the public to directly address the Commission on items of interest to the public that are within the Commission's jurisdiction. Time limits shall be applied uniformly to members of the public wishing to comment.

#### **6.8 Access to Meetings**

The Commission shall provide notice of public accessibility and access to all regular and special meetings in compliance with applicable laws.

## **6.9 Conflict of Interest**

Every member of the Commission shall refrain from making or influencing governmental decisions in cases where he or she has a conflict of interest under state or local laws.

The members of the Arts Commission are subject to the City's Ethics Policy.

The Commission requires that each member declare any conflict of interest with organizations that submit proposals for funding to the City Manager's Office. Upon declaration of conflict(s), the Commissioner(s) will remove him/herself from any discussion of and voting upon disposition of the proposal(s) from said organization(s).

It is not a conflict of interest for a Commissioner to make financial contributions of his/her own funds to an agency or entity that applies to the Arts Commission for funding or receives funding upon the recommendation of the Commission, provided the Commissioner has no other role in the organization's affairs.

## **SECTION VII**

### **COMMITTEES**

## **7.1 Guiding Principles**

The Arts Commission shall establish standing committees, which shall:

- a. Conduct public hearings and take public comment when needed to ensure that all viewpoints are considered on matters within the Arts Commission's jurisdiction and in all cases when required by local, state or federal law.
- b. Provide the Arts Commission with readily available expertise regarding the policies and direction of the Commission.
- c. Review staff recommendations and advise the Arts Commission regarding recommended action to be taken on matters within the Arts Commission's jurisdiction.
- d. Provide a broad community participation in Arts Commission activities.
- e. Examine issues brought before the committee and make recommendations to the Arts Commission.

## **7.2 General Committee Procedures**

All committees of the Cultural Arts Commission shall be governed by the provisions of all applicable federal, state, and local laws. In general, all committee meetings shall be open and public to the extent required by applicable laws.

All committees shall publish and distribute agendas and minutes, shall meet at regularly scheduled times and at regular meeting places, shall provide for public accessibility, shall hear public comment on issues on the agenda and other issues under their purview, and

shall have the right to limit public comment in accordance with the applicable provisions of state and local public meeting laws.

Committee chairs shall be responsible for ensuring agendas and minutes of their respective committees are provided to the city for official record purposes. The committee shall nominate a secretary for the purpose of recording minutes and other correspondence of the committee.

### **7.3 Accountability of Commissioners and Committees to the Arts Commission**

All committees formed by the Arts Commission or the Chair of the Arts Commission shall be accountable to the Commission and shall have authority to make recommendations to the Cultural Arts Commission on matters within the committee's area of responsibility. Only the Cultural Arts Commission can make recommendations binding the Arts Commission; committees are not so empowered.

The Commission acts as a body. A member may speak or act for the Commission in accordance with action previously taken by the Commission. The Chair shall serve as official spokesperson of the Commission.

All subcommittees desiring to make a report or recommendation to the Commission should notify the Chair one week prior to the next meeting. All reports or recommendations should be in writing to be placed on the agenda. Written reports or recommendations should be provided to the Chair and the Staff Liaison one week prior to the next meeting to give sufficient time for the distribution of information to all Commissioners for their review in a timely manner.

### **7.4 Standing Committees**

The Commission shall maintain standing committees for the execution of its general powers and duties:

- a. **Executive Committee**  
The Executive Committee shall consist of four members: the immediate past chair, if still a member of the Commission; the current Chair; the Vice Chair; and the Secretary. This committee's charge is to deal with issues needing discussion before the regular Commission meetings.  
The Executive Committee shall have the responsibility for reviewing and recommending overall Commission policy, long-range and strategic planning, program evaluation, general budgeting and financing of programs. The Committee would make recommendations to the Commission as appropriate. The Executive Committee will meet only as needed.
- b. **Community Arts Grant Program Committee**  
The Community Arts Grant Program Committee shall be responsible for review and recommendation of program policies, projects and initiatives for the Community Arts Grants Program.
- c. **Nominating Committee**  
The Nominating Committee shall be appointed by the Chair no later than the regular November meeting each year, unless the Commission decides upon a later appointment date. The Committee shall consist of a minimum of three regular members of the Commission.

The Nominating Committee shall review qualifications and availability of Commissioners and make recommendations for officers, review and/or develop nominating procedures, develop and participate in orientation sessions for new members, and make recommendations for public membership on ad hoc committees and subcommittees.

d. Outdoor Downtown Sculpture Exhibition Committee

The Outdoor Downtown Sculpture Exhibition Committee shall assist the City in coordinating the annual Outdoor Downtown Sculpture Exhibition. It selects the juror and reviews and recommends all program proposals.

The City Manager's Office in conjunction with the Parks & Recreation Department shall oversee all aspects of acquiring, maintaining, site selection or removal of artwork for the Outdoor Downtown Sculpture Exhibition.

e. Phoenix Awards Committee

The Phoenix Awards Committee coordinates the annual Phoenix Awards Program and Reception. It selects the artist to complete a commissioned artwork for each of the winners and for the City Manager's Office and reviews and recommends all program proposals, policies and procedures.

## **7.5 Advisory Committees**

The Commission shall maintain advisory committees to inform and make recommendations to the Standing Committees of the Commission. Advisory committees shall include but are not limited to:

a. Web Site Advisory Committee

The Web Site Advisory Committee shall be made up of three commissioners and Web Site/IT professionals, appointed by the Chair.

## **7.6 Ad hoc Committees**

The Chair of the Commission and/or a majority of the Commissioners may also form ad hoc committees. Ad hoc committees ("select" committees) are formed for a specific purpose and cease to exist after completion of a designated task (i.e. Percent for Art projects).

## **7.7 Chairpersons of Committees**

Chairpersons of standing committees shall be regular Commissioners. Chairpersons of advisory or ad hoc committees may be community members of advisory or ad hoc committees. Appointments to chair committees shall be determined by the Chair of the Commission or, at the Chair's option, by a consensus election of the committee membership. The Chair will serve as Chair of the Executive Committee.

## **7.8 Committee Membership and Size of Committees**

Standing committees will be made up of regular members of the Commission. Advisory and ad hoc committees may be made up of regular members of the Commission and members of the public nominated and recommended by the Commission to the City

Commission for approval. Committee size shall be determined as set forth in this policy manual or by the Chair of the Commission.

#### **7.9 Terms of Committee Membership**

Members of standing, advisory and ad hoc committees shall serve for one year and may be re-appointed to committees, unless the Chair determines that changes be made during that year.

#### **7.10 Removal**

Commissioners may request removal from a committee by doing so to the Chair of the Commission.

Unless excused, all committee members shall attend each regular or special meeting of the Committee. Unless otherwise decided by a majority of the Commission, a committee member who misses three regularly scheduled committee meetings in any six-month period without prior authorization of the committee shall be deemed to have resigned from the committee effective on the date of written notice from the committee chair to the Chair of the Commission.

### **SECTION VIII**

#### **GOVERNANCE**

#### **8.1 Parliamentary Procedures**

At the discretion of the Commission Chair or the committee chair, except where applicable ordinances, resolutions or other rules provide required procedure, meetings shall be governed by the most recent edition of **Robert's Rules of Order**.

### **SECTION IX**

#### **AMENDMENT OF POLICIES**

#### **9.1 Amendment of Policies**

Procedure for amending the policies of the Arts Commission

Before considering any amendments the Commission shall first give (30) days' notice for public comment. The Commission shall then circulate among its members the written amendment and public comments for an additional (30) days prior to the meeting at which the vote to approve the amendment is taken. The approved amendment is then submitted to the City Commission with a recommendation from the Arts Commission.

Approved amendments with a fiscal impact are placed in the policy manual at the end of each year and the amendment shall become effective January 1 of the year following its approval by the City. All other amendments are effective immediately upon City Commission approval.

## **APPENDIXES**

### **Standard Agenda Format**

#### **Standard Agenda Format Example**

- Call to Order
- Introductions and Welcome
- Approve Minutes
- Announcements
- Commission Items
- Public Comment (A three-minute limit for individuals and five for representatives of organizations.)
- Reports
- Unfinished Business
- New Business
- Date of Next Meeting
- Adjournment

The following is the format generally used when the Commission presents items of business during Commission meetings:

- Topic of business is announced
- Report from staff or motion by chair of sub-committee
- Questions from commissioners
- Commission discussion
- Motion by Commission (if chair of sub-committee has not previously done so)
- Vote by Commission

#### **Standard Minutes Format example:**

City of Lawrence  
Lawrence Cultural Arts Commission  
<date of minutes here> minutes

MEMBERS PRESENT:     <enter members present>

MEMBERS ABSENT:     <enter members absent>

STAFF PRESENT:       <enter staff present>

PUBLIC PRESENT:       <enter public present>

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Enter body of minutes here.



**The following policies, guidelines and procedures are adopted as part of this policy manual by reference upon the approval of the policy manual by the City:**

Resolution No. 6773 approved by Lawrence City Commission August 19, 2008 (a resolution detailing the membership and responsibilities of the Lawrence Arts Commission)

Resolution No. 6774 approved by Lawrence City Commission August 19, 2008 (a resolution establishing the policy of the City of Lawrence, Kansas, governing appropriations and expenditures for a Public Art Program)

Resolution No. 5403 approved by Lawrence City Commission March 20, 1991 (a resolution adopting an Ethics Policy for the governing body members, appointed officials and employees of the City of Lawrence, Kansas)

Most recent edition of Robert's Rules of Order or any subsequent amendments thereto

Lawrence Arts Commission Strategic Plan (April 21, 2007) or any subsequent amendments thereto

Mural Review Policy (Feb. 13, 2002) or any subsequent amendments thereto

Donated Art Policy (February 2001) or any subsequent amendments thereto

Percent for Art Procedure Manual (February 1997) or any subsequent amendments thereto

Outdoor Downtown Sculpture Exhibition Procedure Manual (February 1993) or any subsequent amendments thereto