

CITY OF PORT ST. LUCIE PUBLIC ART ADVISORY BOARD BY-LAWS
As adopted by the City of Port St. Lucie City Council

ARTICLE I. NAME

The name of the Board is City of Port St. Lucie Public Art Advisory Board, or PAAB.

ARTICLE II. MISSION AND PURPOSE

The Public Art Advisory Board is dedicated to enhancing the quality of cultural and artistic expression in Port Saint Lucie for its residents, visitors and those who work in the city. The Board recognizes the responsibility that the City of Port Saint Lucie bears to create a positive atmosphere through its artistic resources. The assets of a community are its people and their contributions to develop pride in their city. To this end, the PAAB strives to create a stimulating environment that incorporates the vitality, cultural background, local history, amenities, and growth among its citizens, through the establishment of public art as a unifying force to draw people together.

The Board's duty is to make recommendations on the arts – public art projects, architectural enhancements, and special landscape treatments. Under the auspices of Planning and Zoning, the Board's purpose is to implement a Public Arts Plan for the residents and visitors of Port Saint Lucie and to enhance the environs and unique character of the city by advising the Council in acquisition and maintenance of quality works of art.

The PAAB believes that the arts are critical to the vitality of a city and that its residents appreciate an investment in the arts. It is the Board's goal to place art within areas that are of maximum benefit to the greatest numbers of the viewing public because expressions of art in public settings draw people in an inviting way to the qualities of the community, leaving a memorable impression.

The Board will not take any steps that will serve to facilitate the transaction of specific business by any of its benefactors, fellow members, or sponsors.

ARTICLE III. MEMBERS

Members must be full time residents of the City of Port St. Lucie, be as described in Chapter 162 Port St. Lucie City Code, and have a desire to serve. Appointed by the Mayor and confirmed by the City Council, the Board serves at the pleasure of the Council.

Selected individuals must be willing to perform the following duties:

- A. Actively attend and participate in all meetings of the Board.
- B. Serve on projects initiated by the Board. This may involve attending special meetings as a sub-committee to coordinate activities or attending other arts organization functions as a representative of PAAB.
- C. Conduct research to obtain information in support of projects sponsored by the Board.

All Board members:

- A. Cannot serve dual positions on city, county, or state boards.
- B. May be reappointed to positions with majority vote by Board members, subject to approval by City Council.
- C. May resign by submitting a Letter of Resignation to the Board.

ARTICLE IV. OFFICERS

- A. A Chairman and Vice-Chairman shall be elected annually by majority vote of the members of the Board.
- B. The Chairman serves as the coordinator for the Board and promotes a positive image of PAAB in the community. The Chair oversees all activities and provides updates to the City Council as needed.
- C. The Vice-Chair stands in for the Chair in his or her absence at Board meetings or events.

ARTICLE V. VACANCIES IN OFFICE

In the case of a vacancy of the Chairman, the Vice-Chair shall succeed to the office. In the case of a vacancy of any other officer, the Chair will contact the City Clerk's office to obtain applications on file. (If no sufficient applications are available, the position is solicited by public advertisement.) Resumes/applications are reviewed by the Board and candidates may be interviewed based on the Board's current need. Consistent criteria will be applied in the selection process. The PAAB recommendation will be in a majority vote of current Board members and are submitted to the Mayor for consideration and/or appointment and confirmed by City Council.

ARTICLE VI. MEETING/ATTENDANCE

- A. Meetings will be opened by the Chair and in his/her absence, the Vice-Chair.
- B. Meetings will be held at minimum on a monthly basis, on the third Tuesday of the month. Special meetings will be called as needed by the Chair.
- C. Individual members working on a specific project may meet with the city liaison at any time to discuss official business. In order to maintain compliance with the Florida Sunshine Laws, two or more voting members may not discuss official business until the next regular scheduled meeting.
- D. Attendance at Board meetings is expected. Members are to notify the Chair prior to the date of the meeting if they will be absent. If any member fails to attend meetings on a regular basis (i.e. missing more than 3 meetings in a 12 month period), the member may be asked to resign. The Board will select a new member as outlined in Article V.
- E. One more than half the number of committee members shall constitute a quorum for the transaction of business. If at any meeting less than a quorum is present, a majority of those present will adjourn the meeting. Should failure to constitute a quorum arise due to the early departure of a member from a meeting, adjournment must be called. Those present may discuss topics, but votes may not be cast.

- F. Every act or decision carried through by motion and vote by a majority of the Board in which a quorum is present shall be regarded as the act of the entire Board.
- G. Only members of PAAB who are appointed and present during a meeting can vote on Board business. There will be no proxy or absentee votes allowed and no voting via electronic device (fax, cell phone, telephone, etc.).
- H. If the regular meeting is impaired by severe weather or natural disaster, the Board may reschedule through the City Clerk's office, or cancel the meeting providing not more than two (2) regular meetings are cancelled during the administrative year.

ARTICLE VII. REMOVAL OF OFFICERS/MEMBERS

If it appears that a Board member may be engaging in conduct unbecoming or is failing to perform the duties of a Board member, the Board shall give written notice of the alleged facts to the member within seven (7) days. A special meeting of the Board to consider the allegations will be called within two (2) weeks. If the Board determines by majority vote to make a recommendation to remove such member and declare the position vacant, the Board shall proceed to make such recommendation to the City Council as soon as possible, on a regularly scheduled meeting date.

ARTICLE VIII. ACCOUNTING PROCEDURES

A budget report will be submitted annually to the City Council for approval. This report will detail current year receipts and expenditures.

The PAAB city liaison will facilitate all accounting with expenditures being issued by the Finance Department. A report will be made available to the PAAB through the city liaison and Office of Management and Budget.

Revenue from sources other than the Fund may be raised as determined by the Board and approved by a majority vote. Monies received from fund-raising projects in which the public participates or from donor endowments, shall be segregated from the administrative funds and shall be used only for educational, stipend apprenticeships, and students scholarships.

ARTICLE IX. PUBLIC ART FUND BREAKDOWN

As sufficient funds accumulate, projects will be considered that will most effectively utilize the funds in furtherance of implementation of the master plan.

ARTICLE X. REVENUES

Promotional community activities such as educational workshops, student art and essay contests, and other activities are budget items. The PAAB Board outlines all activities for these projects and votes on all expenditures pending Council approval. Operating expenses are established annually based on reporting from the Office of Management and Budget.

ARTICLE XI. STUDENT SCHOLARSHIP

Annually, the PAAB may solicit and approve qualified scholarship applications. Upon finalist selection, the Board presents the candidate's application to the Mayor and City Council for approval. The scholarship is endowed by donors and benefactors who support art education in the visual, performance, and architectural design arts as well as other donated funds.

The Board may develop the guidelines, applications process, award amounts and requirements for this program and posts them on the City website.

ARTICLE XII. SEVERABILITY

In the event that any provision of these bylaws is held invalid, all other provisions shall remain in effect.