**AURORA CULTURAL AFFAIRS COMMISSION**

ARTICLE I

**NAME**

This Commission shall be known as the Aurora Cultural Affairs Commission, as

currently established by City Ordinance No. 94-35.

ARTICLE II

**PURPOSE**

The purpose of the Commission shall be as follows:

1. To provide for ongoing systematic planning for the development of cultural arts

 activities within the City of Aurora and to implement the arts plan established by

 resolution 93-25.

1. To assist the many community cultural groups by providing needed overall resources, stimulating community involvement, and enhancing current activities.

ARTICLE III

**MEMBERSHIP**

The Cultural Affairs Commission (CAC) is an eleven-member body, appointed by the

City Council. Members serve for a term of three years, beginning at the time of

appointment without compensation, but shall be paid their necessary expenses actually

incurred in the discharge of their official duties.

Commission members can be drawn from active participants in various aspects

of the arts and culture community including one (1) member from the Art in Public Places Commission, one (1) member from the Aurora Fox Arts Center Board, one (1) member from or representative to the Art & Business Connection of the Chamber of Commerce, one (1) member from the Historic Preservation Commission, one (1) member from the Aurora Museum Foundation, and additional commission members from the public at large, through advertisement for vacant appointments.

Candidates are requested to submit their applications to the City Manager’s office. The staff will review applications and forward them to the officers for interviews and assessments. Interviewed applicants will be ratified by the Commission and forwarded to the City Council for approval and appointment. Replacement appointments are made as necessary to fill complete three-year terms, through the same process. Prior to term expiration, a letter of intent for re-appointment shall be submitted to the City Council and the appointment shall be advertised as a vacancy.

Any member may resign at any time by giving written notice to the City Council of

his/her resignation and a copy forwarded to the CAC Chairperson. Any such resignation

shall take effect at the time specified therein or, if the time is not specified, it shall be

immediately upon receipt. Unless designated therein, the acceptance of a resignation

shall not be necessary to make it effective.

The Commission may recommend the removal of a Commissioner, with cause, to the

City Council upon an affirmative vote of the majority. Cause shall be defined as failure

to perform specific duties as assigned or requested and/or attend 80% of the Commission

meetings.

ARTICLE IV

**DUTIES OF THE COMMISSION**

The Commission, acting within the scope of its functions, pursuant to Aurora City Code 8-241 Functions and Duties, Section 8-242 Authority of the Commission, as well as Section 8-425 Powers and Duties, shall have the power to:

1. Study, analyze, and recommend to the City Council proposals for administrative or legislative action that may be necessary to enhance the overall community cultural affairs programs.
2. Issue to the City Council such publications and reports of investigations and

research as appropriate and consistent with the duties and responsibilities of the Commission.

1. Bolster emerging artists and organizations.
2. Cooperate with federal, state, county, and municipal agencies and departments in

 stabilizing well-established organizations and their programs.

E. Make recommendations for the annual budget.

ARTICLE V

**OFFICERS**

The officers of the Commission shall be elected by the members of the Commission with

a majority vote and serve a one (1) year term. The elected officers shall include, but not

limited to: one (1) Chairperson, one (1) Vice-Chairperson and one (1)

Secretary/Treasurer.

1. The officers shall manage the business and affairs of the CAC. The officers may

delegate these functions to the commissioners. The officers shall be subject to the orders of the Commission, shall take no action which conflicts with those taken by the Commission, shall make no policy decisions on behalf of the Commission, and shall be responsible for preparing the annual report to the City Council as approved by the Commission.

1. No Commissioner shall hold more than one office. Such officers shall be elected

at the January meeting of the Commission to serve a term for one year, unless re-elected. No employee of the City of Aurora shall serve as an officer of the CAC.

1. Any officer may resign his/her office at any time by giving written notice to the Commission.
2. The Chairperson shall preside at meetings, shall act as liaison to support staff, empower chairs of subcommittees, provide reports from the officers, act as spokesperson for the CAC, and perform all duties incidental to the office. All actions of the Chairperson are subject to Commission approval.
3. The Vice-Chairperson shall have such responsibilities and perform duties as assigned by the Chairperson or the Commission. In the absence of the Chairperson, he/she shall preside over CAC meetings and be responsible for all internal projects.
4. The Secretary/Treasurer shall record and maintain minutes from all CAC meetings, and prepares official correspondence of the Commission in its relations with other agencies, committees, groups, or City Council. The Secretary/Treasurer shall keep all financial records of the Commission.
5. Any officer of the Commission may be removed from office, with cause, at any time, by the vote of the majority of the Commission at any meeting of the Commission. Cause shall be defined as failure to perform specific duties of that office.

 H. An officer vacancy may be filled for the unexpired term by appointment by the Chairperson with the approval of the Commissioners.

ARTICLE VI

**COMMITTEES/PROGRAMS**

1. Standing committees of permanent and ongoing nature shall include a minimum of one (1) Commissioner.
2. Ad Hoc committees/programs are of a temporary nature and shall be formed for a

specific purpose and for an undetermined period of time to handle special projects as they arise.

ARTICLE VII

**Meetings of the Commission**

1. The Commission shall meet on such dates and times as agreed upon by the Commission.
2. The meeting in August shall be known as the annual meeting and shall be for the

purpose of electing officers, receiving reports of committees, and any other business that may arise.

1. Special meetings may be called by the Chairperson or by one-third (1/3) of the Commission. Written or verbal notification shall be given to each Commissioner not less than three (3) days in advance of said meeting. Notification shall include date, time, place, and purpose of the meeting. A public notice must be posted 24 hours in advance of the special meeting in the lobby of the Aurora Municipal Building, 15151 E. Alameda Parkway.
2. At all meetings, a majority of the appointed Commissioners shall constitute a quorum. If a quorum shall fail, the meeting may be a work session with those present.

ARTICLE VIII

**BUDGET**

All Commission expenditures shall follow city financial policies.

ARTICLE IX

**AMENDMENT OF BYLAWS**

These bylaws can be amended at any regular meeting of the Commission by two-thirds

(2/3) vote, provided that the amendment has been submitted in writing at the previous

regular meeting.

ARTICLE X

**PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert’s Rules of Order*, newly revised shall

govern the Commission in all cases to which they are applicable and in which they are

not inconsistent with these bylaws and any special rules of order the Commission may

adopt.

Original – 5/31/96

Revised – 3/10/98

Revised – 3/13/02

Revised – 5/11/06

Revised – 4/30/2022