

CITY OF BEDFORD, OHIO

ORDINANCE NO. 9252-15

AN ORDINANCE AMENDING ORDINANCE NO. 7845-06 ARTS  
AND CULTURAL BOARD AND DECLARING AN EMERGENCY

WHEREAS, the City of Bedford has created by Ordinance No. 7845-06, Passed September 5, 2006, an Arts and Cultural Board to promote community life and cultivate the spirit of creativity, arts, culture and the diversity of others, and

WHEREAS, Council desires to clarify who can be a member and to adopt Bylaws regarding its operation, and

WHEREAS, the Arts and Cultural Board shall consist of seven (7) members appointed by City Council; a minimum of four (4) of the members shall be either a Bedford resident, a landowner, a business owner and said members shall serve without compensation, and

WHEREAS, Council hereby desires to approve the attached Bylaws contained in Exhibit "A".

NOW, THEREFORE,

BE IT ORDAINED by the Council of the City of Bedford, County of Cuyahoga and State of Ohio:

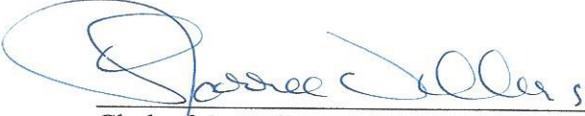
Section 1. Council for the City of Bedford hereby established an Arts and Cultural Board as stated in Chapter 149.01 and hereby adopts the attached Bylaws governing its operation.

Section 2. The Board shall perform such other duties and be further regulated as City Council may from time to time prescribe.

Section 3. This Ordinance is hereby declared to be an emergency measure immediately necessary for the public peace, health safety and welfare of the City of Bedford and further reason that Council for the City of Bedford desires to adopt the Bylaws at the earliest possible time to expedite operations.

WHEREAS, this Ordinance shall be in full force and effect immediately upon its passage.

  
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Mayor – President of Council

  
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Clerk of Council

PASSED: March 2, 2015

**BYLAWS**  
**BEDFORD ARTS & CULTURE BOARD**  
*Revised February 17, 2015*

**ARTICLE I - NAME**

This committee of the City of Bedford shall be known as the Bedford Arts and Culture Board, herein noted as the Board.

**ARTICLE II - MISSION**

The mission of the Bedford Arts & Culture Board is to promote the City's economic development through arts and culture, endorse the spirit of creativity, and celebrate diversity in order to raise the profile of Bedford as a community of growth.

**ARTICLE III - MEMBERSHIP**

a) Persons interested in the economic development of Bedford through the promotion of the arts may serve on Bedford's Arts & Culture Board.

b) The Arts & Culture Board shall consist of seven (7) members appointed by City Council and said members shall serve without compensation.

c) A minimum of four (4) members shall be a Bedford resident, landowner, or business owner.

d) The nomination and election procedure is as follows:

1. Resumes and/or Letters of Interest shall be submitted to the Clerk of Council who shall forward them to the Bedford Arts & Cultural Board.
2. The Chair of the Arts & Culture Board shall review applications with Members of the Board, City Manager and/or Director of Economic Development in order to fill vacancies in an expeditious manner.
3. Approval of a new member shall be appointed by City Council as stated in the Charter.  
*(Ref: Charter - Pg 9, Art. II, Section 9)*

e) Members appointed by City Council shall serve for a term of four (4) years.

f) Appointees shall participate as a member of the team to protect and advance the objectives and mission of the Board, have a strong desire to preserve and promote the Arts and Culture within the City of Bedford, be willing and able to give time and talent to Board activities, and function well in committees, group discussions and public events.

g) Members are expected to attend meetings and participate in Board activities.

h) The council will suspend any appointed member of any board or commission after four (4) consecutive absences without justifiable excuse or for other just cause. (*Ref: Charter - Pg 9, Art. II, Section 9*)

i) Notice of resignation from the Board must be submitted in writing. Every effort shall be made by the exiting member to assist a newly appointed member. All information pertaining to that office will be passed on to the succeeding replacement.

#### **ARTICLE IV - OFFICERS AND THEIR ELECTION**

a) The officers of the Board shall be Chairperson, Vice-Chair, and Recording Secretary elected at the first meeting of the new term year.

b) Officers are nominated and elected by fellow Board Members. The term of office shall be two (2) years.

c) These officers shall serve until their successors are duly elected or upon the end of their term, whichever event occurs first.

#### **ARTICLE V. - DUTIES OF THE OFFICERS**

**Section 1** - The Chairperson shall preside at all meetings of the Board, report to the City Manager and/or Director of Economic Development, and shall be an ex-officio member of all committees and shall perform all other duties usually pertaining to that office.

a) Establish a regular meeting schedule for the Board, or as needed.

b) Create an agenda in advance of each meeting. Notice of the time and date of all meetings and agenda shall be given to the Mayor, Members of Bedford City Council, and the Clerk of Council for public notice at least forty-eight (48) hours prior to the holding of such meeting.

c) Establish committees necessary to the operation of the organization.

d) Be communication liaison responding to calls to the Arts & Culture's phone, e-mail requests, or media personnel.

e) Confer with the City Manager and/or Director of Economic Development to establish an annual budget.

f) All expenses and fundraising efforts must be submitted in writing to the City Manager and/or Director of Economic Development and approved by the City Finance Director.

g) Assure that the organization be operated in a nonpartisan manner and shall not enter into activities that are exclusionary to the promotion of a single individual or business.

**Section 2** - The Vice-Chair shall act as an aide to the Chairman and shall perform the duties of the Chairman in the absence of that officer.

**Section 3** - The Recording Secretary shall keep an accurate record of the proceedings of all meetings of the Board and shall perform such other duties as delegated. Minutes shall list: Present Board Members, Absent Board Members, and Also Present participants.

a) Shall have at hand at all meetings, a list of all officers, chairpersons and committees, a copy of the Rules, and the minutes of the last meeting.

b) Shall prepare minutes in a clear, readable and organized manner to make available to all Board Members no later than two (2) weeks prior to the next scheduled meeting.

c) Shall make revisions/corrections of minutes of the previous meeting based on board member's official vote to amend if necessary.

d) Shall keep a copy of all Board meeting minutes and give a signed copy to the Clerk of Council.

e) Shall keep other important records i.e., newspaper articles, program flyers that include: a copy of the Rules and any amendments to the laws, list of current Board members names, addresses and other contact information, current schedule of meeting and events, and other important documents requested by the Bedford Arts & Culture Board.

## **ARTICLE VI - THE BOARD**

**Section 1** - The privilege of holding office, making motion, debating and voting shall be limited to members of the Board.

a) Four (4) Board members shall constitute a quorum.

b) The Board shall meet according to the established meeting schedule or as necessary.

c) The Board shall have its annual program planned and submitted to the City Manager and/or Director of Economic Development prior to the succeeding year.

d) The Board shall perform such other duties and be further regulated as Bedford City Council may from time to time prescribe.

## **ARTICLE VII - COMMITTEES**

**Section 1-** There shall be such committees created by the Board as may be required to promote the goals of the Board.

- a) Coordinators of programs/events shall submit a written plan for the event, which includes descriptions of event, task assignments, equipment needs, budget, and method of evaluation.
- b) Plans shall be submitted to the Board one year but no less than three (3) months prior to the event.
- c) After the event, a report shall be filed to include evaluation, final expenses and recommendations for the future.

## **ARTICLE VIII - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which case they are not inconsistent with these Rules and any special or standing rules of this organization.

## **ARTICLE IX - AMENDMENTS**

These Rules may be amended at any meeting of the Board by a two-thirds vote, a quorum being present, provided two week notice of the proposed amendment has been sent to every member. City Council shall review and approve all amendments.

## **ARTICLE X - STANDING RULES**

1. The Board shall serve at the pleasure of Bedford City Council.
2. All Board members and their activities as related to arts and culture events and programs are subject to the Sunshine Laws of the State Of Ohio.
3. All reimbursable expenses must be submitted with a receipt and prior approval.
4. The Arts & Culture Board in its mission shall assist the City Manager and/or Director of Economic Development in art pursuits that benefit the greater community.
5. Partnering with businesses, schools and organizations on projects that support the mission of the Arts & Culture Board shall be encouraged where appropriate.

6. Ad hoc volunteers, under the auspices of the Arts & Culture Board shall meet as needed. Members to this volunteer group shall be recruited from the community and not limited to Bedford residents or business owners. They do not have a vote on the Arts & Culture Board official business. They shall serve as an adjunct to the Board. All event plans by the adjunct committees are subject to approval by the Arts & Culture Board.

7. The City Manager and/or Director of Economic Development is the fiscally responsible officer for grant application. A Board appointed Finance Committee shall assist where appropriate in seeking and writing grants.

#### **ARTICLE XI – COUNCIL LIASION**

1. Shall be a two (2) year appointment/term selected by the majority of Council during the selection of the Vice-Mayor. (*Ref: Vice-Mayor Charter - Pg 8, Art. II, Section 8*)
2. Shall inform City Council of the activities/expenditures/concerns of this Board.
3. Is not considered a Board member and has no voting powers.