

**TOWN OF DAVIDSON
PUBLIC ART COMMISSION
RULES OF PROCEDURE**

**ARTICLE I
Davidson Public Art Commission**

- 1.1 The official name of this Commission shall be the Town of Davidson Public Art Commission which shall herein be referred to as the Commission.

**ARTICLE II
Responsibility**

- 2.1 Perform the obligations set out in the Davidson Public Art Program Guidelines.
- 2.3 Undertake programs of research, information, education, or analysis relating to any matters under its purview.
- 2.4 Provide such recommendations or approvals as required or permitted by the Davidson Board of Commissioners.

**ARTICLE III
Membership**

- 3.1 The Public Art Commission shall consist of a total of no fewer than seven nor more than nine members. A majority of the total membership shall reside in the Town of Davidson or its extraterritorial jurisdiction. The remaining members shall either work or reside in the town. The number of members shall be determined by the Davidson Board of Commissioners.
- 3.2 All members shall be appointed by the Davidson Board of Commissioners through their nominating committee process, including input from the Public Art Commission chair.
- 3.3 The term of office shall be three years, although initial appointments shall be made for one, two and three years so the terms may be staggered. Members may be re-appointed for subsequent terms. All mid-term vacancies will be appointed according to the Davidson Board of Commissioners' Rules of Procedure.
- 3.4 If any member of the Commission attends fewer than 75% of the regular and special meetings held by the Commission during any 12 month period, at the option of the majority of the commission they will forfeit their membership on the Commission.

ARTICLE IV
Officers

- 4.1 The Commission shall elect from its membership a Chair. The Chair shall serve for a three year term, and may be re-elected for a subsequent term. The Chair shall preside at all meetings of the Commission, appoint all committees, and have all the duties normally conferred on such an office. The Chair is a voting member of the Commission.
- 4.2 If the Commission determines that it is advisable, a Vice-Chair shall be elected by a majority of the Commission for a three year term, and may be re-elected for subsequent terms. The Vice-Chair shall serve in the absence of the Chair. If both the Chair and the Vice-Chair are absent, another member designated by a majority vote of the Commission members present shall preside.
- 4.3 The Chair shall prepare the agenda for regular and special meetings, provide notice of meetings, and attend to correspondence of the Commission, in conjunction with the town staff liaison(s) to the Commission.

ARTICLE V
Meetings

- 5.1 Regular meetings of the Commission shall be held every quarter in the Davidson Town Hall at a regular date and time determined by the Commission from time to time. Public notice must be given if the date or location changes.
- 5.2 Special meetings may be called only by the Chair or Vice Chair provided that at least 48 hours notice of the time of such a meeting shall be given to each member and to the public according to NC General Statutes. Communication of such notice to the members may be by any reasonable means selected by the Chair or Vice-Chair including, but not limited to, telephone (including voice mail messages) and email.
- 5.3 The town clerk shall maintain a roster containing contact information of for each Public Art Commission member.
- 5.4 A majority of the voting members of the Commission present in person or by two-way verbal communication shall constitute a quorum. A majority is more than half. A quorum must be present before any business is transacted.
- 5.5 Unless otherwise stated herein, the Commission shall conduct its meeting in accordance with the provisions of the Suggested Rules of Procedure for Small Local Government Commission published by the UNC School of Government. The Chair, subject to these rules, shall decide all points of procedure unless otherwise directed by a majority of the Commission in session at the time.

ARTICLE VI
Order of Business

- 6.1 The general order of business shall be as follows:
- (a) Determination of quorum and attendance
 - (b) Approval of minutes of previous meeting
 - (c) Old business
 - (d) New business
 - (e) Adjournment
- 6.4 The agenda shall be set by the Chair; any change to the agenda may be requested by a member, voted upon by the Commission, and added by the Chair.
- 6.5 Items of business at the regular meeting shall appear on the agenda.

ARTICLE VII
Conflicts of Interest

- 7.1 When a member believes that he or she has a conflict of interest related to a specific matter, he or she shall declare it prior to any consideration of the matter. When a member believes another member has a conflict of interest related to a specific matter, he or she shall declare it prior to any consideration of the matter. Conflicts of interest shall include, but are not limited to, (a) a close familial, business or other associational relationship with a person affected by the matter before the Commission, or (b) a financial interest in the outcome of the matter.
- 7.2 The member shall state the nature of the conflict to the Commission, and the Commission shall take action by a majority vote in determining whether or not to excuse the member from participation during consideration of and voting on that matter.
- 7.3 The recusal of a member due to a conflict of interest shall not constitute an absence in accordance with Section 3.4 and shall not affect the determination that a quorum is present.
- 7.4 A recused member may remain in the meeting room, but shall not participate in the discussion of, and shall not vote on, the matter. A recused member may participate as a non-Commission member in the presentation of matters for review by the Commission.

ARTICLE VIII
Action by Commission

- 8.1 All actions of the Commission shall be in the form of a motion, duly seconded, and voted upon by all members present. If no quorum is present, the only motion

permitted is a motion to adjourn, including a motion to adjourn to a specified date and time which may be other than the regular meeting date and time.

- 8.2 Affirmative votes from a majority of the members present and voting shall be required to adopt any motion. Except where a conflict of interest is confirmed in accordance with Article VII above, no Member shall abstain from voting. Failure to vote shall be counted as a “yes” vote.
- 8.4 All decisions by the Commission shall be in accordance with the Public Art Program Guidelines; provided that the Commission may make interpretations of the guidelines as necessary in performing its duties and responsibilities.
- 8.5 All decisions by the Commission shall be made in accordance with the time limits applicable to that decision as Public Art Program Guidelines. If no specific time period controls a decision, the Commission shall make a decision as quickly as is reasonable under the circumstances.

ARTICLE IX
Adoption and Amendment

- 9.1 These Rules of Procedure shall be reviewed annually by the Commission with recommendations provided to the Davidson Board of Commissioners, if required.