

## Stamford Arts and Culture Commission

### 1. Creation; Membership

There shall be a Stamford Arts and Culture Commission (hereinafter referred to as Commission). The Commission shall consist of nine (9) voting members appointed by the Mayor and approved by the Board of Representatives. Six (6) of these members shall be active in the city's cultural community as artists, arts administrators or board members and the remaining three (3) members shall be citizen members. The six members representing the arts community must either be residents of Stamford or must be employed by, or serve on the board of, a Stamford based arts or cultural organization. The three citizen members must be residents of the City of Stamford. Initially, three (3) members of the Commission shall be appointed for one (1) year, three (3) members shall be appointed for two (2) years and three (3) members for three (3) years. Thereafter, each appointment shall be for a term of three (3) years unless a member is appointed to fill a vacancy on the Commission. Any member may be removed by the Mayor for the failure to attend three (3) or more meetings of the Commission, without reasonable excuse, within a calendar year. The Commission shall also include the following ex officio members who may fully participate in meetings of the Commission, but without being counted towards quorum requirements and without the right to vote:

- A. The Mayor or his/her designee;
- B. The Director of Economic Development; and
- C. Two members of the Board of Representatives, one from each political party, appointed by the President of the Board of Representatives.

### 2. Duties and Responsibilities

The purpose of the Commission shall be to stimulate, facilitate, coordinate, and cooperate with arts and cultural organizations for the development of the creative, performing, and visual arts as well as cultural activities in the City of Stamford. It shall serve as an information center and focal point in the City for activities in the arts. The Commission shall have the following duties and responsibilities:

- A. Encourage, sponsor and/or conduct programs to advance awareness of, interest in, and development of fine arts, performing arts and cultural activities. The Commission may perform these acts alone, or in collaboration with public and/or private agencies;
- B. Broaden awareness that arts and cultural programming can economically benefit the City, and to stimulate and encourage support and participation in art and cultural institutions and programming;
- C. Make an initial survey of the cultural and artistic resources of the City, including, but not limited to a survey of the arts by each subject deemed to be of significance by the Commission ;
- D. Create and update a monthly calendar of art and cultural activities in the City which shall be accessible on the City's website;

- E. Create a database of all art work owned by or loaned to the City, or installed on City property which database shall be updated annually;
- F. Develop guidelines and provide guidance to the City regarding care, maintenance and preservation of the City's art collection as well as regarding potential purchases by, or gifts to, the City of new art;
- G. Seek out and receive grants for artistic and cultural programs, develop programs for the expenditure of such funds, and assist Stamford based art and cultural organizations in preparing applications for such funds;
- H. Stimulate cooperative and coordinated efforts among art and cultural organizations to develop audiences, develop public and private funding sources, and provide economic stimulus;
- I. Work with the Office of Economic Development to highlight arts and culture to both residents and businesses as a benefit of living and working in the City;
- J. Assist the City in securing and sustaining public and private facilities for the display and presentation of the arts.

### 3. Meetings and Leadership

- A. At the first meeting of the Commission, the members shall elect a temporary chair, vice-chair and secretary. Thereafter, at the first meeting of the Commission each calendar year, the members shall elect a chair, vice-chair, and secretary.
  - i. The chair shall be responsible for running the meetings of the Commission, establishing a meeting schedule, and appointing members to any subcommittee(s) established by the Commission.
  - ii. The vice-chair shall be responsible for the coordination of information for the arts and culture calendar to be accessible through the City's website and shall coordinate communication with the Office of Economic Development. The vice-chair shall also chair any meeting in the event of absence of the chair.
  - iii. The secretary shall be responsible for scheduling the meetings and arranging for the videotaping of all meetings of the Commission as well as for the preparation and dissemination of the minutes of the meeting in accordance with State statutes and local ordinances.
- B. The Commission shall schedule meetings as needed, but not less than once per calendar quarter.
- C. The Office of Economic Development shall provide administrative support to the Commission

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