

# City of Bellaire

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## RULES OF PROCEDURE

June 2020

Culture and Arts Board

Adopted: 9/9/2015

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I.

INTRODUCTION

The Bellaire Culture and Arts Board for the City of Bellaire, Texas, does hereby adopt this **Rules of Procedure** document as the official **Rules of Procedure (“Rules”)** of the Bellaire Culture and Arts Board (“CAB”). The purpose of these Rules is to establish an orderly and effective method for conducting the official business of the CAB during its monthly Regular Meetings, as well as any scheduled Special Meetings and/or Workshop Meetings.

The Voting Members of the CAB adopted the Rules on July , 2015, with the following members serving on the CAB:

|                                    |   |               |                        |
|------------------------------------|---|---------------|------------------------|
| Terry Leavitt-Chavez,<br>Chair     | - | Voting Member | Term expires June 2016 |
| Jennifer Hawes ,<br>Vice Chair     | - | Voting Member | Term expires June 2016 |
| Jane Williams<br>Secretary         | - | Voting Member | Term expires June 2017 |
| Anita Metha,<br>Board Member       | - | Voting Member | Term expires June 2017 |
| Jacquelyn Quick,<br>Board Member   | - | Voting Member | Term expires June 2016 |
| Lisa Risoli,<br>Board Member       | - | Voting Member | Term expires June 2016 |
| Andrew Williamson,<br>Board Member | - | Voting Member | Term expires June 2017 |

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II.

**AUTHORITY**

- a. *Creation.* There is hereby created the cultural arts board, which was established, in its original form as an ad hoc committee, by Ordinance No. 03-046 on June 16, 2003, and later reconstituted as a standing board by Ordinance No. 04-027 on April 19, 2004.  
The CAB was charged with the following objectives:
- b. *Purpose.* The purpose of the board is to advise the city council concerning public art, including visual and performing arts, and related programming in the city.
- c. *Membership and appointment.* The board shall be composed of seven (7) members to be appointed by the city council.
  - d. *Duties and Powers.* The board shall have the following objectives:
    - (1) To enhance the quality of life in the city with visual and performing arts by transforming the places our citizens live, work, and play into more welcoming and beautiful environments through the integration of artistic styles that reflect the vibrant image of the city as a contemporary and progressive city.
    - (2) Provide the city and its citizens with an art program for future public art and acquisition, performing and visual art exhibition and demonstration.
    - (3) To serve as a vehicle to approach other governmental agencies and the private sector for financial assistance to develop public art in the city.
      - (4) To serve as a guide for future cultural arts board members.
    - (5) To prepare and submit to the city council recommendations for public art projects and improvements to be located in public spaces within the city.
    - (6) To prepare and submit budgets for the development and installation of any public art projects and improvements recommended by the cultural arts board to the city council.

- (7) To investigate and recommend to the city council possible funding mechanisms for an ongoing public arts program.
- (8) To participate in cooperative projects with city departments and boards, and nonprofit entities.

Pursuant to the *Code of Ordinances of the City of Bellaire, Texas, Chapter 2, Administration, Article VII, Boards, Commissions, and Committees, Section 2-98, Notice and Posting of Meeting Agendas or Cancellations*, each board, commission, and/or committee, ... *shall adopt its own rules of procedure* .....By the authority granted therein, these Rules are hereby established and adopted.

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### III.

#### GENERAL RULES OF PROCEDURE

- **PRESIDING CHAIR.**

By majority vote of the CAB, a member shall serve as the Presiding Chair of the CAB, to conduct and facilitate the work of the CAB, to approve agendas, and to preserve order and decorum. By majority vote of the CAB, a second member shall serve as the Vice-Chair of the CAB and will conduct and facilitate meetings in the absence of the Presiding Chair.

- **RULES OF ARTS BOARD.**

The CAB shall adopt its own rules of procedure and shall keep a record of its proceedings consistent with the provisions of the *Code of Ordinances of the City of Bellaire, Texas, Chapter 2, Administration, Article VII, Boards, Commissions, and Committees, Section 2-98, Notice and Posting of Meeting Agendas or Cancellations*, and the requirements of law.

- **CONDUCT OF MEETINGS.**

Meetings of the CAB shall be conducted according to the Rules adopted by the CAB, as well as the terms and provisions of *Robert's Rules of Parliamentary Procedure - Newly Revised*, when not inconsistent.

- **MEETINGS SHALL BE PUBLIC.**

All meetings of the CAB shall be public, and notices thereof shall be posted as provided under the *Texas Government Code, Chapter 551, Open Meetings Act*. Notice of all meetings shall be given 72 hours before the time set for any meeting.

- **REGULAR MEETINGS.**

Regular Meetings of the CAB shall be on the second Wednesday of each month at 6:30 p.m. The Regular Meetings shall be held in the Conference Room located behind the Council Chamber, First Floor of City Hall, 7008 South Rice Avenue, Bellaire, Texas.

- **SPECIAL MEETINGS/WORKSHOP MEETINGS.**

Special Meetings may be called upon request of the Presiding Chair or a majority of the Voting Members (i.e., four out of seven) of the CAB. The Presiding Chair,

a majority of the Voting Members of the CAB, and/or a Working Group equal to or less than a quorum of the Voting Members of the CAB may call Workshop Meetings.

- **QUORUM.**

A quorum consists of four (4) Voting Members. A quorum of the CAB shall be required for the transaction of business.

**"Main motions"** made during meetings of the CAB shall be considered to have passed if seconded, if an allowance was made for discussion and/or debate by members, and if a simple majority vote of the Voting Members is obtained.

**"Motions to Amend"** made during meetings of the CAB shall be considered to have passed if seconded, if an allowance was made for discussion and/or debate by members, and if a simple majority vote of the Voting Members is obtained.

**"Motions to Close Debate"** ("Call the Previous Question") made during meetings of the CAB shall be considered to have passed if seconded and if a two-thirds vote of the Voting Members is obtained. Note: a "Motion to Close Debate" is not debated any further. Therefore, after a second is obtained, a vote is then taken.

- **ABSENCE OF THE PRESIDING CHAIR.**

The Vice Chair shall act in the absence of the Presiding Chair at a scheduled meeting.

- **ABSENCE OF BOTH THE PRESIDING CHAIR AND VICE CHAIR.**

In the absence of both the Presiding Chair and the Vice Chair at a scheduled meeting, the meeting shall be opened, for the purpose of allowing the CAB to elect a Chair to preside over that meeting. Said election shall be deemed complete upon the election of a Voting Member by a simple majority of the Voting Members present.

- **ABSENCE OF VOTING MEMBER.**

If a Voting Member of the CAB shall be absent from three consecutive Regular Meetings (i.e., an absence from a meeting would be deemed to occur when the Voting Member is not present at the meeting at least 75 percent of its duration), said Voting Member shall be automatically removed from office. Upon finding of good cause, the provisions of this absence requirement may be waived by a majority vote of the Voting Members of the CAB (*Code of Ordinances of the City*

*of Bellaire, Texas, Chapter 2, Administration, Article VII, Boards, Commissions, and Committees, Section 2-96, Attendance Requirement).*

- **MINUTES OF MEETING.**

An account of all proceedings of the CAB shall be recorded and subsequently approved as submitted or as modified by a majority vote of the Voting Members and shall be open to public inspection (*Code of Ordinances of the City of Bellaire, Texas, Chapter 2, Administration, Article VII, Boards, Commissions, and Committees, Section 2-98, Notice and Posting of Meeting Agendas or Cancellations*).

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#### IV.

#### ORDER OF BUSINESS

- **AGENDA.**

The Presiding Chair or his designee shall prepare an agenda and cause the same to be posted on the City's official bulletin board and City of Bellaire's website 72 hours prior to a meeting and to be delivered to members of CAB via email or other reasonable means on or before 6:00 p.m. of the day of posting, or within such additional time as shall be necessary. No additional item shall be included in the agenda unless a request to include the same has been made to the Presiding Chair on or before noon on the Thursday next preceding the Wednesday meeting.

In order to facilitate the agenda process, any Voting Member of the CAB may place an item on the agenda pursuant to the time restriction above noted. The Voting Member of the CAB requesting the agenda item will be responsible for the preparation of any appropriate CAB background information necessary for the presentation at the meeting. Any staff assistance, if required, should be requested through the Presiding Chair.

- **CONSIDERATION OF AGENDA ITEMS.**

In the event a motion is made to "table consideration of an item" so that additional information may be obtained, a vote of a simple majority of the Voting Members of the CAB shall be required. Action to "table the consideration of an item" shall automatically place said item on the next Regular Meeting of the CAB or such later meeting as shall be necessary to receive needed information.

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## V.

### AGENDA PROCEDURE

This section is designed to establish an orderly procedure for handling agenda items.

- **PRESIDING CHAIR SHALL READ.**

The Presiding Chair shall introduce each item on the agenda by providing a brief explanation thereof. In addition, in the event a guest or guests are in attendance for the purpose of presenting an agenda item, the Presiding Chair shall introduce the person making the presentation and/or declare the discussion to be open.

- **CULTURAL ARTS BOARD DISCUSSION.**

Items on the agenda shall be formally introduced by affirmative motions duly made and seconded. Following a motion duly made and seconded, discussion or debate of the agenda item shall be open to the members of the CAB.

- **PRESIDING CHAIR TO STATE QUESTION.**

Before any vote is taken on any question or item before the CAB, the Presiding Chair shall restate the motion having been submitted and then call for the question.

- **PRESIDING CHAIR TO ANNOUNCE THE VOTE.**

The Presiding Chair shall, at the conclusion of the vote on each question properly submitted, state the result of any action taken by the Voting Members of the CAB at the conclusion of the vote.

- **VOTE ON ANY MOTION.**

All votes on any motion shall be recorded and, if not unanimous, should clearly state the name of each Voting Member of the CAB voting in the majority, in the minority, or abstaining.

- **ABSTENTION.**

A vote of abstention shall not be considered as approving or disapproving the motion. The person abstaining, upon request of four (4) Voting Members of the CAB, may state his or her reasons for abstaining for the record; however, said Voting Member of the CAB may decline.

## VI. AGENDA

### ORDER

The following order is the desired order for conducting the business of the CAB. However, at the discretion of the Presiding Chair, when it appears that it is in the best interest of the CAB and the citizens of Bellaire, any item appearing on the agenda may be considered in any order determined by the Presiding Chair, with the approval of the CAB.

1. **CALL TO ORDER AND ANNOUNCEMENT OF A QUORUM.** The Presiding Chair shall announce that a quorum of the CAB is present and shall state, for the record, the names of all Voting Members of the CAB that are absent.
2. **APPROVAL OR CORRECTION OF MINUTES.** The minutes of the previous meeting of the CAB shall be submitted to the CAB and either stand as submitted or be corrected and stand as corrected. Any member of the CAB that was absent from a particular meeting may still vote on the minutes of the meeting by relying on his or her fellow CAB Members as to the accuracy of those minutes.
3. **PRESENTATIONS.** As a courtesy to a guest or guest(s) attending a CAB Meeting for the purpose of making a presentation to the CAB, said presentation(s) will be considered prior to any old or new business.
4. **OLD BUSINESS.** Any business that was either "tabled from consideration" at a previously held meeting or pending from a previous meeting shall be considered before any new business.
5. **NEW BUSINESS.** New business will consist of items placed on the agenda by either the Presiding Chair or a member of the CAB.
6. **CITIZEN COMMENTS.** Citizen comments will be limited to three (3) minutes per individual. (See also VIII, Rules Governing Comments from Citizens, page 11 of these Rules of Procedure).
7. **ADJOURNMENT.** Upon motion duly made and seconded, the meeting of the CAB may be adjourned by a majority of those Voting Members of the CAB present and voting.

## VII. WORKSHOP

### MEETINGS

The Presiding Chair, a majority of the Voting Members of the CAB, and/or a Working Group ("Subcommittee") equal to or less than a quorum of the Voting Members of the CAB may call and hold Workshop Meetings for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the CAB. The following rules shall prevail for the conduct of called Workshop Meetings, and all Rules herein set out which are in conflict therewith shall be superseded and suspended.

- **AGENDA.**

Sufficient time for consideration of matters to be discussed during a Workshop Meeting shall be provided. No formal agenda procedure shall be prescribed.

- **QUESTIONS OF A TECHNICAL NATURE.**

Request(s) for the appearance of employees of the City, consultants of the City, or outside experts as may be necessary for the purpose of securing factual answers to technical questions, shall be directed to the Council Liaison.

- **PROHIBITION AGAINST FORMAL MOTIONS.**

No formal motions shall be considered at a Workshop Meeting. An informal motion may be made requesting an item be put on the next agenda, requesting additional information, or setting additional Workshop Meetings.

- **REPORTS OR RECOMMENDATIONS.**

Reports or recommendations of any Working Group(s) shall be formally presented to the full Cultural Arts Board at its next regularly scheduled meeting.

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## VIII.

### RULES GOVERNING COMMENTS FROM CITIZENS

The following rules shall control citizen comments, it being the desire of the CAB to hear from the citizens of Bellaire and to stimulate discussion of subjects, which are properly a concern of the CAB.

- **PRESIDING CHAIR TO STATE RULES FOR CITIZEN COMMENTS.**

Immediately preceding the opening of citizen comments, the Presiding Chair shall summarize briefly the rules governing comments from citizens.

- **PRESIDING CHAIR SHALL RECOGNIZE INTERESTED CITIZENS.**

Each individual desiring to comment must first be recognized by the Presiding Chair and shall first give his or her name and address. The Presiding Chair shall recognize each individual, in turn, hearing from all who desire to comment.

- **TIME LIMIT.**

A time limit of up to three (3) minutes shall govern each comment under "Citizen Comments." Written comments from citizens shall be accepted for inclusion in the official record of the CAB.

- **TERMINATION OF AUDIENCE COMMENTS.**

At any time, the CAB may, by a vote of four (4) Voting Members of the CAB, terminate citizen comments for a particular CAB Meeting. In all cases, the Presiding Chair shall announce the conclusion of audience comments.

- **PRESERVATION OF ORDER.**

The Presiding Chair shall preserve order and decorum and, if necessary, shall cause to be silenced or removed from the Conference Room any person speaking out of order or disrupting the order of the meeting.