

Shawnee Arts & Culture Commission

TYPE OF MEETING

REGULAR MEETING	(X)	RESCHEDULED REGULAR MEETING	()
SPECIAL MEETING	()	CONTINUED OR RECONVENED MTG	()

DATE:	TIME:	PLACE OF MEETING:
<u>10.26.2022</u>	<u>5:00 P.M.</u>	<u>Commission Chambers</u>
		<u>City Hall, 9th & Broadway</u>
		<u>Shawnee, OK 74801</u>

To be completed by person filing notice:

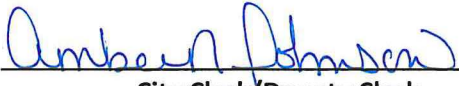
NAME: Rachel Clyne

TITLE: City Planner

ADDRESS: 16 W 9th St
Shawnee, OK 74801

PHONE: (405) 878-1672

Filed in the office of the municipal clerk at 1:19 a.m./p.m. on 10.24.2022

SIGNED: 
City Clerk/Deputy Clerk

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FOR CITY CLERK'S OFFICE USE ONLY

DATE NOTICE RELEASED TO NEWS MEDIA: 10/24/2022

PERSON FILING NOTICE: /s/ Rachel Clyne

NOTICE VERIFIED BY: Amber Johnson

AGENDA

Shawnee Arts & Culture Commission

Regular Meeting

Wednesday, October 26, 2022, 5:00 P.M.

City Hall, 16 W. 9TH St. Shawnee, OK

- 1) Roll call**
- 2) Introductions**
- 3) April 27, 2022 meeting recap**
- 4) Review of SACC Bylaws**
- 5) Review of 2023 SACC meetings calendar**
- 6) Adjournment**



Shawnee Arts & Culture Commission (SACC)

By-Laws & Standing Rules

July 2022

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INTRODUCTION

By-laws and Standing Rules for the Shawnee Arts & Culture Commission

The City of Shawnee Arts & Culture Commission (SACC) is a seven-member standing committee of volunteer visual arts and business professionals, established by [Chapter 22, Article IX](#) of the Shawnee Municipal Code. Members are appointed by the Mayor with the approval of the City Commission for the purpose of advising the City Commission on matters relating to the implementation of [Chapter 22, Article IX](#), as amended from time to time.

The primary role of the SACC is to review and approve all art purchased, commissioned, or accepted as a gift by the City of Shawnee, Oklahoma. They review and make recommendations regarding the proposed placement of art located within public rights-of-way or on City-owned or leased property. The SACC implements City policy to provide a means to fund the City's acquisition, display, and maintenance of works of art and to integrate art, when appropriate, into City construction projects. SACC approval is also necessary before any art, subject to their approval, can be in any way altered or removed.

Functions

- To advise the City Commission concerning works of art to be placed on municipal property.
- Suggest art for inclusion in any construction or renovation project pursuant to the receipt of 1% for art funding as soon as the proposed art is in schematic either-or rendered form.
- To advise the City Commission concerning the promotion of coordination among units of government in their projects and programs involving the arts and cultural matters.
- To perform any other functions imposed by this article or otherwise specified by the City Commission.

Encouraged Activities

- To make regular assessments of the conditions and needs of the City concerning the arts.
- To make recommendations to the City Commission concerning grants from Federal and State agencies, private groups, and individuals, and when directed by the City Commission, oversee arts and cultural projects and programs.

- To increase public awareness of the value of our arts and cultural resources by developing and participating in public information programs.
- To advise and assist the City Commission in connection with such other arts and cultural matters as may be referred to it by the City Commission.
- To encourage increased arts and cultural involvement by departments of the City and to better utilize private arts and cultural agencies for services to citizens.
- Working with businesses and local organizations to create art-related events
- Liaising with local organizations to create art education programs.
- Identifying public properties that might be appropriate locations for public art.
- Identifying grant opportunities for public arts within the City.
- Assist in the creation of citywide art projects.
- Advising the City Commission on all matters affecting the culture of the City and advising and assisting other City boards and commissions in the field of fine arts
- Encouraging programs in the fine arts and promoting the cultural enrichment of the community
- Establishing an effective liaison between the City and local cultural and artistic groups

Composition, Terms, and Compensation

The membership includes two Members at Large, four members who are professional artists, performers, either-or architects/landscape architects, and one member from a local arts either-or cultural organization not specifically referenced. Only At Large members shall be required to be residents of the City of Shawnee due to the specificity of professional and organizational roles. Specifics regarding the terms of members are established in [Chapter 22, Article IX, Division 2](#) of the Shawnee Municipal Code.

All Commissioners of the SACC shall serve without compensation.

Officers

In January, every two calendar years, the SACC shall elect an Executive Committee consisting of a Chair, Vice-Chair, and Commission Advocate.

- The **Chair** has the key role in the SACC. The Chair ensures that the Commission functions properly, that there is full participation by Commissioners during meetings, that all relevant matters are discussed, and that decisions made are effective.
 - The Chair is responsible for working with the Commission Advocate to ensure each meeting is planned effectively and conducted in accordance with the enabling ordinance and Roberts Rules of Order and that Commission matters are dealt with in an orderly, efficient manner.
 - The Chair works with City staff to build and lead the team of Arts Commissioners and makes appointments to Ad Hoc Committees as needed.
 - The Chair works with the Commission Advocate to provide leadership support to the appointed Chairs to the various Arts Commission Committees as needed.
 - The Chair represents the Arts & Cultural Commission as its figurehead and may from time to time be called upon to represent the Commission as a spokesperson before the City Commission or in other forums, functions, and meetings, and serves as an advocate for Arts & Culture in the community.
- The **Vice-Chair** is a member of the SACC who can act for and assist the Chair in performing the Chair's duties during the Chair's absence.
- The **Commission Advocate** is a member of the SACC who is elected to play an advocacy role at the local and state levels.
 - The Commission Advocate shall be responsible for assisting city staff with the development of any arts-related public relations material
 - The Commission Advocate will also provide advocacy leadership for the May annual State of Oklahoma's Arts Day at the Capitol.
 - The Commission Advocate will keep up to date with information and online groups applicable to the Oklahoma Arts community to help educate the SACC.

Roles and Responsibilities for all Commission Members

- Attend training sessions and review materials provided by City Staff.
- Become familiar with their purview's ordinances, guidelines, regulation, criteria, etc.
- Thoroughly review staff memos, reports, applications, and support documentation prior to SACC meetings.
- Hear cases, ask relevant and necessary questions, and vote on cases heard.
- Make recommendations for approval or denial citing reasons or recommend continuing cases to a specific regularly scheduled meeting.
- Limit discussions and questions to relevant material.
- Make recommendations in compliance with the Commission's policies and the requirement and intent of the applicable ordinances.
- Request additional information from staff members as needed to inform their recommendations.
- Volunteer to serve as an Arts Commission voting member on 1% for Art Selection Committees.
- Serve on Ad Hoc Committees when requested to do so by the Chair.
- Attend regular meetings and SACC-sponsored events, including public art dedications, exhibition openings, lectures, tours of potential public art sites, project information meetings, and public hearings whenever possible.
- Serve as a committee member for SACC projects.

Public Meetings of the Shawnee Arts & Culture Commission

At each meeting of the SACC, held quarterly, on the final Wednesday of each month at 5 PM in the Commission Chambers of Shawnee City Hall. If necessary, Special Meetings may be called by the Chair, with appropriate public notice for such meetings. The special meetings are open to the public and shall be generally governed according to Roberts Rules of Order.

At each meeting, City staff shall provide to the Commission a written accounting of the current balance of the 1% fund, as well as any additions or subtractions to that fund since the previous meeting.

For SACC meetings, a quorum shall be defined as no fewer than four (4) voting members in attendance.

Any Commission member with a family or fiduciary relationship to the property, including owners of the property, artists, or vendors that may participate in the creation of the project, must excuse themselves from the project committee and vote for that project.

SACC PROCESS OVERVIEW

All public artwork commissioned with funds set aside pursuant to the provisions of [Section 22, Article IX, Division 3](#) of the Municipal Code shall be reviewed and a recommendation made by the Shawnee Arts & Culture Commission. Final approval for such public art purchases shall be given by the City Commission or Public Trust, as applicable, pursuant to subsection [22-746](#), as amended from time to time.

Funding

The policy for budgeting public funds for works of art and for the selection and placement of works of art shall be in accordance with [Chapter 22, Article IX](#), as amended from time to time.

Privately Funded Artwork

To obtain permission from the City of Shawnee to place privately funded artwork on public property or public parks, the applicant must submit the pertinent application and supplemental information to the Community Development Department for review and approval by the SACC in a manner similar to what is outlined in the Shawnee Municipal Code for publicly funded art projects.

Process for Approval

The process for the review/approval of projects by SACC is in four (4) stages, with Commission members assisting City staff in each stage, as needed.

1. Project Development

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- Help confirm project budget, and deadline, with the Community Development Department
- Create Project Committee for individual project, and draft Committee Meeting Schedule
- Designate member of SACC to oversee Project Committee
- Assist with selection committee orientation
- Help evaluate public art opportunities and constraints for this project.

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- Assist with Defining job/role for artwork
- Help research similar public art projects
- Provide input with developing line-item budget
- Provide input on the overall project timeline

2. Announcement / Artist Selection

- Assist with Project Announcement / RFQ development
- Assist with Pre-proposal Conference/ Site visit
- Help promote the opportunity
- Assist with organizing submissions as needed
- Help the Project Committee to create Short List from Submissions
- Assist with Proposal Presentation to SACC as needed
- Assist with Final Selection as needed
- Assist with Contract Negotiation as needed

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3. Contracting/ Oversight / Installation

- Member of Project Committee will act as liaison (as needed) with:
- Design team
- Project manager
- General contractor
- Fabrication/payments
- Permits/ Approval of installation plans
- Transport to site
- Installation
- Media coverage

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4. Public Engagement / Education

- Assist city staff with social media ideas throughout the process
 - Art Markers
 - Archival Audio/Video/Photographs
 - Archiving on *Culture Now: Museum without Walls*, or *Google Maps*
 - Addition of photographs onto City Inventory of Public Art
- Assist with Public Lectures / Presentations
 - Care and Maintenance of collections
 - Regular Reporting/Opportunity Reposts

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Throughout this process, members of the Arts & Cultural Commission will assist city staff with the development of any Request for Proposals, artist/consultant selection, and other items related to the artist selection process as deemed appropriate.

2023 CALENDAR YEAR

Schedule of Regular Meetings

SHAWNEE ARTS & CULTURE COMMISSION (SACC)

<u>DATE</u>	<u>TIME</u>	<u>PLACE OF MEETING</u>
January 25, 2023	5:00 PM	Commission Chambers City Hall, 16 W. 9 th St.
April 26, 2023	5:00 PM	Commission Chambers City Hall, 16 W. 9 th St.
July 26, 2023	5:00 PM	Commission Chambers City Hall, 16 W. 9 th St.
October 25, 2023	5:00 PM	Commission Chambers City Hall, 16 W. 9 th St.

Rachel Clyne, City Planner
222 N Broadway Ave. Shawnee, OK 74801
405-878-1616

Filed in the office of the municipal clerk at _____ am/pm on _____, 2021.

Signed _____
Clerk/Deputy Clerk