

City of Middletown Commission on the Arts (MCA) Bylaws

Article I Name

The Commission shall be known as the "City of Middletown Commission on the Arts (MCA)".

Article II Purpose

The purpose of the MCA shall be to promote and stimulate interest and participation in the arts and to fulfill duties as outlined in the Middletown Code of Ordinance Section 24-2, attached hereto.

Article III Objectives

The objectives of the MCA shall be: to offer programs, technical services and assistance, resources, informational formats (including presentation of a monthly arts calendar) to maintain connections with the state of the arts on all levels and to set new objectives as needs arise.

Article IV Officers

The elected officers of the MCA shall be Chair, Vice Chair and Secretary.

Open elections shall be held at the annual meeting in July for a term of one (1) year, or until their successors are elected.

The term of office shall begin at the end of the election meeting.

The term of office shall be limited to two (2) successive elected terms in any office.

Article V Nominations/Elections/Voting

A Nominating Committee shall present a slate of officers to the MCA at the meeting preceding the Annual Meeting.

Nominations may also be made from the floor at this meeting and the Annual Meeting. Voting of officers will be done by written ballot. Simple plurality rules will apply.

Article VI Members

The MCA shall consist of eleven (11) members; not more than seven (7) of whom shall be registered members of the same political party: who shall be appointed by the Mayor, with the consent of the Common Council. In addition to the eleven (11) members of the MCA, there shall be two (2) *ad hoc members of the MCA from the Common Council; one (1) from each political party, which ad hoc members shall have the right to vote but shall not be counted in determining a quorum of the MCA.

Members of the MCA shall serve for a term of three years commencing July 1 of the year of appointment. Each vacancy shall be forthwith filled by the Mayor with the consent of the Common Council for the unexpired portion of the term of the member whose place shall become vacant.

The Common Council members shall serve only during their terms of office as Council members, and upon expiration of such terms of office, vacancies shall exist which shall be filled by the Mayor, with the consent of the Common Council. (Middletown Code of Ordinance Section 24-1)

Article VII Meetings

The Annual Meeting shall be held in July.

The MCA shall regularly meet on the fourth Wednesday of each month (except in November and December, when meeting will take place on third Wednesday of each month) or such other day as the Chair may designate at a time and place agreed upon by the majority of MCA members in conformity with required City and State regulations. Six (6) members of the MCA shall constitute a quorum.

Other meetings of the MCA may be held at the call of the Chair or any two members of the MCA and/or upon recommendation of the MCA Coordinator.

Article VIII Attendance

“A member of any board, agency, department or commission or committee (of the City) who shall absent himself therefrom for three consecutive meetings without good cause shown, may upon the recommendation of the Chairman or Director thereof and upon the approval by the appointing authority may be ordered removed therefrom by the Mayor, whereupon the appointing authority shall fill the unexpired term created by such vacancy.” (Per City Charter, Chapter V, Section 3C inclusive)

Article IX Reports

The MCA, through the MCA Coordinator, shall make a semi-annual report to the Mayor and the Common Council.

Article X Committees

Executive Committee: Shall be comprised of the officers of the MCA. The Executive Committee is empowered to complete items on the MCA agenda not covered at the MCA meeting. In handling agenda items outside of MCA meetings, the Executive Committee will consider committee and/or staff recommendations and budgeted expenditures when making decisions. Items outside of Committee and budget, of a routine nature, will also be handled by the Executive Committee. Items of an extraordinary nature, as designated by the Executive Committee, will result in full MCA contact and/or special meeting. Executive Committee decisions will be reported at the earliest MCA meeting.

Nominating Committee: The Nominating Committee shall consist of three members; the members shall be appointed by the Chair with the advice and consent of the MCA at the first regular meeting of the Chair’s term of office.

Members of the Nominating Committee shall be eligible for nomination as officers but, if elected, are ineligible to serve on the Nominating committee.

The duties of the Nominating Committee shall be:

- to present a slate of officers at the meeting preceding the Annual Meeting in July;
- to present a list of suggested needed talents and/or names of citizens to serve on the MCA to the Chair for presentation to the Mayor as an advisory consideration ;
- to work in conjunction with staff in over-seeing the on-going orientation of new members to the MCA and to work in conjunction with staff in overseeing the retention of MCA members; and,
- to follow-up absences of members from meetings.

General Committees: The Chair, with the advice and consent of the MCA, may appoint such committees as he/she, from time to time, may deem appropriate.

The Chair of Committees shall be by consent or vote of the committee.

Committee meetings may be called by any Commissioner of the committee and/or as recommended by the MCA Coordinator.

Committee matters will be taken up by the Executive Committee and the MCA Coordinator when committees fail to meet and function in time to meet deadlines.

Reports on committee activities – including summary, evaluation and recommendations – shall be rendered to the full MCA.

Article XI Duties of Officers

Chair: Shall preside at all meetings of the MCA; shall appoint committees as required; shall serve ex officio on all committees; shall report on or request reports on MCA activities at all meetings.

Vice Chair: Shall perform the duties of the Chair in his/her absence, inability to serve or upon a vacancy.

Secretary: Shall keep an accurate record of the proceedings of all meetings of the MCA (as provided by Section 1-21 of the Connecticut General Statutes). Shall make all motions at all meetings available to the public within forty-eight (48) hours by filing them at the MCA’s Office. Shall make minutes of said meetings available to the public within one (1) week by filing at the MCA Office and so provide for distribution of minutes to all Commissioners as soon after meetings as possible, but no later than two (2) weeks after said meeting.

Article XII Amendments

These Bylaws may be amended by a two-thirds vote of those present at any regular meeting, provided the proposed amendment has been issued in writing to all MCA members at least one month prior to that meeting.

Article XIII Governing Rules

“Roberts Rules of Orders Newly Revised” shall be the operative rules for MCA meetings in addition to the Bylaws as adopted by the MCA. Neither rules shall be construed as to take precedence over existing State Statutes and/or City Codes.

*Ad hoc: for the purposes of this document, ad hoc is defined as “used for specific or immediate problems or needs” as found in Webster’s 9th New Collegiate Dictionary.

Information: Bylaws Background

Founding Commission Resolution	March 6, 1972	Bylaws Review and Adopted Changes:	October 25, 1990
Original Bylaws Adopted	December 1972 City Ordinance	Bylaws revised:	July 22, 1993
Founding Commission:	June 1976	Adopted/revised:	October 28, 1993
and Adopted Changes:	October 9, 1979	Revised	February 22, 2001
Adopted Changes:	April 28, 1983	Revised	April 25, 2002
		Revised	October 23, 2003

Attached hereto:

**MCA Ordinances/Resolutions
as an Addendum to the
Bylaws**