

## **Commission Protocol:**

Everything Commission-related must go through the Arts Office and should be in writing. This includes initiatives, actions, plans, proposals, meetings, etc. considered by one or more Commissioner(s).

For example, if a Commissioner wishes to schedule a meeting, it must emanate from the Arts Office.

Meetings with the Mayor are the exception and require no notice to the Arts Office.

Adopted at MCA meeting of 10/23/2003