

BYLAWS OF THE PERFORMING ARTS COMMISSION FOR THE TOWN OF LEESBURG

ARTICLE I: NAME AND PURPOSE

1. **Name:** The official name of the body shall be the Performing Arts Commission for the Town of Leesburg (hereinafter referred to as "the Commission").
2. **Purpose:** The Commission serves as an advisory body to the Town Council, advocating for policies and initiatives that support and enhance the performing arts. Its objectives include:
 - a. Promoting the performing arts as a vital cultural asset to the town.
 - b. **Positioning the performing arts as both a cultural and economic driver**, demonstrating its role in local business growth, tourism, and community revitalization.
 - c. Encouraging diverse, accessible, and inclusive artistic programming.
 - d. Advising the Town Council on funding, resources, and infrastructure needs for performing arts initiatives
 - e. **Promoting the performing arts as a vital contributor to community well-being**, emphasizing its impact on mental health, social cohesion, and quality of life.
 - f. Supporting community engagement through artistic expression and cultural exchange.
 - g. Fostering partnerships with local artists, organizations, and educational institutions.
 - h. The Commission's role is in advising the Council on presenting performing arts and shall be focused on funding, articulating a community-centered vision for programming, and coordinating logistics related to the artistic work. The Commission is discouraged from directing, performing, or acting as a producing entity.
 - i. The Commission shall follow the Town's established procurement policies and conflict of interest requirements.
 - j. The Commission will assess community needs and the relevance of performing arts programming by gathering input through surveys, public forums, and other modes of communication, to ensure that recommendations reflect the interests, values, and priorities of the Leesburg community.

ARTICLE II: MEMBERSHIP

1. **Composition:** The Commission shall consist of members appointed by each Town Councilperson, with each Councilperson appointing one (1) member to serve for the length of their term.

2. **Qualifications:** Members shall have experience or demonstrated interest in performing arts, arts administration, community engagement, or a related field.
3. **Duties:**
 - a. Advocate for the performing arts within the community.
 - b. Advise the Town Council on performing arts policies and funding.
 - c. Engage with local artists, organizations, and stakeholders.
 - d. Attend scheduled meetings and actively participate in Commission initiatives.
4. **Vacancies:** Vacancies shall be filled by the appointing Town Councilperson for the remainder of the unexpired term.
5. **Removal:** Per Town Code 2-195, If any member is absent from three or more consecutive regularly scheduled meetings or is absent from any four regularly scheduled meetings within any calendar year, then the member shall automatically be removed from the position and the town council shall fill the vacancy in the manner set forth in Town Code section 2 – 194.

ARTICLE III: OFFICERS

1. **Officers:** The Commission shall elect from its members a Chairperson and a Vice-Chairperson.
2. **Duties:**
 - a. **Chairperson:**
 - i. Presides over meetings.
 - ii. Sets meeting agendas.
 - iii. Represents the Commission at official functions.
 - b. Vice Chairperson:
 - i. Assists the Chairperson.
 - ii. Assumes duties of the Chairperson in their absence.
 - iii. Maintains Minutes
3. **Election and Term:** Officers shall be elected annually by majority vote of the Commission and shall serve one-year terms.

ARTICLE IV: MEETINGS

1. **Regular Meetings:** The Commission shall meet monthly, except for the month of December, with additional meetings scheduled as needed. The commission is only required to meet 9 times, but may meet more as necessary.
2. **Quorum:** A quorum shall consist of a majority of the Commission's members.
3. **Decision-Making:** Actions shall be approved by a majority vote of the members present.
4. **Public Access:** Meetings shall be open to the public, and minutes shall be maintained as public records.

5. **Approval of Participation process – Electronic and otherwise** absence must be documented in writing via email to chair and vice chair minimum 1 week prior to absent date.

ARTICLE V: RESPONSIBILITIES AND FUNCTIONS

1. **Advisory Role: Advise and make non-binding recommendations to the Leesburg Town Council** regarding performing arts policies, budgetary considerations, and infrastructure planning. The Performing Arts Commission acts solely in an advisory capacity; all decisions, approvals, and final authority rest with the Town Council.
2. **Community Engagement:**
 - a. Foster partnerships between artists, arts organizations, and the town.
 - b. Promote artistic diversity and cultural representation in programming.
3. **Funding and Grants:**
 - a. Research and recommend funding opportunities for performing arts initiatives.
 - b. Advocate for increased financial support for performing arts within the town's budget.
4. **Program Development:**
 - a. Support the implementation of performances, festivals, and arts education initiatives.
 - b. Encourage accessibility and inclusion in performing arts programming.

ARTICLE VI: DISSOLUTION

1. In the event that the Commission is dissolved, all remaining assets and funds shall be transferred to the Town of Leesburg.
2. Any outstanding obligations or liabilities shall be settled in accordance with applicable laws and regulations before dissolution is finalized.

ARTICLE VII: AMENDMENTS

1. **Proposal of Amendments:** Amendments to these bylaws may be proposed by any Commission member and must be submitted in writing.
2. **Approval:** Amendments shall be adopted upon approval by a two-thirds majority of the Commission and final approval by the Town Council.

ARTICLE VIII: EFFECTIVE DATE

These bylaws shall take effect immediately upon adoption by the commission and presented to the Town of Leesburg.