

**BYLAWS**  
**of the**  
**LUZERNE COUNTY ARTS ADVISORY BOARD**

Approved {INSERT DATE}

**ARTICLE I: NAME AND ADDRESS:**

The name of this advisory board shall be the Luzerne County Arts Advisory Board. The official mailing address is:

Luzerne County Courthouse, 200 North River Street, Wilkes-Barre, PA 18711

**ARTICLE II: PURPOSE:**

To advise, encourage, stimulate, and pursue the advancement of the arts across Luzerne County.

**ARTICLE III: LUZERNE COUNTY COUNCIL ROLE:**

Luzerne County Council appoints the members of the Luzerne County Arts Advisory Board, one or more members of Luzerne County Council members shall attend Advisory Board meetings, help raise awareness of the importance and economic impact of the arts, make the Advisory Board aware of any topics that they may believe to be critical to advancement of the arts, suggest involvement of all sectors of the economy including private, public, and nonprofit, and ask for presentation from the Advisory Board as needed at Luzerne County Council meetings. Luzerne County Council shall assign a staff member to help carry out the administrative responsibilities of the Advisory Board, including, but not limited to attending regular meetings. The Luzerne County Arts Advisory Board shall have eleven members.

**ARTICLE IV: MEETINGS:**

The Advisory Board shall hold at a minimum, bimonthly meeting at a location selected by the Board, and as needed, hold meetings at different locations across Luzerne County. These meetings will be open to the public and provide opportunities during part of each agenda for comments of no more than five minutes each. The Chair of the Advisory Committee will make decisions as to the particular topics to be presented, all of which should have meaning to the spelled out in the Bylaws. There will be opportunities to have virtual meeting platform meeting as appropriate in light of Covid-19 and other events that may decide how and in what manner such means are better suited for discussion purposes. As needed, Conference Calls may also be

utilized for meeting purposes. All virtual meeting platforms that are currently utilized by Luzerne County Council can be utilized by the Advisory Board.

**ARTICLE V: MEETING AGENDAS:**

County Arts Advisory Board agendas shall be prepared by the Chair, along with other members of the Board. Any Board member may suggest agenda items. Board members should become familiar with each agenda, and if there is some request made to adjust the agenda, the Chair shall consider appropriate actions regarding the request. Agendas should be forwarded to the entire Board at least four days prior to the meeting for review. There shall be a time made available for public comments, held near the end of a meeting and called for by the Chair. If necessary, electronic comments may be forwarded for consideration at the next meeting,

**ARTICLE VI: QUORUM:**

A majority of the total membership of the Board shall constitute a quorum. To transact business a quorum must be present and a majority vote of the Board present shall be required. If a quorum is not available within fifteen minutes of the start of a meeting, said meeting will not be officially held, but a meeting could be held without any official actions taken.

**ARTICLE VII: OFFICIAL ACTION BY THE BOARD:**

General discussion may satisfy an agenda item or precede any motion. In order to take official action, there needs to be a motion, a second and a vote taken. Robert's Rules of Order shall be followed. A motion needs to be adopted by a majority of votes cast. Votes may be aye or nay or abstention. If there is a Conflict of Interest, that should be fully disclosed and reviewed by the Board. It is not appropriate for a Board member having disclosed a conflict of interest to cast any vote.

**ARTICLE VIII: MINUTES:**

Minutes of meetings shall be taken by the Secretary of the Advisory Board. Such Minutes shall include date, time and location of the meeting; names of those present; names of those electronically participating; number of persons attending from the public who speak; names of Board members absent; statement that a quorum is present; a summary of what transpired; all motions and votes; and time of adjournment.

**ARTICLE IX: APPOINTMENT OF COMMITTEES:**

The Board may establish and appoint members of Committees or temporary committees to carry out the work of the Board. The Chair shall designate committee chairs or delegate the decision to the committee. All Committee meetings shall be public unless personnel matters are being discussed.

**ARTICLE X: AMENDMENTS:**

Amendments to these Bylaws may be considered at any regular meeting of the Advisory Board. Amendments need at least two thirds vote for the amendment to pass.

**ARTICLE XI: CONFLICT WITH ROBERT’S RULES OF ORDER:**

As noted, Robert’s Rules of Order should be utilized accordingly. The Board shall proceed in an accordance consistent with Pennsylvania laws.

**ARTICLE XII: OFFICERS OF THE ADVISORY BOARD:**

There shall be four officers who will constitute the Board Executive Committee. They shall be Chair, Vice Chair, Secretary and Treasurer, and elected from within the Advisory Board.

**Section 1: Chair responsibilities:**

1. Convene the Advisory Board
2. Establish the Agenda
3. Preside over meetings
4. Provide any report that he or she has developed
5. Attend each meeting
6. Report on any vacancy on the Advisory Board

**Section 2: Vice Chair responsibilities:**

1. Preside over the meeting when the Chair is not present
2. Carry out assignments as needed that the Chair and the Board may decide are necessary
3. Attend Committee meetings that the Chair cannot attend
4. Become knowledgeable about issues that are important to the work of the Advisory Board.

**Section 3: Secretary responsibilities:**

1. Take accurate Minutes of each Board meeting
2. Submit the Minutes to the Advisory Board at least four days prior to a meeting.
3. Track Board member’s rotation and report to the Board what steps need to be taken.

**Section 4: Treasurer responsibilities:**

1. As needed, become familiar with any monetary need of the advisory Board.
2. Keep track of any financial responsibility of the Advisory Board. It should be noted that the Advisory Board, if funds are needed would be the responsible agent to implement these needs.
3. Implement any consideration of financial needs and make recommendations to the Advisory Board

**ARTICLE XIII: TERM LENGTH OF ADVISORY BOARD MEMBERS:**

The members of the Advisory Board shall have terms for three years and may be reappointed for three terms. Terms should be staggered so that at least three members become eligible for appointment every three years. Officers can serve their position as long as necessary in relation to being nominated and elected by the Board.