

LUZERNE COUNTY ARTS ADVISORY BOARD BY-LAWS

ARTICLE I: NAME AND ADDRESS

The name of this 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: COMPOSITION OF THE BOARD and TERMS OF OFFICE

The Luzerne County Arts Advisory Board shall be composed of no fewer than 5 and no more than 7 members. The members shall be residents of Luzerne County and shall be appointed by the Luzerne County Council following the normal application and selection process that is used for all other Luzerne County Authorities, Boards, and Commissions. The initial appointments of members, to create the staggered appointments, will be a one (1) year term for one (1) member, a two (2) year term for one (1) member, a three (3) year term for two (2) members, and a four (4) year term for (1) member. In the case of a larger board, the additional initial appointments shall be for an additional two (2) year term and four (4) year term respectively.

Following the initial appointments to the Board, all appointments or reappointments shall be for four (4) year terms. Board members whose terms are expiring shall be eligible for reappointment to a new term, subject to application to County Council for reappointment and participation in the eligibility process for Luzerne County Authorities, Boards, and Commissions.

ARTICLE IV: BOARD INTERACTION WITH LUZERNE COUNTY COUNCIL

Luzerne County Council shall appoint the members of the Luzerne County Arts Advisory Board. Council members may participate in Board meetings as members of the public but shall not have a vote on any matters that come before the Arts Advisory Board. The Arts Advisory Board shall provide a written annual report on its activities to Luzerne County Council and shall appear before Council at Council's request.

ARTICLE V: MEETINGS

The Advisory Board shall hold, at a minimum, quarterly meetings at a location selected by the

Board and accessible to the public. The Board shall, at the discretion of the Chair of the Advisory Board, hold meetings at different locations across Luzerne County. All meetings will be open to the public and allow an opportunity for public comments of no more than three minutes per person.

Advertisement of Board meetings and their agendas shall comply with Pennsylvania Sunshine Law and the Luzerne County Home Rule Charter.

Board members and members of the public may participate in a meeting through communication media, providing that a majority of Board members are physically present at the meeting, and providing that the public has an opportunity to be physically present at the meeting. In the event a public health state of emergency or any other exigency exists, the Board may meet virtually as allowable under Pennsylvania Sunshine Law.

ARTICLE VI: AGENDAS

The Chair of the Advisory Committee shall set the agenda for each meeting, the items of which should have meaning to the purpose and goal of the Board. Any Board member may suggest agenda items. The agenda shall be available to Board members and the public no fewer than three (3) days prior to the meeting. The agenda for each meeting shall be adopted at the onset of the meeting. Agenda items may be deleted from the agenda at the request of a board member prior to adoption. Additions to the agenda prior to adoption shall only be permitted as they are allowable under Pennsylvania law.

ARTICLE VII: QUORUM

A majority of the total current membership of the Board shall constitute a quorum. In the event a quorum is not present for a meeting, no official action may be taken by Board members present.

ARTICLE VIII: CONDUCT OF MEETINGS and OFFICIAL ACTION BY THE BOARD

The Chair of the Board shall preside over the meeting. In the absence of the Chair, the Vice Chair shall preside. Robert's Rules of Order shall govern the conduct of the meeting. To take official action, a motion and a second are required. Discussion on the question may be held prior to a vote.

Votes may be aye or nay; abstentions may be permitted with a reason given. The disposition of the motion shall be determined by the prevailing vote of Board members present at the meeting.

ARTICLE IX: MINUTES

Minutes of the action of each meeting shall be taken by the Secretary of the Advisory Board. Such minutes shall include date, time, and location of the meeting; names of Board members present and absent; names of those electronically participating; names of persons attending from the public who comment and topics of comments; statement that a quorum is present; all motions and votes; and time of adjournment. Minutes will be posted on the Luzerne County Arts Advisory Board webpage.

ARTICLE X: APPOINTMENT OF COMMITTEES

The Board may establish standing or temporary committees from among its members to carry out the work of the Board. The Chair shall designate committees and committee members; each committee shall select its chair. All Committee meetings shall be public and comply with Pennsylvania Sunshine Law and the Luzerne County Home Rule Charter in advertisement and conduct of the meeting and its agenda.

ARTICLE XI: OFFICERS OF THE ADVISORY BOARD

The Advisory Board shall select from among its members a Chair, a Vice Chair, and a Secretary. These officers shall comprise the Advisory Board Executive Committee and shall have responsibilities and duties as set forth below.

Section 1: Chair responsibilities

1. Convene the Advisory Board.
2. Establish the Agenda.
3. Preside over Advisory Board meetings.
4. Provide any report that he or she has developed.
5. Attend each meeting of the Board and its committees.
6. Report to County Council on any vacancy on the Advisory Board.
7. Present an annual report to County Council on the activities on the Board.

Section 2: Vice Chair responsibilities

1. Preside over the meeting when the Chair is not present.
2. Perform other duties as needed at the request of the Chair and/or the Board.
3. Perform the duties of the Chair in the absence of the Chair.

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 terms of Board members and notify the member and the Clerk of County Council 90 days prior to a term expiration.
4. Respond to all correspondence to the Board and maintain a record of such correspondence.

ARTICLE XII: AMENDMENTS

Amendments to these Bylaws may be considered at any regular meeting of the Advisory Board and may be adopted by a vote of at least two-thirds of the current Board members.