



# Royal Oak

## Agenda

### Royal Oak Commission for the Arts Meeting

Monday, June 17, 2024, 7:00 p.m.

City Hall, Room 122

203 S. Troy Street

Royal Oak, Michigan 48067

Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the city clerk's office at 248-246-3050 at least two (2) business days prior to the meeting.

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	Pages
1. Call to Order	
2. Public Comment	
3. Approval of Agenda	
4. Approval of Minutes	2
5. New Business	
6. Old Business	
a. Update from the Artist Laureate	
b. Review Draft Bylaws	5
7. Subcommittee/Program Reports	
8. General Announcements	
a. Next Meeting: July 15	
9. Social Media	
10. Adjournment	



## Minutes

### Royal Oak Commission for the Arts Meeting

April 15, 2024, 7:00 p.m.  
City Hall, Room 122  
203 S. Troy Street  
Royal Oak, Michigan 48067

Present: Jason Gittinger  
Melanie Macey  
Jodie Ellison  
Denise Reske  
Alesha Beistline  
Laura Bonnell

Absent: Melissa Tobias

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#### 1. Call to Order

The meeting was called to order at 7:04 pm.

#### 2. Public Comment

None.

#### 3. Approval of Agenda

Moved by: Denise Reske  
Seconded by: Jodie Ellison

Motion to approve the agenda.

Motion Adopted

#### 4. Approval of Minutes

Moved by: Laura Bonnell  
Seconded by: Melanie Macey

Motion to approve the meeting minutes.

Motion Adopted

#### 5. New Business

**5.a Discussion of New Commission Bylaws**

Change: To eliminate term limits for the Chair

Officer at large not needed.

Change: A year added for newly qualifying commissioners.

Add the Commission's mission statement to every agenda.

Add an Annual Report item to the agenda as well.

Language will be finalized, and then this will be voted on at the next meeting in May.

**Resolution Number: Motion to approve of bylaws**

**5.b Deaccession of 'Baptized in Dirty Water'**

**Resolution Number: Motion to deasses 'Baptized in Dirty Water'**

Moved by: Laura Bonnell

Seconded by: Denise Reske

Motion Adopted

**5.c Completion of Erasure Poetry exercise with Artist Laureate Roberta Brown**

Artist Laureate completed the Erasure Poetry exercise with the group.

**6. Old Business**

**7. Subcommittee/Program Reports**

**8. General Announcements**

Melissa Behring stepped down from the Commission, effective 4/15/24.

Staff provided updates on recruitment.

Next month's meeting on Tuesday, May 21 is cancelled.

**9. Social Media**

**10. Adjournment**

The meeting was adjourned at 8:12 PM.

**Resolution Number: Motion to adjourn**

Moved by: Jodie Ellison

Seconded by: Denise Reske

Motion to adjourn meeting.

Motion Adopted

## **CITY OF ROYAL OAK**

### **Commission for the Arts**

Approved **Date Approved by City Commission**

#### **I. NAME**

The name of this commission is the Commission for the Arts.

#### **II. PURPOSE**

As established by Chapter 36 of City of Royal Oak Code of Ordinances, the purpose of the Commission for the Arts shall be to "develop a plan to encourage artists and promote public art in Royal Oak" as part of a greater community goal to "preserve neighborhoods by encouraging community involvement and family activities; and further, to be recognized as a destination for entertainment, recreation and cultural opportunities."

The Commission for the Arts shall comply with all federal, Michigan and Royal Oak laws.

#### **III. MEMBERSHIP AND VACANCIES**

- a. The Commission for the Arts shall be made up of seven (7) voting members who have experience or interest in the propagation, creation, design, performance, instruction, or study of the arts. One of the seven voting members shall be a member of the City Commission. Commission members shall be appointed by the Mayor and confirmed by the City Commission for terms of three years. Members of the Commission shall be eligible for reappointment. Term limits, appointments, reappointments, appointment terminations, and vacancy rules are subject to applicable ordinance provisions. Vacancies shall be filled by appointment by the Mayor and confirmation by the City Commission.
- b. All members shall be appointed by the City Commission consistent with Chapter 12, Appointments to Advisory Boards, Commissions and Committees, of the City of Royal Oak Code of Ordinances, also known as the Appointments Ordinance.
  - i. The staff ex-officio member shall notify the City Clerk of any vacancies on the Commission who will forward any vacancies to the City Commission for consideration to fill any vacancies.
  - ii. The Commission for the Arts members shall keep the City Clerk's office informed of changes in their names, addresses, phone

number, email address or other basic contact information or anything that might change their status as a commission member.

- iii. Members appointed to fill a vacancy shall hold office for the original term of the vacancy as set by the City Commission and/or the Appointments Ordinance.
- iv. Members shall comply with ordinances relating to attendance as described in Chapter 12.

#### **IV. OFFICERS**

The Commission for the Arts shall elect a chair, vice chair, and any other officers deemed necessary.

- a. Chair: The chair shall preside over the meeting and serve as a voting member
- b. Vice-Chair: The vice-chair shall perform the duties of chair in their absence.
- c. Staff Ex-Officio: The staff ex-officio member, who is appointed by the City Manager or their designee, shall serve as the secretary and record the minutes.

Term: All officers, except for the staff ex-officio member, shall serve a three (3) year term.

Term Limit: Commission members shall be appointed by the Mayor and confirmed by the City Commission for terms of three years.

Qualifications to be an officer: Officers shall be members of the Commission for the Arts.

The Commission for the Arts has the authority to remove a member from being an officer of the Commission for the Arts but does not have the authority to remove them from the Commission for the Arts. The Commission for the Arts may remove a member from being an officer, by motion, second, and the concurring affirmative vote of four (4) members of the Commission for the Arts.

#### **V. NOMINATIONS AND ELECTIONS OF OFFICERS**

The Commission for the Arts shall hold the election of officers annually in January, nominations for which shall be accepted at the January meeting. Any member of the

Commission for the Arts may be nominated if they meet the requirements determined in Section IV, qualifications of officers.

Members may nominate themselves or any other appointed member of the Commission for the Arts.

The affirmative vote of the majority of members present for the election shall be required to be elected as an officer.

## **VI. CODE OF CONDUCT**

In general, the use of good judgment, based on high ethical principles, will guide the officers and members of Commission for the Arts with respect to lines of acceptable conduct. The successful operation and reputation of Royal Oak boards and commissions is built upon the principles of fair dealing and ethical conduct of members. Integrity and excellence require careful observance of the spirit and letter of all applicable laws and personal integrity. Failure to abide by these basic principles may result in removal from the Commission for the Arts by the City Commission.

The Commission for the Arts is committed to a high standard of ethics and appointed members shall recuse themselves in the event of a conflict of interest in which they have a direct financial benefit from the item being presented and action taken.

## **VII. MEETINGS**

### **a. Meeting Schedule**

Regular Meetings. The Commission for the Arts shall adopt a schedule of regular meetings for the next year no later than the final meeting of the calendar year.

Special Meetings. Special meetings of the Commission for the Arts may be called by the chair or by two members of the Commission for the Arts in accordance with the Michigan Open Meetings Act. The Commission for the Arts shall notify the staff liaison of all special meetings reasonably in advance of the scheduled meeting so that the notice of the meeting shall be timely published as required by the Open Meetings Act.

All meetings of the Commission for the Arts shall be subject to the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, MCL 15.261 et seq.

### **b. Order of Business. All meetings shall be conducted to conform to the following order:**

#### **1. Call to order**

2. Public Comment
  3. Agenda Approval
  4. Minutes Approval
  6. Business Items
  7. Subcommittee/Program Reports
  8. General Announcements
  9. Social Media
  10. Adjournment
- c. Quorum. A minimum of four (4) members of the Commission for the Arts shall constitute a quorum.
  - d. Minutes. The staff ex-officio member shall be responsible for taking minutes and act as the records custodian for the Commission for the Arts.
  - e. Action. All action by the Commission for the Arts shall be made by motion adopted by the concurring affirmative vote of majority of members present unless otherwise required by ordinance or state ordinance.
  - f. Public Comment. The board shall follow the city commission's standard procedure for public comment. The chair has the ability to extend the three minutes per person limit.

### **VIII. PARLIAMENTARY AUTHORITY**

Parliamentary authority for the Commission for the Arts is governed by Robert's Rules of Order. In case of conflict between these bylaws and the Robert's Rules of Order, these bylaws control. In case of conflict between these bylaws and any city ordinance, the city ordinance controls. In case of conflict between city ordinance and state law, the state law controls.

### **IX. ADOPTION OR AMENDMENT OF BYLAWS**

- a. The Commission for the Arts makes a recommendation to adopt the bylaws to the Royal Oak City Commission. A recommendation to adopt, modify or repeal the bylaws shall be approved by two-thirds of the entire membership of the Commission for the Arts.
- b. The Royal Oak City Commission has the authority to approve, amend, or repeal these bylaws.
- c. The Commission for the Arts shall review these bylaws annually in January. If there are no proposed amendments then no action is needed.

### **X. GENERAL PROVISIONS**



No member of the board shall order or instruct city staff members to perform any service or duty. If a board feels that they are inadequately supported they can address that through the staff liaison and the city manager.

#### **XI. MICHIGAN FREEDOM OF INFORMATION ACT COMPLIANCE MANDATORY**

The Commission for the Arts shall comply with the Michigan Freedom of Information Act (FOIA) [Public Act 422 of 1976, MCL § 15.231 et seq.] and the city's current FOIA policy. The City Clerk and Human Resource Director shall assist the Commission for the Arts in compliance.

#### **XII. MICHIGAN OPEN MEETINGS ACT COMPLIANCE MANDATORY**

The Commission for the Arts shall comply with the Michigan Open Meetings Act (OMA) [Public Act 267 of 1976, MCL § 15.261 et seq.].

#### **XIII. ACCESSIBILITY**

Anyone planning to attend a public meeting of the Commission for the Arts who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's office at 248-246-3050 or email [CityClerk@romi.gov](mailto:CityClerk@romi.gov) at least two (2) business days prior to the meeting so that the city can support the full participation of members of the community.

#### **XIV. Annual Report**

The Commission for the Arts shall complete an annual report in compliance with the ordinance.