

**ARVADA FESTIVALS COMMISSION
WITHIN THE CITY OF ARVADA**

RULES AND PROCEDURES

I. PURPOSE AND MISSION

A. Name

This committee shall be known as the Arvada Festivals Commission (the "Commission") as established by resolution of the Arvada City Council ("City Council"). On May 21, 2001, City Council adopted Resolution 01-109, A Resolution Establishing an Arvada Festivals Commission

On August 15, 2005, City council adopted a resolution changing the number of festival commission members. Resolution 05-089, A Resolution Changing the Number of Arvada Festivals Commission Members from Sixteen to Twenty

B. Purpose

The purpose of the Commission, as established by the City Council, shall be as follows:

1. To advise and make recommendations to City Council on future and existing festivals of community-wide celebration.
2. To actively sponsor, coordinate, plan and work cooperatively with community-based organizations on festivals of community-wide celebration by promoting activities consistent with the purpose of public celebration.
3. To promote and build support for festivals of community-wide celebration.

II. COMMITTEE MEMBERS

A. Number, Qualifications and Term of Office

The business and affairs of the Commission shall be managed by the Commission members. The Commission shall consist of twenty members.

Advertisement for the positions and interviews will be coordinated by the city of Arvada. The terms of the appointees shall serve three year, staggered terms. All terms shall expire on April 30. In the event City Council fails to appoint a successor to an expired term, the Commission member shall be requested to remain on the Commission for an additional thirty (30) days, or until a successor is appointed, whichever comes first. Commission appointees shall serve without compensation.

It is the intent that this Commission be a true "citizen" commission. Therefore, no elected officials shall serve on the Commission. Past elected officials to City

Council shall not serve within two years of their term expiration.

City staff will attend the Commission meetings to advise and assist the Commission. Such staff members shall be nonvoting members, and cannot hold offices on the Commission. The Commission shall be advisory only, and shall not direct staff.

B. Performance of Duties

Each Commission member shall receive a job description listing the duties and objectives of the Commission. A Commission member shall perform his/her duties as a Commission member in good faith, and in a manner in which he/she believes to be in the best interests of the Commission based on the job description.

C. General Duties

All officers of the Commission shall have such authority and perform such duties as may be provided in these Rules and Procedures or as may be determined by resolution of the Commission not inconsistent with these Rules and Procedures.

D. Vacancies

Any Commission member may resign at any time by giving written notice to the Chair of the Commission. Such resignation shall take effect at the time specified therein. The acceptance of such resignation shall not be necessary to make it effective. Any vacancy occurring on the Commission by resignation or removal shall be filled by appointment by City Council.

E. Removal

All members of the Committee shall serve at the pleasure of City Council and may be removed at any time pursuant to Section 2-15(a) of the Arvada City Code which states "City Council shall appoint councilmember appointees to boards, commissions and committees following each general municipal election. City Council members serve on boards, commissions and committees at the pleasure of City Council and may be removed by City Council by a vote of the council at any time".

III. MEETING OF THE COMMITTEE

A. Place of Meetings

The regular or special meetings of the Commission shall be held in a public place designated by the Commission from time to time. Unless notified of a change, members will meet in the Anne Campbell Room at City Hall, 8101 Ralston Road, Arvada, CO 80002.

B. Regular Meetings

The Commission will meet monthly on the fourth Thursday of the month from 7:00 to 9:00 p.m. Additional meetings may be called as deemed necessary by the Commission. Absences of any member from regularly scheduled meetings shall not exceed one-third of the regular meetings held in a twelve-month period. In the event any member's absences exceeds 4 out of 6 meetings held in a twelve month period, the Commission shall recommend to City Council removal of said Commission member.

C. Special Meetings

Special meetings of the Commission may be called by the Chair plus one other officer and held pursuant to notice provisions herein. In the event the Chair is out of town or unavailable, two other officers may call a special meeting.

D. Notice of Meetings

Notice of regular meetings shall be constituted herein by the notice in these Rules and Procedures. Notice of special meetings shall be sent by mail or fax to each member not less than seventy-two (72) hours prior to the time fixed for the meeting.

E. Quorum; Voting

At meetings of the Commission a majority of the currently appointed Commission members shall be necessary to constitute a quorum for the transaction of business.

If a quorum is present, action by a majority of the Commission members present shall be the action of the Commission.

F. Conduct at Meetings

The Commission shall be empowered to perform all tasks reasonably necessary to organize including, but not limited to, electing officers, formulating and adopting rules and procedures, forming subcommittees, setting calendars, and assigning duties. In the absence of rules of order adopted by the Commission, parliamentary procedures shall be governed by Roberts Rules of Order, Newly Revised. Commission members shall choose their own officers.

IV. OPEN MEETINGS

All regular and special meetings of the Commission are open to the public. The time, date, and place of all regular and special meetings of the Commission shall be posted at the designated location in the Arvada City Hall no later than 24 hours prior to the meeting. All meetings shall provide the public with a reasonable opportunity to participate. The first fifteen (15) minutes of the regular meeting shall be reserved for any public comment. No public speeches shall be entitled to speak more than 15 minutes unless allowed at the discretion of the Chair.

V. OFFICERS OF THE COMMITTEE

A. General

The officers of the Commission shall be elected annually by the Commission members at the first meeting of the Commission held after January 1 of each year, or at anytime an office is vacant. If the election of officers shall not be held at such meeting, such election shall take place as soon thereafter as the meeting may conveniently be held. The officers of the Commission shall consist of a Chair, a Vice-Chair, and a secretary. Officers shall serve for a one-year term or until their successors are elected. There shall not be a limitation on the number of terms for which a person may serve as an officer.

Candidates for officers of the Commission can either submit their name for a particular office or be nominated by a member of the Commission. Nominations for each position will close through a motion and a majority vote of Commission members. Candidates for each position will be elected by a majority vote of the Commission. Any additional guidelines needed to complete the election of officers shall be governed by Roberts Rules of Order, Newly Revised.

An officer shall hold office until he/she is no longer qualified to serve or his/her successor is chosen, unless he/she is sooner removed from office by the Commission, until his/her death, or until he/she shall resign.

B. General Duties

All officers of the Commission shall have such authority and perform such duties as may be provided in these Rules and Procedures or as may be determined by resolution of the Commission not inconsistent with these Rules and Procedures.

C. Vacancies

When there is a vacancy in one of the offices by reason of death, resignation, removal, or otherwise, it shall be filled by the Commission according to the guidelines set forth for the election of Commission officers.

D. Removal

Any officer of the Commission may be removed by the Commission by a two-thirds vote of the members whenever in the Commission's judgment the best interest of the Commission may be served thereby. The election of an officer shall not of itself create contract rights.

Any officer being removed from office shall be allowed to present his/her explanation to the Commission prior to the Commission's vote of removal.

E. Chair

The Chair of the Commission shall preside as chair at meetings of the Commission. He/she shall, in addition, execute resolutions and documents as directed by Commission actions, represent the Commission at public functions,

make progress reports to City Council at least twice a year, and perform such other duties as the Commission may define.

F. Vice-Chair

The Vice-Chair shall fulfill the responsibilities of the Chair when the Chair is unavailable to do so.

G. Secretary

The Secretary shall keep or cause to be kept, in books provided for that purpose, the minutes of the meetings of the Commission. The secretary also will be responsible for maintaining an archive of all Commission recommendations, referrals, proposals or any other written correspondence developed by the Commission during the course of its work and kept at City Hall. The Secretary may have one or more assistants, which may or may not be Commission members and will have access to City staff resources as defined by the City.

H. Delegation of Duties

Except for the Chair, whenever an officer is unable to perform the duties of his/her office for any reason, the Commission may delegate the powers and duties of an officer to any other officer or to any other Commission member.

VI. AMENDMENTS

The Commission may amend, supplement, or repeal these Rules and Procedures, and all such changes shall in effect be binding upon Commission participants and the Commission. The Commission shall be given notice of proposed amendments, supplements or repeal at a regularly scheduled meeting to be voted upon at the next regularly scheduled meeting. Any amendment supplement, or repeal of these Rules and Procedures or adoption of new Rules and Procedures shall required approval of two-thirds majority of the Commission at the meeting.

APPROVED this _____ day of _____, 2009.

CHAIR:

ATTEST:

Print name

Print name

Signature

Signature