



COMMISSION FOR THE ARTS STAFF REPORT

ITEM NO. 5.1

DATE: January 28, 2025

TO: Chairperson and Members of the Commission for the Arts

FROM: Allen McFarland, Management Analyst II

SUBJECT: Commission for the Arts Meeting Structure and Rules of Procedure Presentation

RECOMMENDED ACTION

Staff recommends the Commission for the Arts receive the presentation and provide feedback.

SUMMARY

With the start of a new year, the transfer of staff support to the Library, and the addition of a new commissioner, it is an appropriate time to review the Rules of Procedure with the Commission related to meeting structure, decorum, attendance, and expectations.

DISCUSSION

With the recent transition of support for the Commission for the Arts moving from the Innovation and Economic Development Department to the Library and the addition of a new commissioner, it is an appropriate time to discuss the Commission for the Arts Rules of Procedure. The Commission for the Arts has a significant duty for the City - promoting Livermore as a vibrant and stimulating environment for artists and audiences, young and old, to experience the performing, visual, and literary arts. To carry out this duty, it is important that the Commission be aware of the Rules of Procedure and what support the Commission can expect from staff.

The attached Commission for the Arts Rules of Procedure and Rosenberg's Rules of Order provide the information that is needed to conduct Commission business effectively, efficiently, and within the guidelines (in the event of a conflict between Rosenberg's Rules of Order and the Rules of Procedure, the Rules of Procedure shall control). The staff report at this meeting will primarily focus on the following sections of the Rules of Procedure:

- Duties and Responsibilities
- Attendance Policy
- Meetings
- Minutes of Proceedings
- Quorum

- Conduct at Meetings
- Staff Support
- Rules of Parliamentary Procedure
- Actions Limited to Posted Agendas
- Order of Business - Regular Meetings
- Abstentions and Silence

ATTACHMENTS

1. Commission for the Arts Adopted Rules of Procedure
2. Rosenberg's Rules of Order

Prepared by: Allen McFarland
Management Analyst II