



COMMISSION FOR THE ARTS STAFF REPORT

ITEM NO. 5.2

DATE: October 28, 2025

TO: Chairperson and Members of the Commission for the Arts

FROM: Allen McFarland, Management Analyst II

SUBJECT: Recommendation that the City Council approve the Draft Commission for the Arts Rules of Procedure

RECOMMENDED ACTION

Staff recommends the Commission for the Arts review the Draft Rules of Procedure and recommend adoption by City Council.

DECISION TYPE

Administrative

SUMMARY

The Commission for the Arts is being asked to review the updates to their Rules of Procedure and provide feedback. Upon completion of the review, the feedback will be provided to the City Clerk's Office, who will then take the update to the City Council for final approval.

DISCUSSION

The Commission for the Arts is responsible for 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. The attached draft Commission for the Arts Rules of Procedure provide the information that is needed to conduct Commission business effectively, efficiently, and within the guidelines. Some examples of the proposed changes include:

- Typographical changes
- Updating gender-specific pronouns to gender-neutral pronouns
- Clarification on the approval of minutes
- Clarification on when public comment is allowed
- Clarification of staff roles and responsibilities
- Clarification of what is needed to bring an initiated matter forward to a future meeting

ATTACHMENTS

1. Draft Commission for the Arts Rules of Procedure Update

Prepared by: Allen McFarland
Management Analyst II