



Columbus Art Commission By-laws

Article I Establishment

- A. The Columbus Art Commission was established by Ordinance and adopted by the Council of the City of Columbus, Ohio as a special Commission for the review, approval and oversight of art either owned by the City or placed on City property, including public Rights-of-Way, regardless of ownership.
- B. The Commission operates under the authority of Chapter 3115 of the Columbus City Codes, 1959.

Article II Purpose

The purpose of the Columbus Art Commission shall be as follows:

- A. The Columbus Art Commission shall be the review and approval body for all art proposed for acquisition by the City of Columbus whether by purchase, gift or otherwise, and the location there of, including all art regardless of ownership that is proposed for placement on property owned or leased by the City, or in the public right-of-way. The Commission shall:
 - 1. Administer Chapter 3115 of the Columbus City Codes, 1959;
 - 2. Encourage the design and placement of aesthetically appropriate art in public spaces and civic infrastructure;
 - 3. Encourage the expansion of the community's collection and experience with art;
 - 4. Foster the public's understanding and enjoyment of public art; and
 - 5. Serve as stewards for the care and maintenance of the city's art collection.
- B. To determine what legislation, if any, is necessary to carry forth its duties and to recommend such legislation to the Administration and Council.
- C. To provide for regular and special meetings to accomplish the purposes defined above and further defined in Chapter 3115 of the Columbus City Codes, 1959.

**Article III
Membership**

- A. The Columbus Art Commission shall consist of no greater than ten (10) members appointed by the Mayor of the City of Columbus with the concurrence of Council.
- B. The members of the Commission shall be experienced and interested in the arts of architecture, landscape architecture, urban design, performance art, sculpture, painting, or other similar arts and works of art.
- C. Members of the Commission shall serve without compensation for five (5) years, except that the terms of the original members shall be two (2) for one (1) year, two (2) for two (2) years, two (2) for three (3) years, two (2) for four (4) years, and two (2) for five years.
- D. Vacancies caused by any means shall be filled for the unexpired term in the same manner as the original appointment.
- E. Absence without just cause (prior approval of the Chairman) from three (3) or more consecutive Commission regular meetings (hearings) shall create a vacancy in that membership term.
- F. With cause defined and substantiated, members may be recalled by the Mayor upon recommendation of the Commission and Council.

**Article IV
Organization**

- A. The Commission shall annually select from its membership a chairman who shall preside over its meetings and a vice-chairman who shall serve in the absence of the chairman. Officers may be recalled for cause by two-thirds vote of the Commission.

**Article V
Duties**

- A. The Columbus Art Commission shall address its purpose as outlined in ARTICLE II of these bylaws.
- B. Relative to new works of art, the Commission shall review, examine and consider all works of art to be acquired by the city whether by purchase, gift, or otherwise, and the location thereof, prior to the acquisition thereof and issue Certificates of Approval.
- C. Require to be submitted to it, whenever it deems necessary, a complete model or design of any work of art to be acquired by the city.

- D. Review, examine and consider the removal, relocation and alteration of any existing works of art in the possession of the city.
- E. Examine, at least once every two (2) years, all city monuments and works of art and make a report to the Administration, with recommendations for the future care and maintenance thereof. (This duty can only occur if adequate City funding is allocated to retain an art professional to evaluate the condition City art works.)
- F. Establish rules and regulations for the procedures to be used in matters submitted to it for determination.
- G. In making approvals and performing duties, the Commission shall be guided by adopted city plans and policies, the maintenance of aesthetic values, the providing for the orderly growth of the city and its artistic treasures, the providing and maintenance of an orderly balance in the location and design of works of art, the preservation of property and the uses thereof, and the prevention of blight or deterioration in and around public buildings and works of art.
- H. The Commission shall be mindful of its stewardship of the City's Art collection and strive to add to the collection works that enliven public space and contribute to the enjoyment of Columbus citizens.
- I. The Commission shall provide for regular and special meetings to accomplish their purposes and perform their duties.

Article VI Meetings

- A. Unless otherwise noted, all Commission regular meetings (hearings), where applications are heard will be held the fourth Thursday of every month at 6:00 p.m. at the Columbus Health Department, 240 Parsons Avenue, Columbus, Ohio.
- B. Unless otherwise noted, all Commission business meetings will be held monthly in a public place. Locations and times may vary and will be published in the City Bulletin.
- C. All Commission meetings shall be open to the public and meeting notice will be published in the City Bulletin on the first Saturday of each month, except that emergency meetings may be called without such notice as defined for special meetings. Any person, upon request, may obtain reasonable advance notification of all Columbus Art Commission regular and business meetings. To provide such notification, meeting agendas may be mailed or e-mailed to all subscribers on the Columbus Art Commission mailing list or mailed upon receipt of self-addressed,

stamped envelopes provided by the individual or organization requesting mailed notification. Minutes shall be taken at all meetings and shall be available to the public.

D. Meeting Cancellations or Changes in Schedule:

1. Announcements for planned cancellations or changes in schedule will be published in the City Bulletin, if there is sufficient time to do so; hearing notice will be posted at the meeting location.
2. Staff will attempt to contact applicants prior to the scheduled meeting in the event of unanticipated cancellations or changes in schedule; notice will be posted at the meeting locations.
3. The Chairman, or any four Commissioners with the Chairman's knowledge, may call a special meeting.

E. Quorum

1. A majority of the members shall constitute a quorum; affirmative action on any issue requires a simple majority of those present. The ability of the Commission to operate, as determined by quorum may be modified by cause by the Chairman. (Amended 10.8.08)

**Article VII
Procedures**

- A. The Chairman shall cause an agenda to be developed and available to all members in advance of each meeting. The regular meeting (hearing) agenda shall include each application for Certificate(s) of Approval listing the applicant's name, artist's name, address of the subject property or location there of, type of art work, and nature of request. Other agenda items that come under the purview of the Commission shall also be listed. Additional agenda items may be added to the agenda at the Chairman's discretion at any time. Applications for Certificate(s) of Approval shall be considered in order of application at all regular Commission meetings (hearings). Other agenda items may be considered in any order, at the Chairman's determination, at Special and Emergency Meetings and at regular meetings after all Applications for Certificates have been considered.
- B. The Chairman may limit discussion on any issue unless a majority of the members present object.
- C. Applicants for Certificates for Approval may withdraw their applications at any time. Issues may be tabled until a date certain by a majority of the members present.

- D. If the Commission shall fail to act on any matter submitted to it within (60) days after such submission its approval thereof shall be presumed.

**Article VIII
Parliamentary Authority**

- A. Except as may be in conflict with Columbus City Codes, the Charter of the City of Columbus or these By-Laws, the current edition of *Robert's Rules of Order, Newly Revised*, shall govern all proceedings of this Commission and applied as appropriate by the Chairman.

**Article IX
Amendments to By-Laws**

- A. Amendments to the Commission By-Laws must be approved by the Columbus Art Commission and ratified by a two-thirds vote. Any proposed amendment(s) must be made available in writing to all members of the commission one month prior to such vote.

**Article X
Effective Date**

- A. These By-Laws take effect immediately upon adoption by the Columbus Art Commission by majority vote.

Adopted 9-25-08
(Amended 10-8-08)