

## **Haines Borough, Alaska**

### **Proposed By-Laws of the Chilkat Center Advisory Board**

(As adopted by the board on 4-15-04)

I. Statement of Purpose: The Chilkat Center for the Arts and its Advisory Board exist to promote and facilitate the educational, cultural, entertainment and convention/conference needs of the Haines Borough specifically the Southeast Region and whole of Alaska generally.

#### II. Administration:

A. Ownership and Operation - The Chilkat Center for the Arts and surrounding grounds is owned and administered by the Haines Borough with the assistance of the Advisory Board.

B. Chilkat Center Advisory Board

##### 1. Organization:

a. Number - The Advisory Board shall consist of seven members appointed by the Haines Borough Mayor and confirmed by the Borough Assembly.

b. Term - Each member shall be appointed to a term of three years. The terms shall be staggered. Vacancies shall be filled by appointment by the Borough Mayor and confirmed by the Assembly to fill an unexpired term.

c. Compensation - Members shall not receive compensation for services rendered.

d. Method of Appointment - On or before December 1, annually, the Advisory Board shall make recommendations to the Borough Mayor for appointments to all expiring terms. When an unexpired vacancy occurs, the Advisory Board shall make recommendations to the Borough Mayor by the next regular Assembly meeting. The Board shall base its recommendations, as practical, for appointment priority from candidates involved in user groups of the Center. The Borough Clerk shall advertise the vacancy.

e. Officers - The Board shall elect officers from its members. All offices shall be held for one year.

f. Composition - The advisory board shall be comprised of borough residents and representatives of Chilkat Center user groups and may at no time have in its makeup more than a single borough employee.

g. Manner of Acting - The Board shall adopt procedures for the conduct of its business.

h. Meetings - The Board shall establish a regular meeting not less than once a calendar quarter, in a public place, following public advertisement in accordance with Haines Borough Ordinances. All meetings shall be public and shall provide for a public comment period on its agenda.

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#### **2. Procedures:**

a. Annual Meeting - The Advisory Board shall conduct an annual meeting for the purpose of election of officers and establishment of regular meetings. The first annual meeting shall take place at the first regular meeting following the approval of these By-laws by the Borough Assembly. Thereafter, the annual meeting shall take place at the first regular meeting immediately following the appointment of the new Board Members.

b. Regular Meetings - The Board shall meet regularly no less than each calendar quarter at a date, time and place established by motion at the annual meeting. Notice of regular meetings shall be posted in at least three public places at least three days in advance of the scheduled meeting.

c. Special Meetings - Special meetings may be called by the Chairman of the Board or by any two Members acting in concert. Public notice of Special Meetings shall be given at least 24 hours in advance of meeting. The purpose of the Special Meeting shall be advertised and only the purpose of the meeting shall be officially acted upon.

d. Quorum - A quorum shall be four (4) Members.

e. Manner of Acting - Business of the Board shall be conducted by a majority vote of those Members in attendance. Official action shall require a vote of no less than four members. The Chairman shall vote.

'Meetings shall be conducted as informally as possible in accordance with Roberts Rules of Order.

An agenda shall be approved at the opening of each meeting. The order of business shall be:

Call to Order

Roll Call

Approval of Agenda

Audience Participation

Approval of Minutes of Previous Meetings(s)

Financial Report

Reports

Old Business

New Business

Adjournment

f. Excused Absence - A Member may be excused from a meeting by the membership in attendance.

g. Removal - A Member is automatically removed from the Board after three unexcused absences from regular meetings and

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shall be notified by the secretary.

h. Officers - The Board shall elect officers from its members. Officers shall be a Chair, Vice-Chair, Secretary and Treasurer. Any ~~trustee~~ board member may be elected simultaneously to the offices of Vice Chair and Treasurer or Secretary and Treasurer.

i. Duties of Officers

i. Chair - It shall be the duty of the Chair to preside at all meetings, to call special meetings, to appoint members of committees and to present all Board reports and budgets to the Borough Assembly/Mayor. The Chair may delegate any responsibility to another member.

ii. Vice Chair - It shall be the duty of the Vice-Chair to assume the duties of the Chair in the absence of the Chair.

iii. Secretary - It shall be the duty of the Secretary to keep minutes of all meetings, to draft the agenda for approval by the Board, to post notices of regular and special meetings, to assure timely submission of routine reports, minutes and documents to the Borough Assembly and/or Mayor, and to keep record of Membership terms.

iv. Treasurer - It shall be duty of the Treasurer to assure that financial reports are presented to the Board at regular intervals no less than quarterly and to assist with the preparation of the annual budget. Authority and Responsibilities:

3. The Advisory Board of the Chilkat Center for the Arts is responsible for the establishment of policies and regulations subject to approval of the Haines Borough Assembly for the use, operation, promotion and maintenance of the Chilkat Center for the Arts building, equipment and grounds.

a. Annual Budget - The Board ~~of Trustees~~ is responsible for the preparation of an annual budget in a format required by the Haines Borough Chief ~~Financial~~ Fiscal Officer. The Budget shall be prepared and approved by the Board and presented for approval to the Haines Borough Assembly on or before April 1 of each year.

b. Personnel - The Board shall review applications and recommend candidates to the Borough Manager to fill staff positions. The Board shall prepare, for solicitation, advertisement for contract services as may be needed. The Borough Manager shall approve all such solicitation.

c. Committees - The Board shall have the power to create committees to facilitate researching and reporting on the activities of the Board.

d. Solicitation of Funds and Accounting - The Board shall

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have the power to solicit grants and other contributions and donations of cash from private and public sources. Grant applications shall be approved by the Borough Assembly and shall be signed by an authorized agent of the Borough. ~~The Haines Borough Assembly shall fund the operation of the Chilkat Center.~~ All operating revenue, grant funds, contributions, donations and money received from fund raising efforts shall flow through the Haines Borough general accounting department.

e. Fee Schedule and Regulations for Use - The Board shall recommend regulations and fee schedule for the use of the Chilkat Center for the Arts by private and public users. Such regulations and fee schedules are subject to Borough Assembly approval. The regulations shall govern onetime use and long term or contractual use. The Haines Borough Assembly shall also approve any long-term contractual use.

f. Authorized Agent - The Board by resolution and, with the approval of the Borough Assembly, may authorize any officer or agent to enter into any contract or other conditional document on behalf of the Board for specific or general purposes.

g. Reporting - The Board shall submit to the Borough Clerk for the public record all copies of by-laws, policies, regulations, treasurer's reports and minutes of monthly meetings. Financial and other records as may be requested of the Board shall be included in the annual audit of the Haines Borough.

h. Amendment to By-Laws - By-laws may be amended by an approving vote of four (4) Members. The vote shall be called at a regular meeting following the introduction of the amendment. Any amendment to the By-laws will be approved by the Haines Borough Assembly.

### **III. Operations:**

A. Regulations governing the use of the Chilkat Center for the Arts shall be established by the Board subject to approval of the Haines Borough Assembly.