

**TO:** CITY ARTS COMMISSION

**FROM:** Library Services Department  
Tim Hetheron, Library Services Director  
949-717-3810, [thetheron@newportbeachca.gov](mailto:thetheron@newportbeachca.gov)

**PREPARED BY:** Tim Hetheron

**TITLE:** Review of Arts Commission By-Laws Pertaining to Attendance and Committee Work

---

**DISCUSSION:**

Chair Goldberg directed staff to provide the Commission with a review of by-laws pertaining to attendance and committee work, specifically:

ARTICLE III  
MEMBERSHIP

Section 9. If a member absents himself or herself from three consecutive regular meetings of the Commission, unless by permission expressed by the Commission minutes, or ceases to be a qualified elector of the City, his or her office shall become vacant and shall be so declared by the City Council.

ARTICLE VII  
COMMITTEES

Section 1. The Chairman shall appoint Ad Hoc Sub Committees of one or more members for such specific purpose as the business of the Commission may require from time to time. All members of the Commission are required to serve on an Ad Hoc Sub Committee and are required to attend meetings, participate, and fulfill the role and responsibility of an Ad Hoc Sub Committee member. The Committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after its Chairman has had a final report to the Commission.

Regular attendance and participation in Committee work are critical elements necessary for the City Arts Commission to fulfill its purpose of raising awareness of the arts and advising the City Council in regard to the direction for the programming and exhibition of the arts in Newport Beach.

**NOTICING:**

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).