

2016

Creative District Commission Guidelines



Town of Crested Butte

1/1/2016

Photo Credit: Third Eye Photography,

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Creative District Commission Guidelines

It shall consist of seven members appointed by the Town Council who shall serve without compensation. The members shall serve for periods of three years each, except that the initial terms of two of such members shall expire on January 1, 2017, the initial terms of two such members shall expire on January 1, 2018, and the initial terms of three such members shall expire on January 1, 2019. All members shall be eligible for reappointment. The members shall be citizens who are actively interested in the visual arts and civic improvement.

The Creative District Manager/Staff Liaison and a member of the town council shall serve as ex-officio and nonvoting members. The function of such commission shall be to perform the duties set forth in The Crested Butte Creative District Strategic Plan.

The composition of the commission will include three members of the creative sector, defined below, and four community members at large. The initial appointments of the Commission members will be chosen by the Creative District Manager, a town council representative, a member of the Arts Alliance, and a member of Town staff. Thereafter, the chair, vice chair, town council representative and Staff Liaison will manage the process of commission appointments including applications, interviews and recommendations to the Town Council. The Town Council will have final approval of the appointment of all commissioners.

Because the commission operates under the management of The Town of Crested Butte, there are no individual by-laws for the commission but meetings will be managed in a manner that assures an orderly and focused discussion and facilitates the input of all members of the commission. When necessary, Robert's Rules of Order can be put into effect. The majority of all the members of a board shall constitute a quorum. In order to conduct business at any meeting, a quorum should be present. No action shall be take in the absence of a quorum, except to adjourn the meeting to a future date. Discussion and updates may take place, but no formal action can be taken without a quorum.

The commission shall choose a chairperson and a vice chairperson. Additional offices may be created by the board from time to time as necessary. If a town staff person is not made available to serve as recording secretary, a board shall also choose a recording secretary. At the first meeting of the Commission, the chair and vice chair will be elected by majority vote of the commission members from those interested in the positions. The term is one year for these positions (see handbook for additional information)

The Creative District Commission will have the ability to spend up to but not to exceed \$2,500 on expenditures approved by majority vote of the members. For expenditures above and beyond the \$2,500, a recommendation will be delivered through the Staff Liaison for review and direction from Town staff /council. The Commission may not fund art or other project for the benefit of private properties. The Staff Liaison will keep the commission apprised of the budget balance and feedback from council in regards to fiscal and other issues as well as reporting back to the Town Council as to the activities, budget and work of the commission.

Five of the commission members will be responsible for a committee reflecting the focus areas from the Strategic Plan. This includes:

Community Engagement and Education
Branding and Marketing
Events and Programs
Spaces and Places
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One commissioner will act as the liaison to Colorado Creative Industries and one commissioner will act as the Arts in Public Places chair (TBD). Each commissioner can request a specific committee but if there is duplicate interest, a majority vote of the quorum will be used to decide the final committee designations.

It will be the responsibility of the Commissioner/committee chair to oversee the implementation of the Strategic Plan in his/her focus area and to report back to the commission as a whole as to the work of the committee. Duties may include: recruitment of volunteer committee members, programming and event management, communications, research, partnership development and so forth. The commission will work as a whole to determine priorities and action steps in each focus area. As these are completed, additional items can be added to the committee descriptions.

As the various commission terms end/start, the committee designations can be revisited or the new commission member may take over the departing member's designated committee.

The Creative District Staff liaison will oversee the work of the individual committees and is responsible for the overall implementation of the Strategic Plan and approval of the Creative District reports.