



**AMENDMENT
MEETING OF THE
CITY OF EL SEGUNDO
ARTS and CULTURE ADVISORY COMMITTEE
AGENDA**

MEETING DATE: January 24, 2023

MEETING TIME: 5:30 p.m.

MEETING PLACE: El Segundo Public Library,
111 West Mariposa Avenue, El Segundo, CA
90245

How Can Members of the Public Observe and Provide Public Comments?

The Arts and Culture Advisory Committee, with certain statutory exceptions, can only take action upon properly posted and listed agenda items.

Unless otherwise noted in the Agenda, the public can only comment on City-related business that is within the subject matter jurisdiction of the Arts and Culture Advisory Committee, and items listed on the Agenda during the **Public Communications** portion of the meeting. The time limit for comments is five minutes per person, maximum 30 minutes.

Before speaking to the Arts and Culture Advisory Committee, please state: your name, residence, and the organization you represent, if desired. Please respect the time limits. While comments are welcome, the Arts and Culture Advisory Committee may not take action on any matter not on this Agenda. Arts and Culture Advisory Committee members may respond to comments after the Public Communications is closed.

Members of the Public may provide comments electronically by sending them to Senior Librarian Julie Todd (jtodd@elsegundo.org / 310-524-2729), with a limit of 150 words and accepted up until 30 minutes prior to the meeting. The emails will be read to the Arts and Culture Advisory Committee during public communications and are subject to disclosure under the Public Records Act.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerk (310) 524-2305. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Land Acknowledgement: We acknowledge that we are holding this meeting on the traditional, ancestral, and unceded territory of the Tongva. We recognize the Tongva people as the traditional land caretakers of Tovaangar (Los Angeles basin, So. Channel Islands). We also acknowledge that Los Angeles County is home to the largest Indigenous populations in the US.

A. CALL TO ORDER

B. ROLL CALL

- | | |
|---|---|
| <input type="checkbox"/> Joanna Bowe | <input type="checkbox"/> Tanya Taylor |
| <input type="checkbox"/> Jane Burrell | <input type="checkbox"/> Vice Chairperson Neal Von Flue |
| <input type="checkbox"/> Maureen Kingsley | |
| <input type="checkbox"/> Brian Mitchell | |
| <input type="checkbox"/> Joan Palmer | |
| <input type="checkbox"/> Chairperson Natalie Strong | |
| <input type="checkbox"/> Eva Sweeney | |

CITY COUNCIL LIAISONS

- Councilmember Lance Giroux

C. PRESENTATIONS - NONE

D. PUBLIC COMMUNICATIONS (Related to City business only and for which the Advisory Council is responsible – 5 minutes per person; 30 minutes total).

E. APPROVAL OF SPECIAL MEETING MINUTES for December 12, 2022

F. SPECIAL BUSINESS

1. Discussion of Council action on January 17, 2023 regarding inclusion of CDF in Council Finance Subcommittee.
(Neal Von Flue/30 minutes)

G. UNFINISHED BUSINESS

1. Discussion of updates and edits to Bylaws.
(Julie Todd/10 minutes)

Attached Supporting Documents

- Updated/Edited ACC Bylaws 12.20.22

2. Updates on PCT Parking Garage Mural
(Sam Lee/15 minutes)

H. NEW BUSINESS

1. Election of New Chair and Vice Chair.
(Julie Todd/10 minutes)

I. GOVERNANCE

1. Final Report on Joy Around the World and Current Cultural Development Fund.
(Sam Lee/15 minutes)

J. ADVISORY COMMITTEE MEMBER COMMENTS

Joanna Bowe
Jane Burrell

Chairperson Natalie Strong
Eva Sweeney

Maureen Kingsley
Brian Mitchell
Joan Palmer

Tanya Taylor
Vice Chairperson Neal Von Flue

CITY COUNCIL LIAISON COMMENTS
Councilmember Lance Giroux

L. CITY LIAISON UPDATES

M. ADJOURNMENT

NEXT MEETING: Regular meeting on February 28, 2023 at 5:30 p.m.

**ARTS AND CULTURE ADVISORY COMMITTEE OUTREACH TO OTHER
CITY OF EL SEGUNDO COMMITTEES, COMMISSIONS, AND BOARDS**

Capital Improvement Program Advisory Committee:

Diversity, Equity, and Inclusion Committee: Tanya Taylor

Economic Development Advisory Council: Eva Sweeney

Environmental Committee: Jane Burrell

Investment Advisory Committee: Brian Mitchell

Library Board of Trustees: Natalie Strong, Brian Mitchell (alternate)

Planning Commission: Eva Sweeney (alternate)

Recreation and Parks Commission:

Senior Citizens Housing Corporation Board: Maureen Kingsley, Neal Von Flue (alternate)

Technology Committee: Brian Mitchell



BYLAWS OF THE ARTS AND CULTURE ADVISORY COMMITTEE

Amended December 20, 2022

ARTICLE I – NAME

The name of this organization shall be the Arts and Culture Advisory Committee otherwise known as the ACC.

ARTICLE II – PURPOSE

The purpose of the ACC is to advise the City Council on matters related to art and culture in the El Segundo community as well as the planning and installation of public art and cultural programming. The ACC shall serve as a forum for effective collaboration leading to the growth of art and culture in the City of El Segundo. The committee is a standing advisory committee that serves at the behest of the City Council.

ARTICLE III - QUALIFICATIONS

Members of the ACC shall be of representatives of the community who live or work within the City of El Segundo.

ARTICLE IV - MEMBERSHIP

The ACC shall be composed of eleven (11) voting members who live or work in the City of El Segundo. ACC members shall represent a variety of backgrounds representative of the arts including but not limited to creative art, technology, and science.

Section I - Selection of Members

The City of El Segundo shall advertise and solicit applications to fill any vacant positions that may occur. After the application period has closed, the chair and vice-chair shall review the applications and recommend candidates to the City Council for interview. The City Council may interview candidates and will make all appointments pursuant to Government Code §40605. A candidate may not serve on the committee without City Council final approval.

Section II- Interviews

The City of El Segundo City Council may hold interviews twice a year.

Section III- Term of Office

The term for ACC members is three (3) years without term limits.

Section IV - Compensation

ACC members are not compensated.

Section V – Removing a Member

Members of the ACC shall serve at the pleasure of the City Council and may be removed at any time, without cause, by a majority vote of the City Council.

Section VI– Removing a Member Due to Absences

When any member has three (3) or more absences within a 12-month period, the committee may recommend removal of the subject member, and the member’s seat would be deemed vacant upon City Council member removal.

Section VII – Removing a Member Due to Conduct

The ACC Chair may make a recommendation to City Council to remove a member based on conduct, and that member may be removed by a majority vote of City Council.

Section VIII – El Segundo City Employee Eligibility

City Employees are not eligible for ACC membership.

ARTICLE V - MEETINGS

All meetings shall be open and public pursuant to the Government Code of the State of California.

Section I - Regular Meetings

Regular Meetings of the ACC shall be monthly on the 4th Tuesday of the month at 5:30 p.m.

Section II - Special Meetings

Special meetings of the committee may be held at any time upon the call of the chair or a majority of the voting members. The chair or a majority of the ACC shall determine the time and place of the special meeting. Special meetings must be noticed 24 hours in advance of the meeting.

Section III- General Meeting

At its regular meeting in January of each year, ACC members will elect chair and vice-chair as well as discuss any other long-term initiatives for the year.

Section IV- Joint Meeting with City Council

The ACC will participate in an annual joint meeting with the City Council and representatives from each of the City’s commissions, committees and boards.

Section V- Workplan Update at a City Council Meeting

A member of the ACC will present an update at a City Council Meeting on the committee’s work plan and progress.

Section VI - Quorum

A majority of the ACC (six members) shall constitute a quorum. A quorum is necessary for action by the ACC.

Section VI - Voting

Each member shall have one vote.

Section VII - Meeting Procedures

Except as otherwise provided by these bylaws or City Council Resolutions the ACC will follow the latest edition of Robert’s Rules of Order for the orderly conduct of meetings.

ARTICLE VI - OFFICERS

Officers of the ACC shall be a chair and a vice-chair. Term of chair and vice-chair shall be for one (1) year. Duties of the officers shall conform to the regular parliamentary duties as set for by Robert's Rules of Order or similar rules of parliamentary procedure, e.g. Rosenberg's Rules of Order. These bylaws' terms will supersede any conflicting parliamentary procedural rule. Failure to strictly follow parliamentary guidelines will not itself invalidate any committee action.

Section I - Chair

The chairperson shall preside over the meetings of the ACC.

Section II – Vice-Chair

During the absence, disability or disqualification of the chair, the vice-chair shall perform all the duties and be subject to all the responsibilities of the chair. The vice-chair shall succeed the chair if he/she/they vacates the office before the term expires. A new vice-chair shall be elected at the next regular meeting.

Section III - Duties of the ACC

It is intended that the ACC shall be an advisory body to the City Council. Nothing herein contained should be construed as a limitation on the power of the City Council or the administrative staff of the City in their supervision or authority over property or personnel under their jurisdictions.

ARTICLE VII - OFFICIAL DOCUMENTS

Section I- Minutes

Minutes of all meetings should be prepared and maintained with the ACC records. Copies shall be distributed to the ACC, City Council and City Clerk. Minutes shall be posted on the City's website following ACC approval.

Section II- Distribution of Documents

Preparation and distribution of ACC documents to the City Council, City Clerk, ACC members and via email to members of the public who requested to receive ACC meeting notifications shall be the responsibility of the designated employee as identified by the City Manager.

ARTICLE VIII – CONDUCT OF MEMBERS

Section I - Representing the ACC

ACC members shall make no personal commitment to speak on behalf of the ACC, nor make any statements or take actions representing the ACC, without majority approval.

Section II - Conflict of Interest

Members of ACC shall abstain from participating in any matter to come before the ACC in which he, she, or they has any direct or indirect economic interest. Should conflict of interest exist, the ACC member shall remove himself/herself/themselves from discussions and abstain from voting. A yearly Conflict of Interest Statement (Form 700) shall be filed with the City Clerk.

Section III – Conduct at Meetings

Meetings will be conducted based upon the latest edition of Robert’s Rules of Order (or similar rules of parliamentary procedure, e.g. Rosenberg’s Rules of Order). Where there is a conflict between the parliamentary guidelines and these bylaws, the bylaws should have precedence. Failure to strictly follow parliamentary guidelines shall not invalidate an action of the committee.

ARTICLE IX – ASSISTANCE OF STAFF

The Recreation, Parks and Library Director shall provide the ACC with such information and staff assistance as the ACC may reasonably request from time to time; subject to the limitations imposed by City Council. The staff member designated by the Recreation, Parks and Library Director shall confer with the department head to determine if a request for research by the committee requires extra dedication and staff time that may not be available.

ARTICLE X – BYLAW AMENDMENTS

These bylaws may be amended by simple majority of those voting at any legal meeting of the ACC. Such amendments must be approved by the City Council.

ARTICLE XI – CCB RECESS

The ACC may be placed on a short or extended recess by a majority vote of the City Council. City Council may determine if a recess is necessary based on the ACC’s workload and progress towards accomplishing assigned City Council objectives.

ARTICLE XII – DISSOLUTION

The ACC may be dissolved by a majority vote of the City Council.