



BYLAWS OF THE SAN MATEO COUNTY ARTS COMMISSION

Updated April 15, 2026

Article I: Defined Terms

- **"Actual Membership"** means the 10 Commissioners designated to serve on the Commission (as set forth in Section 1 below) less the number of Vacant Memberships.
- **"Commission"** means the San Mateo County Arts Commission.
- **"Commissioner"** means, unless otherwise specified, a member of the Arts Commission.
- **"County"** means the County of San Mateo.
- **"Quorum"** means the majority of the Actual Membership.
- **"Vacant Membership"** means there is no individual serving as that member.

Article II: Roles

Section 1. Commissioners

- A. The Commission, whose purpose is to promote and encourage the arts and to serve in an advisory capacity to the Board of Supervisors, consists of 10 Commissioners, two residing in each of the five County Supervisorial districts, appointed by the Board of Supervisors. All Commissioners shall serve at the pleasure of the Board of Supervisors, and the term of office shall be four (4) years to coincide with the appointing Supervisor's term of office. If re-elected, Supervisors may serve up to (3) three consecutive terms and may choose to extend the Commissioner's service not to exceed (3) three consecutive terms or (12) twelve years. Each Commissioner shall be a resident of the district of appointment during their term.
- B. The Commissioners will perform the following duties:
 1. Advise and make recommendations to the Board of Supervisors on art projects, programs, and funding;
 2. Promote and encourage the arts;
 3. Participate in Commission meetings;
 4. Prepare and update the County's strategic and cultural plan;

5. Develop and implement an annual work plan for the Commission;
6. Meet with arts organizations to ensure collaboration and coordination in artist and cultural activities within San Mateo County;
7. In the event the County contracts with a “contract arts partner” to promote, support, and encourage the arts in San Mateo County, (a) work closely and meet on a regular basis with the contract arts partner; (b) review the contract arts partner’s performance to ensure compliance with the terms of the agreement with the County and assist with reporting such findings to the Board of Supervisors; and (c) if the contract arts partner applies to the California Arts Council for state funds, and the submission requires approval by the Board of Supervisors, assist in the review of the application and the making of a recommendation to the Board of Supervisors; and
8. Adhere to the Arts Commission bylaws and all other laws, regulations, resolutions, and requirements by which they are bound.

Section 2. Executives

Executive members of the Commission shall be the Chair, Vice Chair, and Subcommittee Chairs. Executives shall serve year-long terms and be elected annually at the Committee’s May meeting.

Candidates for executive positions must be nominated by themselves or another Commission member at the meeting at the May meeting for the election of executives. A candidate shall be elected to a position if they receive a majority of the votes.

Section 3. The Chair

- Presides at Commission meetings.
- Serves in partnership with the Vice Chair and the Executive Director of the Office of Arts and Culture to lead the Commission meetings and review meeting agendas set by the Office of Arts and Culture.
- Establishes and appoints Subcommittees as necessary.

Section 4. The Vice Chair

- Assists the Chair as necessary.
- Fulfills the duties of the Chair when the Chair is absent.

Article III: Meetings

Section 1. Brown Act

All meetings of the Commission shall be subject to all provisions of the Ralph M. Brown Act (Gov. Code, §§ 54950, *et seq.*), which Act mandates open meetings for local legislative bodies.

Section 2. County's Standing Rules

All meetings of the Commission shall also be subject to all provisions of the County's Resolution Specifying Standing Rules for County Boards, Commissions, and Advisory Committees, a copy of which is included as **Attachment 1**, which is incorporated in full by this reference.

Section 3. Meeting Frequency

The Commission shall meet in person ten (10) times a year, every month (except for June and December on the third Wednesday of the month from 3:30 pm - 5:00 pm. Commissioners may opt to attend up to two hybrid meetings per year on Zoom.

Section 4. Quorum

All decisions and actions of the Commission must be by at least of majority of the Quorum present at a meeting; provided, however, notwithstanding any other provision(s) of these Bylaws, all decisions and actions of the Commission shall require no fewer than three (3) votes, regardless of the Actual Membership. For example, if Actual Membership were five (5), three members would constitute a Quorum and could conduct a meeting, and three (3) votes (not two (2) votes) would be required for a decision or action by the Commission at such a meeting.

Article IV: Attendance Policy

Commissioners are expected to attend all Commission meetings. If a Commissioner is unable to attend a meeting, they must, where possible, provide staff notice with at least 24 hours in advance of the meeting. In the event a member misses more than two (2) Commission meetings, or the member has two (2) or more tardies of more than fifteen minutes in a 12-month period, the Executive Committee and the Office of Arts and Culture will review with the member their ability to serve on the Arts Commission. If after efforts to achieve compliance are unsuccessful and a member does not maintain consistent attendance at Commission meetings, the Commissioner may be subject to removal, which is accomplished by Commission and Office of Arts and Culture recommendation to the Board of

Supervisors.

A member may be granted a one-time leave of absence, not to exceed three (3) months, for an emergency, hardship, illness or for another reason, deemed sufficient by the members of the Executive Committee.

Article V: Subcommittees

To the extent permitted by law, the Commission Chair may appoint a subcommittee or subcommittees from its members, either standing or *ad hoc*, and designate such committees' duties, powers, and authorities.

Article VI: Support

The Office of Arts and Culture will provide the Commission with the appropriate staff and technical support needed to carry out the work of the Commission, including the preparation of the meeting agendas, keeping meeting minutes, and actions taken at all meetings.