

DOUGLAS COUNTY CULTURAL COUNCIL BYLAWS

I. NAME AND PURPOSE

The name of this committee shall be the Douglas County Cultural Council (the "DCCC"). The purpose of this Council shall be to serve the diverse citizenry of Douglas County by facilitating the development of cultural opportunities in the arts, sciences, natural history and cultural history. The DCCC is hereby authorized to submit to the Board of Directors of the Scientific and Cultural Facilities District (the "SCFD") an annual plan, certified by the Douglas County Commissioners, specifying the distribution of cultural sales tax proceeds, as providing for the advancement and preservation of art, music, theater, dance, zoology, botany, cultural history or natural history.

II. MEMBERSHIP

The Council shall be a nine-member committee appointed by the Douglas County Commissioners, three members from each Commissioner's district. Council members are required to reside within the SCFD. Council members shall serve three-year staggered terms. The terms of office of appointed members of the Douglas County Commissioners' Boards, Committees and Commissions shall generally be two terms unless otherwise indicated by statute or the authorizing resolution. The Commissioners may, when deemed appropriate, appoint a member for more than two terms. Council members will act in accordance with the Douglas County Boards, Commissions and Committees Code of Conduct.

III. OFFICERS

A chairperson shall be elected at the first regular meeting of each year. The chairperson's duties shall include presiding at all meetings, making appointments to committees that are formed, assuming responsibility for reports made to the Board of County Commissioners, the Board of the SCFD, or to the public, and for similar duties usually associated with the chairmanship. A vice-chair shall be elected at the first regular meeting of each year and shall assume the duties of the chairperson in his/her absence. A secretary shall be elected who will be responsible for maintaining decision-oriented minutes.

IV. MEETINGS

All business of the Council shall be conducted at regular meetings, which shall be open to the public. Council action on the SCFD funding shall require the affirmative vote of a majority of the total membership in the Council and action on other business shall require the approval of a majority of a quorum (five members shall constitute a quorum). The DCCC shall hold at least two regular meetings in each calendar year, the meeting place and time to be established by members of the Council.

V. CONFLICTS OF INTEREST

The members of the DCCC must be aware of a possible conflict of interest arising in the course of their membership on the Council.

A conflict of interest is described as a situation where the person:

- Has a financial interest in the matter;
- Has been, or will be, involved in the writing of the grant in the current grant cycle;
- Will be directly affected by the decision in the matter;
- Believes he or she has a conflict of interest as defined by an applicable law; or
- Will gain an advantage to relations, groups or associations to whom they are affiliated.

A member of the DCCC experiencing a conflict of interest should declare that interest publicly, abstain from voting on the matter and recuse themselves in any deliberations on the matter.

Additionally, the member of the DCCC should not discuss the matter privately with other Council members who are voting on it.

The members of the DCCC should not accept any compensation, gift, or service under any circumstances in which it could reasonably be inferred that a gift was intended, or could reasonably be expected to, influence the members of the DCCC in the performance of duties, or was intended as a reward for any action on the Council member's part.

Specifically, (A) at the first meeting of the DCCC each year, each member of the DCCC shall disclose, in writing, the names of those organizations which have received funding from the SCFD (an "SCFD organization") to which the DCCC member has made a financial contribution of \$100.00 or more; (B) on an ongoing basis each member of the DCCC shall disclose, in writing, any gifts (such as complimentary tickets) which a Council member has received and used from an SCFD organization; and (C) any member of the DCCC who is a board member, employee, performer or who otherwise receives compensation from an SCFD organization, shall abstain from voting and recuse themselves from any discussions concerning such SCFD organization. It shall not be a conflict of interest for a member of the DCCC to make a personal financial contribution to an SCFD organization.

VI. REVIEW AND AMENDMENT

The bylaws of the DCCC shall be reviewed annually and may be amended by majority vote.

Adopted October 4, 1989
Amended October 23, 1992
Amended April 8, 1993
Amended February 5, 2003
Amended January 28, 2005
Reviewed and Affirmed August 18, 2009
Amended October 23, 2012
Amended October 22, 2013
Amended September 8, 2015
Amended September 13, 2016
Amended October 10, 2017