

City of Raleigh Arts Commission Protocol Guidelines

Members of the City of Raleigh Arts Commission believe that the arts are an integral and essential part of a community's daily existence and overall identity, and as such, support, encourage and foster arts organizations and artists in the Greater Raleigh area. Through unselfish service, each member has accepted the responsibility for serving as an appointed trustee of the Raleigh Arts Commission. By approval of this voluntary document, members further indicate their understanding that they represent the constituents and the public at large through fulfillment of the conduct as outlined below.

Participation Expectations

- Members agree to fully familiarize themselves with the by-laws, mission, goals and work plan of the Arts Commission.
- Members agree to attend all monthly Commission meetings; members understand that unexcused absences in excess of 3 consecutive meetings will result in possible recommended removal from the Commission.
- Members agree to prepare in advance for all meetings by reviewing the materials that have been provided.
- Members agree to attend all committee meetings as assigned and carry out accepted and assigned responsibilities.
- Members agree to actively attend and participate in a wide range of arts activities, performances and events sponsored by Commission grantees and partners.
- Members agree to treat the city professional staff with respect, courtesy, civility and a spirit of cooperation.
- Members understand their role is not to hire/dismiss staff or to become involved in daily programmatic and management decisions; rather their role is of guiding the direction and vision of the agency towards achieving the mission.

Code of Conduct

To encourage a spirit of partnership between Commission members, staff and community constituents, Commission members agree to:

- Abide by standard Roberts Rules of Order during all meeting proceedings (exceptions for using Roberts Rules outlined in Commission by-laws).

- Listen openly to others with differing opinions. Handle differences in a positive and productive manner, ensuring that all criticisms are conveyed in a constructive spirit.
- When appropriate, interpret the organization's purpose and work to the public openly and in clear language but never speaking for the group in matters that have not been brought before the Commission or matters which might be considered confidential in nature.
- Publicly support all actions and recommendations that have received approval by the Commission.
- Abide by the City of Raleigh's Code of Ethics and adhere to appropriate behavior at all times when representing the Raleigh Arts Commission.
- Maintain a positive public image of the organization at all times.

Conflict of Interest

Commission members will, at all times, be mindful of matters which could be inferred or interpreted as conflicts of interest; by serving, they agree to work to ensure and preserve the integrity of the Raleigh Arts Commission and its purpose. Further, members have reviewed the City of Raleigh's resolution pertaining to ethical responsibilities (Resolution No. 1988 955A) and agree to abide by its terms and provisions, thereby ensuring that those involved with the agency operate within acceptable standards of conduct, including:

- Members shall not engage either directly or indirectly in any business for personal profit or benefit as a result of their service on the Commission.
- Members shall not solicit, accept or agree to accept any gift of money, goods, loans, and services as a result of their service on the Commission; exceptions allowed for items with a value of up to \$50, and tickets for performances and events that are seen as essential to service on the Commission.
- Members who serve on a board (or who have any direct interest in any group or entity involved in any matter before the Commission) shall not be present at that part of a meeting at which such matter is discussed or action is taken. Members shall not vote on matters related to their interest, nor in any way influence the discussions or decision making process.
- Members agree to advise the Commission Chair and Executive Director in advance of any potential conflicts of interest upon being seated on the Commission as well as throughout their term of service.

Through fulfillment of these agreements, Commission members indicate their willingness to act as a unified and cohesive body to promote the arts in the City of Raleigh.