City of Laredo
Arts & Culture Division

Arts & Culture Advisory Committee – Officer Structure and Duties

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Officer Elections

All officer positions shall be elected by a majority vote of the Advisory Committee from among its current members. Nominations may be made by any Advisory Committee member, including self-nominations. Elections shall be conducted during a regular meeting of the Advisory Committee, provided that a quorum is present.

Section 1. Chair

The Chair is responsible for maintaining order, confirming quorum, facilitating the agenda, recognizing members, managing public comment as applicable, calling for motions and votes, and announcing results. The Chair may also call upon Advisory Committee members, City staff, or invited parties to provide updates or present information as needed. The Chair shall identify and address conflicts of interest, including enforcing recusals when applicable, appoint subcommittees or panels as needed, and serve as an ex-officio member of all committees.

The Chair may designate or delegate an Advisory Committee member to represent the Advisory Committee at events, meetings, or before City Council, as deemed appropriate.

The Chair shall oversee the preparation and presentation of official Advisory Committee reports, meeting agendas, and other documentation or assignments as required by the City, in coordination with City staff. The Chair may delegate responsibilities to Advisory Committee members, as appropriate. In the event of a vacancy or temporary absence of an officer, the Chair may temporarily assign the duties of that office to another Advisory Committee member until a successor is elected or the officer resumes their duties.

(Additional duties or responsibilities may be assigned by the Advisory Committee, as needed, to support its goals and functions.)

Section 2: Vice Chair

The Vice Chair shall be elected by the Advisory Committee members and shall perform the duties of the Chair in their absence or as otherwise delegated.

(Additional duties or responsibilities may be assigned by the Advisory Committee, as needed, to support its goals and functions.)

Section 3. Secretary

The Secretary shall be elected by the Advisory Committee members and is responsible for maintaining accurate records of all Advisory Committee meetings, including attendance, official minutes, and supporting documentation. Draft minutes shall be prepared and submitted to city staff liaison within one (1) week following the posting of the meeting by

the City Secretary, in accordance with applicable posting requirements: AC² Meeting Playlist.

The Secretary shall assist in the preparation of official Advisory Committee documents, including meeting agendas, meeting minutes, and biannual reports, in coordination with the Chair and with support from City staff, to ensure accurate and timely documentation of Advisory Committee activities.

The Secretary shall collaborate with Advisory Committee members and the appropriate City departments to support the promotion and awareness of monthly arts and cultural events, programs, and community engagement opportunities.

(Additional duties or responsibilities may be assigned by the Advisory Committee, as needed, to support its goals and functions.)

Section 4. Sergeant-at-Arms

The Sergeant-at-Arms shall be elected by the Advisory Committee and is responsible for supporting the orderly conduct of meetings. In coordination with the Chair, the Sergeant-at-Arms helps maintain decorum among members and attendees, ensures adherence to established procedures, and addresses disruptions that may interfere with the business of the Advisory Committee.

The Sergeant-at-Arms may assist the Chair in confirming that meeting conditions are met, including quorum, and in facilitating the progression of the agenda. The Sergeant-at-Arms also supports the enforcement of recusals when conflicts of interest are disclosed and helps ensure that meetings are conducted in a manner consistent with applicable rules, policies, and governing procedures.

(Additional duties or responsibilities may be assigned by the Advisory Committee, as needed, to support its goals and functions.)

Section 5. Terms of office

All elected officers shall serve for a period of one (1) year commencing on October 1. Elected officers may be re-elected.

In the event an officer resigns, is no longer appointed to the Advisory Committee, or is unable or fails to fulfill the duties and responsibilities of the officer position, the Advisory Committee may hold a re-election to fill the position for the remainder of the term, if deemed necessary. Any such action shall require a quorum and approval by a majority of the Advisory Committee members present.

Section 6. Vacancies and Resignations

Resignation from an elected officer position must be in writing and presented at a regular monthly meeting prior to the vacancy for the office, when possible. Replacement of the officer will be left to the discretion of the remaining officers with the confirmation of the Advisory Committee. Appointments for vacancies will be for the unexpired term.

Section 7. Subcommittees and/or Panels

The Chair may establish subcommittees or panels as needed to support the work of the Advisory Committee and shall appoint members to serve on such bodies. To the extent practicable, appointed members should possess relevant experience or expertise related to the subject matter under review.

Subcommittees or panels may be formed to address matters within the Advisory Committee's purview, including initiatives, partnerships, or activities that fall outside the scope of the 2% for Art program, as outlined in Ordinance 2026-O-136 Division 4. A member may be designated to coordinate the work of the subcommittee or panel, as appropriate.

(Additional duties or responsibilities may be assigned by the Advisory Committee, as needed, to support its goals and functions.)

Section 8. Additional Officers & Responsibilities

The Advisory Committee may establish additional officer positions and assign duties or responsibilities, including special assignments, as deemed necessary to support its functions, reporting obligations, and operations.